

TUESDAY 9TH JANUARY 2024

TO: ALL MEMBERS OF THE CABINET

I HEREBY SUMMON YOU TO ATTEND A **MULTI LOCATION MEETING** OF THE **CABINET** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AND REMOTELY AT 10.00 A.M. ON MONDAY, 15TH JANUARY, 2024** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Michelle Evans Thomas
Telephone (direct line):	01267 224470
E-Mail:	MEEvansThomas@carmarthenshire.gov.uk

**This is a multi-location meeting.
Members can attend in person at the venue detailed above or remotely via the
Zoom link which is provided separately.**

**The meeting can be viewed on the authority's website via the following link:-
<https://carmarthenshire.public-i.tv/core/portal/home>**

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

CABINET

MEMBERSHIP – 10 MEMBERS

COUNCILLOR	PORTFOLIO
Councillor Darren Price	Leader
Councillor Linda Evans	Deputy Leader and Cabinet Member for Homes
Councillor Glynog Davies	Education and Welsh Language
Councillor Ann Davies	Rural Affairs, Community Cohesion and Planning Policy
Councillor Hazel Evans	Regeneration, Leisure, Culture and Tourism
Councillor Philip Hughes	Organisation and Workforce
Councillor Alun Lenny	Resources
Councillor Edward Thomas	Transport, Waste and Infrastructure Services
Councillor Jane Tremlett	Health and Social Services
Councillor Aled Vaughan Owen	Climate Change, Decarbonisation and Sustainability

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PERSONAL INTEREST**
- 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 11TH DECEMBER, 2023.** 5 - 10
- 4. QUESTIONS ON NOTICE BY MEMBERS**
 - 4.1 QUESTION SUBMITTED BY COUNCILLOR ROB JAMES TO COUNCILLOR ALUN LENNY, CABINET MEMBER FOR RESOURCES**

“Could the Cabinet Member state how much this authority paid in consultancy fees during the last financial year, including towards joint or regional projects?”
- 5. PUBLIC QUESTIONS ON NOTICE (NONE RECEIVED)**
- 6. REVENUE BUDGET STRATEGY 2024/25 TO 2026/27** 11 - 56
- 7. FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) 2024/25 TO 2028/29** 57 - 78
- 8. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2024-27 - CARMARTHENSHIRE’S HOUSING INVESTMENT PROGRAMME** 79 - 150
- 9. HOUSING REVENUE ACCOUNT AND HOUSING RENT SETTING 2024/25** 151 - 180
- 10. COUNCIL'S REVENUE BUDGET MONITORING REPORT** 181 - 210
- 11. CAPITAL PROGRAMME 2023/24 UPDATE** 211 - 220
- 12. COUNCIL TAX REDUCTION SCHEME** 221 - 236
- 13. LICENSING ACT 2003 REVIEW OF LICENSING POLICY AND CUMULATIVE IMPACT ASSESSMENTS** 237 - 402
- 14. MODEL TEACHERS' PAY POLICY 2023/24** 403 - 450
- 15. MODEL UNATTACHED TEACHERS' PAY POLICY 2023/24** 451 - 492
- 16. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.**

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CABINET

11TH DECEMBER 2023

PRESENT: Councillor D. Price (Chair) (In Person)

Councillors (In Person):

C.A. Davies

G. Davies

H.A.L. Evans

A. Lenny

E.G. Thomas

A. Vaughan Owen

Councillors (Remotely):

L.D. Evans

Also in attendance as an observer (Remotely):

Councillor D.M. Cundy.

Also Present (In Person):

W. Walters - Chief Executive

J. Morgan - Director of Community Services

C. Moore - Director of Corporate Services

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

S. Davies - Head of Access to Education

J. Jones - Head of Regen, Policy & Digital

L.R. Jones - Head of Administration and Law

G. Ayers - Corporate Policy & Partnership Manager

A. Carter - Schools Transformation & Change Manager

C. Higginson - Media Manager

C. Jones - Procurement Manager

L. Jenkins - Cabinet Support Officer

K. Thomas - Democratic Services Officer

D. Hall-Jones - Member Support Officer

S. Rees - Simultaneous Translator

Also Present (Remotely):

M. Evans Thomas, Principal Democratic Services Officer

M. Runeckles - Member Support Officer

Chamber, County Hall, Carmarthen and remotely : 10:00 am - 10:45 am

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P.M. Hughes and J. Tremlett.

2. DECLARATIONS OF PERSONAL INTEREST

Councillor / Officer	Minute Number	Nature of Interest
Councillor A. Davies	12 – Primary Schools Admissions Review (Rising 4s)	She runs a Children’s Nursery in Llanarthne.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 13TH NOVEMBER 2023

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 13th November, 2023 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

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

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. TO ENTER INTO A DEED OF VARIATION TO AMEND SCHEDULE 3 “TERMS OF REFERENCE” OF THE JOINT COMMITTEE AGREEMENT FOR PARTNERIAETH

Cabinet was reminded that in April 2022 the Authority entered into an agreement with Pembrokeshire County Council and the City and County of Swansea Council for the establishment of a Joint Committee to support the delivery of educational improvements through Partneriaeth Addysg De Orllewin Cymru / South West Wales Education Partnership (“Partneriaeth”).

Partneriaeth’s Terms of Reference (Schedule 3 of the Joint Committee Agreement) provides that governance shall be via three voting members who shall be the Leaders of the three Councils. However, Leaders are inevitably involved in many meetings which can lead to clashing diary commitments. Consequently, at its meeting held on 6th October 2023 Partneriaeth agreed that it would be preferable to have some flexibility for the 3 Constituent Authorities to nominate their Cabinet Member with the Education Portfolio as their voting member instead of their Leader, should they so wish.

UNANIMOUSLY RESOLVED that the proposal to amend Schedule 3 of Partneriaeth’s Joint Committee Agreement be approved and the voting member for Carmarthenshire County Council shall be the Cabinet Member for Education and Welsh Language and the non-voting member shall be the Leader.

7. PROCUREMENT STRATEGY 2023-28

The Cabinet considered the Procurement Strategy 2023-28 the aim of which was to have a framework in place so that procurement and commissioning decisions

play a key role in supporting the delivery of the aims of the Council's Corporate Strategy and the Cabinet's Vision Statement. The report detailed the Corporate Procurement Unit's key priorities over the next 5 years.

UNANIMOUSLY RESOLVED that the Procurement Strategy 2023-28 be endorsed.

8. COUNCIL TAX BASE 2024-25

The Cabinet considered a report detailing the Council Tax Base calculations in respect of the financial year 2024-25. Council on 8th December, 2004 resolved that calculation of the Council Tax Base be designated an executive function.

The County Council is required each year to determine its Council Tax Base and the Council Tax Base of each community within its area for the purpose of setting the level of Council Tax for the forthcoming financial year.

UNANIMOUSLY RESOLVED

8.1 that the Council Tax Base calculations for the financial year 2024-25, as detailed within Appendix A to the report, be approved;

8.2 that a Council Tax Base of 76,460.40 in respect of the County Council area, be confirmed;

8.3 that the relevant tax bases for the individual Community and Town Council areas, as detailed in Table 2 to the report, be confirmed.

9. MID-YEAR TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL TO 30TH SEPTEMBER 2023

Cabinet considered the mid-year Treasury Management and Prudential Indicator Report which provided an update on the treasury management activities from 1st April to 30th September 2023.

UNANIMOUSLY RESOLVED that the report be approved.

10. REVISION OF THE CORPORATE SAFEGUARDING POLICY

Cabinet considered a report on the revision of the Corporate Safeguarding Policy.

During July and August 2023 the Wales Audit Office completed a review of the assurance and accountability arrangements of Carmarthenshire County Council in ensuring that safeguarding policies and procedures are in place and are being adhered to. The review examined what the Council itself has done to seek assurance that its arrangements to support safeguarding are effective by reviewing how the Council is discharging its safeguarding responsibilities at all levels: Cabinet, senior management team, Scrutiny and individual officers.

One of the recommendations emanating from the review was that a revision be undertaken of the Corporate Safeguarding Policy that covers all the Council's service areas.

UNANIMOUSLY RESOLVED that the revised Corporate Safeguarding Policy be endorsed.

11. INTRODUCTION OF PUBLIC SPACES PROTECTION ORDER (PSPO) – LLANELLI TOWN CENTRE

Cabinet considered a report outlining a proposed new Public Spaces Protection Order (PSPO) to address alcohol and drug related crime, disorder and nuisance in the area identified in Llanelli.

PSPOs deal with a particular issue or issues in an identified area which is having a detrimental impact on the local community's quality of life. Conditions are imposed, within the Order, to restrict specific behaviour which is evidenced and must be proportionate to the detrimental effect that the behaviour is causing or can cause and are necessary to prevent it from continuing, occurring or recurring. Following consideration of the impact of the previous Order and engagement with local stakeholders it was considered appropriate to propose a new Order for the area.

UNANIMOUSLY RESOLVED that the making of a new PSPO for Llanelli Town Centre, as detailed in the report, be approved.

12. PRIMARY SCHOOL ADMISSIONS REVIEW (RISING 4s)

[NOTE: Cllr A. Davies had earlier declared an interest in this item.]

Cabinet considered a report detailing the outcome of a Primary School Admissions Review (Rising 4s).

In 2018/19 the Education & Children Scrutiny Committee completed a Task & Finish Review of the current provision for early years education, childcare and play opportunities. One of the conclusions in the report identified that the Authority's Rising 4s Policy is markedly different to other neighbouring Local Authorities' and recommended that the Council undertake a formal review of its current admissions policy for full time education for 4 year olds (the Rising 4s Policy). Cabinet has already considered a report into the rationale for this and requested an assessment of the implications of removal of the Rising 4s Policy in individual schools.

The assessment was undertaken in the form of a gap analysis of education provision for 3 and 4 year old children should the policy be amended. It highlighted where removal of the policy will have limited or no impact and those schools (all 4-11 schools) where removal will leave gaps in provision in some schools and geographical areas. Potential solutions are proposed where gaps in provision have been identified. However, any financial implications of changes resulting in increased expenditure would make them contingent upon the removal of the Rising 4s Policy.

UNANIMOUSLY RESOLVED that Carmarthenshire County Council, as the Admissions Authority for community and voluntary controlled primary school, consults on the removal of the Rising 4s Policy during the annual admissions consultation exercise in January 2024, for potential implementation in September 2025.

13. ANY OTHER ITEMS OF BUSINESS

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

14. 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.

15. UK GOVERNMENT LEVELLING UP ROUND 1 FUNDED PROJECT – CARMARTHEN HWB PROJECT UPDATE

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 14 above, to consider this matter in private, with the public excluded from the meeting as disclosure would be likely to cause financial harm to the Council by undermining its position in future negotiations regarding these projects

Cabinet considered a report providing an update on the UK Government Levelling Up Round 1 Funded Project, the Carmarthen Hwb Project.

UNANIMOUSLY RESOLVED

- 15.1 that the revised proposals, as detailed in the report, be supported;**
- 15.2 that Option B, as detailed in the report, be approved;**
- 15.3 to approve that the additional funding required will be sourced as detailed in the report;**
- 15.4 that the changes to the original scheme be acknowledged and the revised proposals supported.**

16. SUSTAINABLE COMMUNITIES FUND – ROUND 3 APPLICATIONS

[NOTE: The Chair had to leave the meeting prior to the commencement of this item. The Vice-Chair presided for this item.]

Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 14 above, to consider this matter in private, with the public excluded from the meeting as disclosure would be likely to place person and businesses named in the report at an unfair disadvantage in relation to their commercial competitors

The Cabinet considered a report providing an overview of applications submitted under the Sustainable Communities Fund (Round 3) which is funded via the UK Government Shared Prosperity Fund.

UNANIMOUSLY RESOLVED that the 11 applications be awarded funding within the available budget, as recommended by the Funding Panel and on the terms and conditions as detailed in Table 2 and Annexe A to the report.

CHAIR

DATE

CABINET

15th JANUARY 2024

REVENUE BUDGET STRATEGY 2024/25 TO 2026/27

Recommendations / key decisions required:

1. That Cabinet:

- 1.1 Note the contents of the report and approve the three year Budget Strategy 2024/25 to 2026/27. This strategy will be used to support the budget consultation and form the basis of the final budget proposals
- 1.2 Note the budget reductions/savings proposals in Appendix A, which will be considered as part of the consultation
- 1.3 Note the 2024/25 shortfall of £801k in the current strategy, for which increased funding or cost reductions will need to be identified at the completion of the consultation as noted in paragraph 4.3
- 1.4 Note that this MTFP included a proposal to use reserve funding to support one off costs for Childrens Services

Reasons:

To provide the Cabinet with an overview of the budget issues and outlook for the forthcoming years.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Alun Lenny – Cabinet Member for Resources

Directorate: Corporate Services	Designations:	Tel No.: 01267 224120 Email addresses:
Name of Director: Chris Moore	Director of Corporate Services	CMoore@carmarthenshire.gov.uk
Report Author: Randal Hemingway	Head of Financial Services	RHemingway@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
CABINET
15th JANUARY 2024**

REVENUE BUDGET STRATEGY 2024/25 TO 2026/27

The report provides members with an overview of the Revenue Budget for 2024/25 and the following two financial years.

It details the budget process, the current Welsh Government (WG) provisional settlement, the final settlement timetable and identifies the validation and budget pressures that need to be considered by members in setting next year's revenue budget.

The report will also form the basis of the budget consultation process that will be undertaken during January.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **Randal Hemingway** **Head of Financial Services**

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

1. Policy, Crime & Disorder and Equalities

The budget has been prepared having regard for the Council’s Corporate Strategy, and the Well-being of Future Generations (Wales) Act 2015. Equalities Impact Assessments have been undertaken on the budget proposals in order to consider and assess the potential impact with respect to protected characteristic groups. The Equalities Impact Assessments will be further developed following consideration of possible mitigation measures.

3. Finance

The report provides an initial view of the Budget Strategy for 2024/25, together with indicative figures for the 2025/26 and 2026/27 financial years. The impact on departmental spending will be dependent upon the final settlements from Welsh Government, and the resultant final Budget adopted by County Council.

CONSULTATIONS

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

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

1. Scrutiny Committee request for pre-determination	NO
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:	
Scrutiny Committee Outcome/Recommendations:	
Consultation with all Scrutiny committees will be undertaken and results will be reported during the budget process	

2. Local Member(s)
Not Applicable

3. Community / Town Council
Consultation with the Town & Community Council Forum will be undertaken and results will be reported during the budget process

4. Relevant Partners
Consultation with relevant partners will be undertaken and results will be reported during the budget process

5. Staff Side Representatives and other Organisations
Consultation with Trades Unions and other organisations will be undertaken and results will be reported during the budget process

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED YES	Include any observations here:
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**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2023/24 3-year Revenue Budget		Corporate Services Department, County Hall, Carmarthen
WG Provisional Settlement		Corporate Services Department, County Hall, Carmarthen

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REPORT OF DIRECTOR OF CORPORATE SERVICES

Cabinet

15th January 2024

REVENUE BUDGET STRATEGY 2024/25 to 2026/27

DIRECTOR & DESIGNATION	DIRECTORATE	TELEPHONE NO.
C Moore, Director of Corporate Services	Corporate Services	01267 224121
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO
R Hemingway, Head of Financial Services	Corporate Services	01267 224886

1. INTRODUCTION

- 1.1.** Cabinet in September 2023 received a report on the Revenue Budget Outlook for 2024/25 to 2026/27 which appraised Members of the financial outlook and the proposals for taking forward the budget preparation.
- 1.2.** This report provides Members with the current view of the Revenue Budget for 2024/25 together with indicative figures for the 2025/26 and 2026/27 financial years. The report is based on officers' projections of spending requirements and takes account of the provisional settlement issued by Welsh Government on 20th December 2023.
- 1.3.** Whilst significant work has already been undertaken in preparing the budget, this report represents an initial position statement which will be updated over the coming months as the budget is further developed, council members are engaged and public consultation takes place. The final settlement is expect to be published by Welsh Government on 27th February 2024 alongside the WG budget, the day before full council meets to agree the final budget.
- 1.4.** The report is broken down into seven parts:
 - Funding Projections/Provisional Settlement
 - Budget Requirement
 - Impact on the Authority's budget strategy, including risks
 - Consultation
 - Wellbeing of Future Generations
 - Conclusion
 - Recommendations

2. FUNDING PROJECTIONS/PROVISIONAL SETTLEMENT

- 2.1.** The provisional settlement was announced on Wednesday 20th December 2023, the latest date this has ever been provided. Provisional figures for individual Local Authorities were provided for 2024/25, with no indicative figures beyond that year. The combination of these two factors exacerbate the already significant challenges faced by Local Authorities in developing plans for a legally balanced budget and our duty to prepare a Medium Term Financial Plan (MTFP).
- 2.2.** The Westminster Autumn Statement was announced in November 2023, which in previous years has provided a significant increase in the Welsh Government funding envelope, used the estimated £25bn fiscal headroom to reduce employees national insurance, with no meaningful uplift in public spending. Whilst business rates relief in England is continued at 75% for retail, leisure and hospitality, WG have reduced this figure to 40% in Wales (capped at £110,000 relief), with the NNDR multiplier also increasing by 5% from 53.5p to 56.175p
- 2.3.** The main points of the Provisional Settlement 2024/25 on an all Wales basis are as follows:
- 2.3.1. Local government revenue funding for 2024/25 set at £5.690 billion, an increase of 3.1% (£170 million) compared to 2023/24 (on an all Wales basis) .
 - 2.3.2. The Settlement figures for Carmarthenshire are an increase in the provisional settlement of 3.3% (£11.0 million). The Aggregate External Finance (AEF) therefore increases to £349.441 million in 2024/25.
 - 2.3.3. No funding allocated for either Teachers' or Firefighters' pension increases, as this mechanism has not yet been worked through between Westminster and Welsh Government. Whilst this is assumed to be a nil impact on our funding position, this is a significant risk until formally confirmed, with a value of c. £4m.
 - 2.3.4. The Minister's letter accompanying the settlement stresses that all available funding has been provided, and Local Authorities "must therefore accommodate" costs such as the September 2024 Teachers pay deal, although there is no clarity on what has been assumed.
 - 2.3.5. There is a funding floor to ensure no authority receives less than 2%, however the value is minimal (£1.3m) and so has had little effect on the actual distribution between individual Local Authorities, ranging from +2% (Gwynedd, Conwy) to +4.7% (Newport). These variances are driven by updates to key datasets which influence the funding allocation, such as relative population changes, the number of

Universal Credit Claimants and eligible Free School Meal Pupils in particular areas.

This settlement is marginally above our planning figure of a 3.0% increase and provides £0.9m more than our original assumption. Whilst this is welcome, the inflationary, pay awards and pressures increases far exceed the funding provided. To put this into context, the additional budget required in 2024/25 to meet the cost of pay awards alone totals £15m.

In particular, no additional funding has been provided to meet the inherent budget shortfall going forward as a result of either the uplift in Teachers pay (set by Welsh Government), nor the 2023 NJC pay award (set by national pay bargaining). Welsh Government recognise that this is the most challenging settlement since devolution.

- 2.4.** We have set our Medium Term Financial Plan (MTFP) assumptions for 2024 and beyond to accommodate the continued easing of inflation, back to the Bank of England CPI target of 2%. In line with the current MTFP, a key assumption is that across our workforce, pay awards track the prevailing inflation rate over the medium term.

Against this level of increasing costs, the outlook for Welsh Government Funding and Local Authority Settlements, as forecast by Wales Fiscal Analysis (part of Cardiff University) appears bleak, with 2 slightly different scenarios:

YoY % change (nominal)		2025/26	2026/27
Central Scenario	WG budget	1.7% (+£358m)	2.1% (+£435m)
	LA settlement	-0.3%	-0.5%
Alternative Scenario	WG budget	2.5% (+£518m)	2.8% (+£589m)
	LA settlement	1.0%	0.7%

With no formal indication of forward funding, and the added uncertainty of elections for both UK Government (before January 2025), and Welsh Government (May 2026) combined with a new Welsh First Minister, our assumptions are based on the alternative scenario, which aligns broadly with UK Government’s spending plans before the Truss/Kwarteng budget event.

Either scenario marks a de facto return to austerity. These figures are the lowest since 2019/20 – whilst that was an incredibly challenging budget to balance, the increased scale of inflationary and unavoidable pressures cannot be overstated – the 2019/20 Carmarthenshire draft

budget included a mere £2.2m for unavoidable pressures vs the £15.4m which this paper provides for in paragraph 3.4.2 below. Years 2 and 3 of the MTFP may be our hardest yet.

The financial model forecasts a requirement for £37m savings over the three year MTFP period.

Details of the many Welsh Government Service Specific Grants were provided alongside the provisional settlement on 20 December 2023 at an all-Wales level. For 2024/25, as has been standard over several years, most remain at the same cash value to previous years, which will in reality reduce outputs. This has been true for a number of years, and it is important to recognise the genuine and unavoidable impact this will have on outputs. There is a high value of grants which underpin statutory services across education, social care and universal services such as waste. With the level of general inflation as well as pay awards at a much higher level, the impact of this next year will be significant.

2.5. There are however some important updates to specific grants:

- The Social Care Workforce Grant (£45m all Wales in 2023/24) has been reduced by £10m (22%). The grant was originally introduced by WG to help meet wage cost pressures within the commissioned sector, and therefore underpins core service delivery, so is essentially an additional budget pressure.
- WG have merged around 20 historic Education grants into just four, with a total value of more than £380m across Wales. Notably funding previously earmarked for regional consortia working is now provided directly to Local Authorities. Both of these changes have the potential to increase flexibility according to local need and reduce administration costs, however this will be dependent upon actual grant terms and conditions, which are not yet known.

With the exception of c. £3-4m of temporary new curriculum funding which is diverted to pay for Mutual Investment Model financing costs going forward, Education grants are essentially flat in cash terms year on year, therefore does not allow for the obvious additional cost of either nationally agreed NJC pay awards, or the Welsh Education Minister's increase in teachers' salaries of an additional 3% announced in March 2023 following the previous WG budget.

The Funding which Welsh Government provided in 2023/24 towards both the uplifted Teachers' pay offer and holiday Free School Meal payments has ceased. This has instead been diverted to cover the additional £30m required for the rollout of Universal Free School Meals across all primary pupils. The Recruit Recover and Raise Standards (RRRS) grant has been protected, instead of the planned reduction.

Following a drawn out process, WG have finally increased the Universal FSM value from £2.90 to £3.20 per meal. Whilst this is unlikely to meet the true costs of the provision within Carmarthenshire, it should in part mitigate the current year overspend position continuing into next year.

The Minister's letter makes it clear that there is potential to transfer some current grants into the RSG as part of the final settlement. Whilst in principle this is a positive step, it requires that WG remove specific conditions around delivery/expenditure – without this change, it is unlikely to bring any efficiencies/benefits of greater local control. In addition, whilst the grant conditions may be removed by WG, there may still be a requirement to deliver this element of service at an Authority level, therefore the transfer of funding will need to be passported to the service to ensure continued delivery.

In March 2023, Full Council agreed to apply premiums to both second and empty homes, recognising the policy goal of incentivising properties being brought back into use to ease pressures of local housing demand. From April 2024, both will attract a 50% premium, which has provided a significant uplift to the tax base, as approved by Cabinet in December 2023. This increase has been applied to budget forecasts, yielding an additional estimated £1.7m. A review of the impact of this policy will take place during the year and Cabinet will consider further potential increases in premium, whilst also assessing whether more properties have come back into use.

3. BUDGET REQUIREMENT 2024/25

3.1. Current Years performance (2023/24)

3.1.1. As the Authority's core spending requirement remains constant year on year, a review of current year's

performance is important in identifying whether there are any underlying problems within the base budget

3.1.2. The current projection for the Revenue Outturn for 2023/24 (based on the October 2023 monitoring) is as follows:

Service	Approved Budget £'000	Total Expenditure Forecast £'000	Variance Forecast For Year £'000
Chief Executive	20,640	20,258	-382
Communities	131,166	134,815	3,649
Corporate Services	31,520	30,708	-812
Education and Children's Services	202,813	209,583	6,770
Place and Infrastructure	68,871	70,545	1,675
Departmental Expenditure	455,010	465,910	10,900
Unfunded Pay offers			0
Corporate contingency	1,510		-1,510
Capital Charges	-19,513	-22,513	-3,000
Levies and Contributions	13,334	13,334	0
Transfer to/ from Reserves	0	-1,078	-1,078
Net Expenditure	450,341	455,654	5,312

The main reasons for the departmental variances are as follows:

- Chief Executive's Department: underspends on member allowances and travelling and vacant posts across the department, offset by People Management overspends, increased Coroners costs and a shortfall on Land Charges income.
- Communities Department: overspends across all service areas except Physical Disabilities. The most significant areas are Older People Residential and Home Care budgets, and both supported living and residential care for adults with Learning Disabilities and Mental Health needs. Additionally, Leisure is also overspent, primarily due to challenges breaking even in the first year of the Pendine Attractor project.
- Corporate Services: there are underspends on pre-Local Government Reorganisation pension costs, and vacancies in housing benefits administration, partially offset by an overspend in card payment fees.
- Education and Children's Services: Significant overspends in children's services driven by increased demand, agency costs

and high rates for commissioned residential placements (more information provided in paragraph 3.4.2 below). There are also overspends arising from school meals and primary breakfasts.

- Place and Infrastructure Department: Temporary higher costs due to the interim phase of the waste strategy rollout, increased tender prices for school transport and reduced car park usage post-pandemic, offset by vacant posts across a range of services.

At this point the Authority is currently forecasting an overspend of £5.3 million which will need to be met from general balances. **It is imperative that any structural issues causing this are dealt with in next year’s budget as this is not a sustainable financial position.**

3.2. Validation

3.2.1. Validation reflects the changes in expenditure requirements to deliver the **current level** of services in future years. Primarily this is inflation, but also includes some service specific changes. The key validation factors are as follows:

	<u>2024/25</u> <u>Original</u>	2024/25 Proposed	2025/26	2026/27
General inflation - Expenditure	3.0%	4.0%	3.0%	2.0%
General inflation - Fees & Charges	3.0%	4.0%	3.0%	2.0%
Electricity & Gas	-10.0%	£(3.0)m	-10.0%	0.0%
Fuel	3.0%	0.0%	0.0%	0.0%
Pay Inflation - non teaching	3.0%	4.0%	3.0%	2.0%
Pay Inflation - Teaching	3.0%	4.0%	3.0%	2.0%
NI increase	nil	nil	nil	nil
Levies (see para 3.2.9)	3.0%	8.6%	3.0%	2.0%
Pension Contributions	nil	nil	nil	nil
Capital Charges	£500k	nil	£500k	£500k

3.2.2. Following last year’s unprecedented increase in energy costs, the values have thankfully reduced, albeit not fully. The rates procured by Crown Commercial Services provide a £3m year on year saving towards bridging our budget gap, and with indications of a further £1m for 2025/26, which is built into our budget calculations.

3.2.3. The Council’s 2023/24 budget was set on the basis of a 5% pay award for both NJC staff (the largest share of our payroll by value and staff numbers) and Teachers. This was, for the

second year running, insufficient to meet nationally agreed awards, as follows:

- 3.2.4. The April 2023 NJC award has now been agreed at a flat value of £1,925 across grades up to SCP 43 (locally Grade L), with 3.88% for staff above this and 3.5% for Chief Officers. When combined with annual incremental drift (now that we are budgeting on individual officer salaries rather than top of scale), the cost is some £3.5m above budget. The “catchup” must be built into the budget calculations for 2024/25. We have assumed 4% next year on the basis of falling inflation.
- 3.2.5. In March 2023, after the WG budget had been finalised, the Welsh Education Minister responded to Teacher strike action with an improved offer covering both September 2022 and September 2023. Temporary (and insufficient) grant funding was provided for the 2023/24 financial year, however Welsh Government has not had enough resources to meet the obvious cost which needs to be built into recurrent budgets going forward, therefore leaving this as an unfunded pressure for local authorities. The value of this shortfall is £3m for Carmarthenshire, of which thankfully only £1.5m needs to be added due to prudent budget assumptions taken last year. Looking ahead to the September 2024 award, which is within WG discretion, the Minister’s letter is clear that this must be accommodated within the settlement, however the planning assumption which WG have used is neither publicly available nor are officials able to provide any greater clarity on this point. Our draft budget assumes 4% for next year, with a recognition that any extra above this would be unfunded and represent an explicit significant risk. Every 1% is worth approximately £1m.
- 3.2.6. Given uncertainty over the forward trajectory, the previous MTFP planning assumption aligned future pay awards with the prevailing rate of inflation. Whilst this remains a prudent and reasonable assumption, any lead or lag may inevitably create a temporary budget imbalance which will need to be corrected. This is compounded by a clear mismatch between actual inflation experienced in the economy and forecasts at the time of multi year budget setting. This is acutely true for Westminster department budgets, last set in the 3 year comprehensive spending review back in 2021. These in turn largely determine Welsh Government’s budget changes through the Barnett consequential mechanism, with WG stating that next year’s funding envelope is worth £1.3bn less as a result of the inflationary effect.

3.2.7. Against these extraordinary increases, we are proposing to implement a “vacancy factor”. Pay budgets have historically been set assuming all teams are fully staffed. This is in practice never achieved – there is inherent staff turnover arising from retirements, internal promotions, external recruitments etc. This budget approach is prudent but leads each year to an underspend, but this will vary from team to team, and from year to year depending on individual circumstances. To help bridge the budget shortfall, the budget includes £2m as a “vacancy factor”. This will be apportioned across council departments, with the exception of delegated school budgets (as they are governed by the fair funding formula). A proportion of this can be met from normal turnover, but where this is insufficient, departments will need to hold posts vacant for a sufficient time to achieve the target saving. This will inevitably lead to a reduction in service levels and/or longer waits in some service areas, but will help mitigate from more adverse budget reductions which could lead to the permanent removal of some services.

3.2.8. The 2023/24 budget includes a remaining contingency budget which it was recognised at the time of budget setting needed to at least partially offset the scale of the April NJC employers pay offer. This is now fully released in the 2024/25 budget, leaving no explicit in-year contingency.

Additionally, the scale of the revenue budget pressures are such that our standard assumption of a £500k increase in capital charges has been removed. This reduces the revenue budget shortfall, however it has an inevitable consequence of limiting the addition of any new schemes to the capital programme.

3.2.9. We understand from the Fire Authority that their indicative budget assumed a levy increase of 9.4%, overall, but factoring in population adjustments across constituent authorities, the increase is 10.4% for Carmarthenshire. Of this, 1.8% relates to increased employer pension contributions, with the remainder primarily driven by nationally set pay awards, combined with specific service pressures, the largest of which is Welsh Government’s withdrawal of the Firelink grant. As set out in paragraph 2.3.2 above, we must assume the pensions element will be fully provided for either through an increased final settlement or direct grant award. Our budget therefore provides

in full for the core 8.6% increase, adding £1.1m to our budget requirement.

3.2.10. As a result of these factors, validation adds over £23 million to the current year’s budget.

3.3. Cost Reduction Programme

In anticipation of the settlement challenges, significant work to review service efficiencies/rationalisation proposals has been undertaken.

3.3.1. The savings targets set for each financial year are as follows:

	2024/25 £m	2025/26 £m	2026/27 £m
Original target – MTFP (March 2023)	6.448	4.445	n/a
Budget Outlook (September 2023)	7.900	n/a	n/a
Proposed Savings (inc shortfall)	13.562	12.098	11.005

3.3.2. Accordingly, departments have developed a range of proposals, and these efficiencies are included in **Appendix A** of this report.

- The efficiency proposals are categorised as follows:

Managerial – Efficiencies that result in no perceivable change to the overall level of service delivery.

Policy – Efficiency or service rationalisation proposals that will directly affect service delivery.

	2024/25 £m	2025/26 £m	2026/27 £m
Managerial	6.439	2.465	2.024
Existing Policy	0.088	0.365	0.730
New Policy	4.234	0.574	0.685
Vacancy Factor	2.000		
Total	12.761	3.404	3.439
Shortfall	0.801	8.694	7.566

(Detail at **Appendix A**)

Whilst these budget reduction proposals cover a broad range of services, the common factor is the impact upon our workforce. It is more than a decade since the start of Austerity and the

continual pressure on staff to maintain services whilst doing more with less. Local Authorities' incredible response to the pandemic, whilst is a source of great pride, has only exacerbated this – raising the level of expectation with the public, putting increasing and potentially unsustainable pressure on staff.

- 3.3.3. More work will need to be undertaken to further develop these efficiencies. Years 2 and 3 in particular will require radical and perhaps unprecedented change to bridge the scale of the budget gap.

3.4. New Expenditure Pressures and contingency

- 3.4.1. New expenditure pressures are the combinations of additional cost to meet existing service needs e.g. increased client base/greater service take up and the costs of meeting change in service provision e.g. policy changes.

- 3.4.2. The original budget outlook report included £7.5 million per annum to meet growth pressures, an increased figure based on the experience of recent years.

Despite this adjustment, a much higher value of initial growth bids were received from departments, totalling more than £26 million. Based on an evaluation of the value and unavoidable nature of pressures submitted, initial indications are that many of the submissions are genuinely unavoidable and have already been constrained where practical. At this stage in the budget development, and pending further analysis to be undertaken by Directors, an indicative sum of £15.4 million has been allocated across departments (Appendix B).

The most significant area of pressures is within Children's services. Carmarthenshire has long had the lowest number of looked after children per capita of any Local Authority in Wales, with a strong emphasis on early intervention and prevention, and very low numbers of complex residential placements. This has provided a significant financial dividend over many years, allowing continued investment in wider services which have benefitted citizens. Nationally, there has been an unprecedented increase in demand during and since the pandemic. Increased costs were initially mitigated through covid grants, with the increase in many local authorities reporting significant overspend and consequently unavoidable pressures. In 2022/23, the service overspent by £3.6m and this is forecast to increase to £6.5m for 2023/24, due to a combination of acute social worker shortages, increased disability costs and a sharp increase in both the number and cost of residential placements. This last point is, ironically, exacerbated by the national "profit elimination" agenda, which is removing the incentive for the commissioned sector to invest in capacity building, and so leading to a market failure.

Following detailed, intensive work by senior officers, led by the deputy Chief Executive, budget growth of £5.5 million is allowed next year. This will provide sufficient funding to grow our workforce to the required level, as well as invest in two new in-house residential facilities, and meet known commitments to families of disabled children. It will need to be augmented by reserve funding for commissioned residential placements as they gradually reduce, and a further increase in the base budget in 2024/25 as new facilities become operational, including a planned third residential home.

Adult social care is also under significant financial pressure. This is largely explained by three factors:

- Another double digit increase the Foundation Living Wage, which WG mandates Local Authorities to pay the commissioned care sector, but the increased cost is not met in the settlement.
- Demand pressures were in effect suppressed both by the pandemic (families were better able to meet care needs with increased homeworking and may also have been concerned about residential care), combined with known capacity issues which have begun to abate.
- Ambitious budget reduction targets requiring transformational change, combined with whole system capacity constraints.

There is potential to ease the pressure through a possible change to the weekly cap of £100 for client contributions which applies in Wales. This has remained unchanged since 2021 despite an unprecedented increase in care costs over same period. A national debate is urgently needed over where the increasing costs should be met, as the current funding model is clearly unsustainable.

3.4.3. New expenditure pressures funding adds £15.4 million to the budget. The detail is provided at **Appendix B**.

3.4.4. In addition to new pressures, it is necessary to reinstate departmental budgets for prior year unmet savings – i.e. savings proposals relating to financial year 2022/23 which it has not been possible to deliver, totalling £646k, as shown in the following table:

Service / Proposal	Value undelivered £000s
People Mgt – realignment of OD, Income generation	67

Childrens –Garreglwd Income	150
Education – Music service travel; EOTAS recoupment and ALN assessment unit	159
Leisure – Franchises	25
Adult social care – Supported living rightsizing	115
Highways – parking and road safety	130
Total	646

It should be noted that the savings position for the current year represents a further risk looking ahead. Based on the October monitoring, there is a total of £3.3m which is not yet delivered

3.5. Schools Delegated Budgets

3.5.1 Our MTFP approach is to provide in full for known pressures to school budgets including inflationary costs and pay awards. Until last year, for a long period this also did not require any budget reduction proposals.

In 2023/24 delegated school budgets represent more than 30% of the authority’s net revenue budget. Given the scale of the financial challenge again this year, it is impossible to shield schools without having a disproportionate impact on other areas. This budget therefore includes a £3.5m saving applied, which is consistent with the level of savings required of other areas of council services.

Members should also note that as outlined in paragraph 2.5 above, the planned reduction to the RRRS grant has been reversed, which will at least provide partial mitigation.

3.6. Internal Funding

3.6.1. Generally speaking, whilst the use of reserves to support annual budgets should not be summarily discounted, it must be treated with caution. Funding on-going expenditure from such funds merely defers and compounds difficult financial problems to the following year. One-off items of expenditure within any budget proposal lend themselves better for such funding support.

3.6.2. In deliberating this point however, members must bear in mind any **inherent risks** that may be built into the budget strategy. These include:

- Constrained public finances at both Westminster and Welsh Government level, with an increased debt servicing burden and taxation levels already at an all-time high

- Schools' ability to set and deliver balanced budgets next year. This will require clear prioritisation from governing bodies and an acceptance that difficult decisions will need to be taken
- Cash-flat grants again next year, which inevitably will either reduce outputs, or increase pressure on core departmental budgets
- 2023 NJC and Teachers Pay awards – our 4% assumption may be insufficient
- Any worsening of the Children's Services position, or delays to delivery of the recovery plan.
- Adult Social care delivery – it is acknowledged that the funding position is extremely challenging
- A stable position on empty homes – with the increased premium offsetting the lost income from homes brought back into use
- Council Tax reform potentially leading to difficulties achieving current collection rates

As noted in last year's MTFP, the Westminster Government Autumn statement 2022 indicated much of the fiscal tightening is planned in the three years following the next General Election. This position remains unchanged.

3.6.3. The following table summarises the main categories of reserves held by the Authority.

	1 st Apr 2023 £'000	31 st Mch 2024 £'000	31 st Mch 2025 £'000	31 st Mch 2026 £'000
Schools Reserves	11,124	2,379	2,379	2,379
General Reserves	14,756	9,444	9,444	9,444
Earmarked Reserves	142,868	103,699	58,359	43,166

School Reserves

- Schools have delegated responsibility for the management of their own finances. The level of reserves held by an individual school at any point in time will depend on a number of factors including the level of contingency fund that the school governing body considers appropriate, and the particular plans each school has for expenditure. Officers have yet to be informed of any transfers to/from these reserves by individual schools for future years.
- Legislation allows schools to carry forward reserves from one financial period to another. The School Funding (Wales) Regulations 2010 requires schools to limit their accumulated reserves at year end to £50,000 for Primary Schools and £100,000 for Secondary and Special Schools or 5% of their

budget dependent on what is greater. School Improvement officers are currently working with schools to ensure they comply with the guidance. As at 31st March 2023, 24 primary, 2 secondary and 1 special schools were in deficit.

3.6.4. **General Reserves**

- In the changeable and challenging environment currently facing Local Government, the Authority is committed to maintaining a reasonable level of General reserves or Balances. Whilst there is no prescribed minimum level for Balances, Council has previously deemed 3% of net expenditure as being a prudent level, which has been accepted by our Auditors as being reasonable
- The overall level of balances is taken into consideration each year when the annual budget is set and has on occasions been utilised to augment expenditure/reduce council tax. The 2023/24 budget was set on the basis of no transfers from the General Reserves. Based upon the October Budget monitoring (outlined in paragraph 3.1.2 above) there could be a draw on General Reserves of £5.3m and a fall of £8.8 m in school balances at the end of the current financial year – taken together we are, in effect, spending 3% more than our current year budget. The Corporate Management Team has already responded to this position, with measures including the current recruitment freeze, the Children’s Services recovery plan and enhanced financial communication to schools regarding the severity of the situation.
- The budget proposals therefore assume nil contribution from general reserves in support of the recurrent revenue budget requirement in 2024/25.
- Taking account of the proposals within this report, and the corrective actions being undertaken in respect of the current year overspend position, the Director of Corporate Services confirms that overall the estimated level of financial reserves (as indicated above) is adequate for the financial year 2024/25, but is also very conscious of the significant risks highlighted in paragraph 3.6.2 of this Budget Strategy.

3.6.5. **Earmarked Reserves**

- The Authority holds earmarked reserves which have been set up to finance the delivery of specific projects, or in protecting the

authority against future liabilities or issues. The reserves can be summarised as follows:

	31 March 2023 £'000	31 March 2024 £'000	31 March 2025 £'000	31 March 2026 £'000	31 March 2027 £'000
Insurance	13,655	13,655	14,155	14,155	14,155
Capital Funds	52,744	35,358	14,630	7,204	4,204
Development Fund	1,064	793	1,880	1,962	2,043
Corporate Retirement Fund	6,241	5,705	4,704	3,720	4,655
Joint Ventures	1,613	1,512	1,411	1,310	105
Other	67,551	46,676	21,579	14,815	12,881
TOTAL	142,868	103,699	58,359	43,166	38,043

- As can be seen from the table above the level of earmarked reserves fluctuates greatly year on year, and whilst the level in each fund is not an exact science it is based on an informed estimate and past experience of the likely call on the authority in future years in line with the intended purpose of each reserve. Great care must therefore be taken when considering utilising such funds for purposes other than those which they were created as this could lead to the authority being faced with substantial unfunded liabilities in the future.
- In constructing next year’s budget, there are two areas when it is deemed reasonable and prudent to draw on earmarked reserves:
 - Childrens residential placements, which are expected to reduce as new Local Authority operated facilities become operational – this will be met by the RSG reserve
 - Ongoing support for Interim waste service costs, recognising that the current waste service is more expensive than the forecast cost of implementing the full WG blueprint model. Where these costs cannot be met from existing budgets, there may be a need to draw on departmental earmarked reserves.
- The Director is very conscious of the ongoing commitment to capital projects (particularly in light of acute cost escalation on high profile schemes) and of the demand on future services and

therefore feels the earmarked reserves position will need to be monitored closely going forward.

4. IMPACT ON THE AUTHORITY’S BUDGET STRATEGY

The table below provides an updated position on the current financial outlook taking account of the provisional settlement and also other recent validation changes.

4.1. The Current Financial Outlook (updated for the Provisional Settlement) is set out in the table below:

	Current MTFP		Proposed Financial Model		
	2024/25 £'000	2025/26 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Previous Year’s Budget	450,330	463,357	450,341	470,851	479,660
General Inflation	3,879	2,609	5,771	4,451	3,058
Energy	-1,408	0	-3,000	-1,091	0
Pay Inflation	8,053	5,662	15,407	8,364	5,688
Other, incl capital charges and release of corp contingency	1,452	1,279	511	1,683	1,511
Growth	7,500	7,500	15,382	7,500	7,500
Savings proposals incl vacancy factor	-4,384	-3,996	-12,761	-3,404	-3,439
Further savings to be identified	-2,064	-449	-801	-8,694	-7,566
Funding unallocated	Nil	Nil	Nil	Nil	Nil
Net Expenditure	463,357	475,961	470,851	479,660	486,411
Funded by:					
Revenue Settlement	346,522	355,179	349,441	352,929	355,400
Council Tax Receipts	116,835	120,783	121,410	126,730	131,012
Council Tax Increase:	4.00%	3.00%	6.50%	4.00%	3.00%

4.2. The total of budget reductions now required for 2024/25 is £13.6m and for the 3 year period are estimated at £37m.

4.3. The 2024/25 budget contains a budget shortfall of £801k, which has not been met. Members will need to consider whether this should best be

delivered through increased council tax levels, fees and charges or further budget reductions (yet to be identified). This shortfall, unprecedented at this stage of the budget development, must be considered alongside:

- 4.3.1. Responses to the consultation process
- 4.3.2. Clarification of specific grants – including the inflationary impact of reduced outputs
- 4.3.3. Further growth pressures not currently addressed
- 4.3.4. Changes in assumptions on inflation and pay offers
- 4.3.5. Changes arising from the final settlement

5. CONSULTATION

Budget consultation has been planned for the coming month and a summary of the individual approaches are as follows:

- 5.1. Members seminars. (15-19 January 2024)
- 5.2. The public consultation was launched on 21 December 2023 and will run until 28 January 2024
- 5.3. Town & Community Councils meeting on 17 January 2024
- 5.4. Commercial ratepayers consultation in January 2024
- 5.5. Consultation with Scrutiny Committees 25-31 January 2024.
- 5.6. Consultation with the Schools Budget Forum on 23 January 2024
- 5.7. Trade Union Consultation meeting on 22 January 2024

6. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

6.1. In considering the budget proposals, members need to take into consideration the requirements of the Wellbeing of Future Generations (Wales) Act 2015. The Act requires that we must carry out sustainable development, improving the economic, social environmental and cultural well-being of Wales.

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs’

- 6.2. In doing so, we must demonstrate the following 5 ways of working:
- Looking at the long-term so that we do not compromise the ability of future generations to meet their own needs

- Understanding the root causes of the issues to prevent them recurring
 - Taking an integrated approach so that we look at all well-being goals and objectives of other services and partners
 - Collaboration – Working with others in a collaborative way to find shared sustainable solutions
 - Involving a diversity of population in decisions that affect them
- 6.3.** Our Corporate Strategy was revised for 2022-27. Our revised Well-Being objectives are:

1. Enabling our children and young people to have the best possible start in life (Start Well)
2. Enabling our residents to live and age well (Live & Age Well)
3. Enabling our communities and environment to be healthy, safe and prosperous (Prosperous Communities)
4. To further modernise and develop as a resilient and efficient Council (Our Council)

7. CONCLUSION

- 7.1.** Currently the budget proposals assume the full delivery of all of the savings proposals submitted.
- 7.2.** Work needs to be undertaken to further develop the cost reductions for years 2025/26 and 2026/27 to be able to maintain the current Budget Strategy and level of council tax. Departments will be working over the forthcoming year to refine these savings, but it is likely that radical options will be required.
- 7.3.** The critical importance of minimising the level Council Tax increase for our residents is recognised alongside the requirement to set a legally balanced budget in the context of significant uncertainty in future funding settlements.
- 7.4.** Given the current risks around this Budget Strategy and the ongoing inflationary backdrop, the Council Tax increase next year has been amended to 6.5%, seeking to mitigate reductions to critical services valued by our residents. In years 2 and 3, the financial picture remains uncertain, and as such we have modelled indicative Council Tax increases of 4% and 3% purely for planning purposes, seeking to strike a balance with budget reductions. This partially alleviates the scale of the reductions proposals which the council needs to consider over future years of the Medium Term Financial Plan.

- 7.5.** Over the coming weeks and part of the refining of the Medium Term Financial Plan where the Authority gets further clarification on costs and grant funding and feedback on the consultation, the Authority will aim to limit the Council Tax increase as far as possible.

8. RECOMMENDATION

8.1. That Cabinet:

- 8.1.1. Note the contents of the report and approve the three year Budget Strategy 2024/25 – 2026/27. This strategy will be used to support the budget consultation and form the basis of the final budget proposals.
- 8.1.2. Note the budget reductions/savings proposals in Appendix A, which will be considered as part of the consultation.
- 8.1.3. Note the 2024/25 shortfall of £801k in the current strategy, for which increased funding or cost reductions will need to be identified at the completion of the consultation as noted in paragraph 4.3.
- 8.1.4. Note that this MTFP includes a proposal to use reserve funding to support one off costs for Children Services.

Proposals																
	MANAGERIAL				EXISTING POLICY PROPOSALS				NEW POLICY PROPOSALS				TOTAL PROPOSALS			
	2024/25	2025/26	2026/27	TOTALS	2024/25	2025/26	2026/27	TOTALS	2024/25	2025/26	2026/27	TOTALS	2024/25	2025/26	2026/27	TOTALS
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	690	82	109	881	0	0	0	0	0	0	0	0	690	82	109	881
Education	1,005	165	155	1,325	35	320	730	1,085	300	300	185	785	1,340	785	1,070	3,195
Schools Delegated	0	0	0	0	0	0	0	0	3,454	0	0	3,454	3,454	0	0	3,454
Corporate Services	320	210	0	530	0	0	0	0	0	0	0	0	320	210	0	530
Communities	3,182	1,474	1,535	6,191	0	0	0	0	0	0	0	0	3,182	1,474	1,535	6,191
Place & Infrastructure	1,242	534	225	2,001	53	45	0	98	480	274	500	1,254	1,775	853	725	3,353
	6,439	2,465	2,024	10,928	88	365	730	1,183	4,234	574	685	5,493	10,761	3,404	3,439	17,604

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Chief Executive							
Chief Executive & Business Support	947	Departmental business support, support to the Leader, Cabinet and Chief Executive	20	11	11	42	2024-25 : Reduction in use of costs associated with franking machines; 2025-26 : continued review of staffing structure and working practices within the business units; 2026-27 : continued review of staffing structure and working practices within the business units
People Management division	3,046	Includes Payroll, People Services, Organisational Development, Employee Wellbeing , HR Development Team, Transformation team & Business and Project Support. Currently some staff are embedded in specific functions	71	40	40	151	2024-25 : Introduction of a Commercial manager which will generate an income stream. Realignment of Division. Introduction of AI to allow greater staff efficiencies; 2025-26 : Realignment of Division. Introduction of AI to allow additional staff efficiencies; 2026-27 : Realignment of Division. Introduction of AI to allow additional staff efficiencies. The efficiency is proposed to be delivered by centralising roles which are currently deployed within specific services to provide a more efficient and responsive central service
People Management division	---"---	---"---	35	0	0	35	Review of staffing / vacant posts
Corporate Policy - Armed Forces & Remembrance	5	Budget for Armed Forces & Remembrance events.	5	0	0	5	Reduce Armed forces core funding (replaced with grant)
Corporate Policy	704	Policy & Partnership team deal with Council policy (in relation to Welsh language, sustainable development, equalities and tackling poverty), consultation & engagement with elected members and public, data & information, and public service collaboration through the Local Service Board and related strategic partnerships	8	0	0	8	Cease Industrial Alliance Wales membership
Information Technology	4,816	ICT Services underpins and contributes towards all that the Council delivers both internally as an organisation and externally to service users and communities, independently or in partnership. It is a vital function providing innovative opportunities for improving services and achieving our priorities in an efficient and effective way. IT Services is pivotal as an enabler of change and a vehicle for driving forward transformational improvement to all services. We continually strive to deliver our solutions in an efficient manner and in line with our key Digital Strategies (Digital Transformation Strategy, Digital Technology Strategy, Digital Schools Strategy). The work the service does significantly contribute to financial savings being delivered from revenue budgets held across the Authority by other service areas.	36	0	0	36	Upgrade and improvement of telephony system
Information Technology	----"----	----"----	17	0	0	17	Hardware budget reduction
Registration of Electors	176	Compiling the Register of Electors including the annual canvass.	16	0	0	16	No future requirement for Canvassers
Marketing & Media Division	2,139	This is a highly visible service within the Authority. Working with all Council departments, Marketing and media support and deliver all aspects of how we communicate with our customers internally and externally. This includes the management of the contact centre and Hwbs; translation, consultation and engagement; marketing and media; digital content; advertising; sponsorship and product development with full responsibility for the corporate brand.	77	0	27	104	2024-25 : £77k review of customer services function ; 2026-27 : £27k further staffing efficiencies Bring all marketing and media posts within services (including grant funded roles) into a corporate marketing and media team to build resilience, expertise, strengthen brand management and optimise use of staff resources
Regeneration	5,941	Regeneration is a key priority for the council. The section provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village at Delta Lakes. The Regeneration section is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs.	185	0	0	185	£125k efficiency following the rationalisation of Admin building, £20k reduction in supplies and services within Regeneration; £10k additional property income (planning viability assessments) £30k reduction in staffing costs
Regeneration	----"----	----"----	100	0	0	100	Additional budget reduction following building rationalisation
Regeneration	----"----	----"----	50	0	0	50	End of Formal funding agreement for Swansea Bay City Region Central Budget costs
Regeneration	----"----	----"----	15	0	0	15	further staffing reduction

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Property Maintenance - Notional allocation	2,800	This division is responsible for the day-to-day and long term repairs & maintenance of the council's estates including schools, administrative buildings, depots etc.	55	31	31	117	Over 98% of the budget for the Property Division comprises the Revenue Maintenance Budget. Efficiencies are proposed to be met through reducing expenditure on revenue maintenance across the Council's buildings following disposal of some properties and previous capital improvements undertaken to others. We are also aiming to make savings through new procurement arrangements and seeking to in-source areas of work where it is more cost effective than using external contractors or consultants.
Chief Executive Total			690	82	109	881	

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

Corporate Services

Financial Services

Debtors	303	Centralised Debtors function responsible for invoicing and income collection across departments	35	35	0	70	Increase in Delta Wellbeing SLA charged to reflect work undertaken
Pre LGR Pension Costs	1,995	Centralised budget to meet the ongoing financial liabilities of staffing changes arising from Local Government Reorganisation	200	100	0	300	Reduction in call on budget as numbers reduce
Treasury	-75	Treasury function managing more the council's overall loan portfolio well as daily cash management. Provides the service to Dyfed Pension fund and Swansea Bay City Region with costs recharged	75	75	0	150	Increased investment returns from treasury activity - assumes recent increase in interest rates sustained and higher level of cash balances retained
Total Financial Services			310	210	0	520	

Revenues & Financial Compliance

Internal Audit	497	Centralised internal audit function providing assurance across corporate functions. Provides the service to the Fire Authority and Delta Wellbeing under an SLA	10	0	0	10	Increase in SLA charged to reflect work undertaken
Total Revenues and Financial Compliance			10	0	0	10	

Corporate Services Total			320	210	0	530	
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DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Place & Infrastructure department							
Highways & Transport							
Parking Services	-1,325	The County Council provides off street car parking facilities in towns and villages to support the expeditious movement of traffic to enable town centres to function. Parking supports these wider transport policy objectives and enables the authority to maintain highway and public transport services. There are 57 car parks across the county.	9	0	0	9	Introduce a second camera enforcement vehicle (£40k efficiency in 23/24)
Parking Services	-----"	-----"	30	0	0	30	New fixed camera enforcement sites to tackle congestion & improve road safety. New sites to enforce yellow box blocking and banned turning movements (£30k efficiency in 23/24)
School Transport - ALN	5,371	Provision of home to special schools transport in accordance with statutory obligations. Provision of passenger assistants for pupils with Additional Learning Needs	110	0	0	110	Additional Needs Personal Travel Budgets. Parents will be offered a personal travel budget to help reduce demand on the Authority. (£30k efficiency in 23/24)
Asset Utilisation - Client budget reductions Invest to Save	various across the dept	Use of vehicles and plant with service users.	24	0	0	24	Review the utilisation of plant for all services within the department. (£10k efficiency in 23/24)
Street Works	87	Co-ordination and management of all works affecting public highways in accordance with the Traffic Management Act - including utility works. Supervision of new housing estate roads in preparation for future adoption by Carmarthen County Council under section 38 of the Highways Act.	10	4	0	14	Additional income generation from Street Works compliance issues and coring programme. Cost Recovery not income generation i.e. Retrospective charge for sub standard reinstatement work identified from coring sampling of reinstated works undertaken by utility companies.
Asset Management	262	National Indicator Highway condition surveys - Road condition (Scanner) and Footway condition (Footway Network Survey).	17	0	0	17	Scrim Surveys ~ Cease SCRIM surveys on A&B roads - reactive approach instead using accident monitoring
Highway Maintenance Services	8,582	Maintenance function associated with the highway network covering funding for various maintenance categories. The County Council maintains 3,649km of highway, it is the second largest in Wales. The unit maintains the highway network in accordance with statutory obligations.	20	0	0	20	Verge mowing ~ reduce width of cuts within 30/40mph areas to safety cut for visibility and safe access purposes. Present policy includes full width cut to highway boundary. No risk to safety. Areas not deemed as amenity.
Highway Maintenance Services	-----"	-----"	100	0	0	100	Reduced surface dressing
Highway Maintenance Services	-----"	-----"	100	100	0	200	Mechanical road sweeping - Cease routine Mechanical Sweeping of rural roads - the routine highways sweeping function will cease and only be provided on a reactive basis to cover emergency spills affecting the safety of the highway.
Highway Maintenance Services	-----"	-----"	52	0	0	52	Winter Gritting (operations) ~ Rationalise Winter Maintenance Operation - routes have been reviewed and reduced to achieve the reduction in expenditure. Reduction of county gritting routes via a risk based / network hierarchy approach. Cost of 1 Gritting Route last year based on 79 runs (labour & materials) = £52,000 Reduction in 1 No. gritting route based on Network Hierarchy / HAMP risk based approach
Highway Maintenance Services	-----"	-----"	46	0	0	46	Winter Gritting (plant) ~ Reduction in one gritting route will facilitate disposal of a 26t Gritter with annual plant costs of £46k being saved
Highway Maintenance Services	-----"	-----"	30	30	0	60	General Mtce / Minor Works ~ Reduce general maintenance budget - subject to the financial position remaining unchanged the service will be forced to further reduce the level of general maintenance work. Negative impact on general maintenance work, total revenue and capital budget is insufficient to meet demand. Backlog of maintenance works will continue to increase leading to claims.
Highway Maintenance Services	-----"	-----"	25	25	0	50	Signs ~ Reduce maintenance budget and prioritise work in line with the risk based / network hierarchy approach laid down in the HAMP.
Highway Maintenance Services	-----"	-----"	25	0	0	25	Road Studs ~ Reduce maintenance budget and prioritise work in line with the risk based / network hierarchy approach laid down in the HAMP.
Highway Maintenance Services	-----"	-----"	25	0	0	25	Jetting ~ Reduce maintenance budget and prioritise work in line with the risk based / network hierarchy approach laid down in the HAMP.
Highway Maintenance Services	-----"	-----"	70	0	0	70	Rationalise Gully Cleansing Operation - detailed intelligence on gully performance has been gathered to enable the service to prioritise the cleansing frequency.
Traffic Management	295	Implement road safety/speed management schemes in accordance with statutory obligations.	2	0	0	2	Introduce charging policy for events TTRO
Traffic Management	"	-----"	1.5	0	0	2	Charge for providing disabled parking bays (currently 6 / year at £250)
Total Highways & Transport division			697	159	0	856	

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DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Waste & Environmental Services							
Reduction in Black bag waste	6,738	Targeted campaigns to reduce waste and increase the awareness and use of all recycling schemes/initiatives. It is anticipated that this will result in the diversion of waste from the residual waste stream to the recycling waste stream, thereby realising savings due to the differential in the treatment costs as set out.	35	0	0	35	Anticipated savings due to differential in gate fee between blue bag and black bag treatment as a result of proposed kerbside black bag restrictions.
Waste Services - operational	4,071	The operational budget includes for the provision of resources, including vehicles and premises to effect the kerbside waste collection service.	0	0	200	200	2026/27 - Review of waste rounds and depot utilisation, subject to the conclusions of detailed route planning for the kerbside collection rounds.
Grounds maintenance - Reduced sub-contractor work	560	The Grounds Maintenance Section incorporates the direct responsibility of managing and maintaining parks and playgrounds, inland water areas and a large number of public open spaces within Carmarthenshire. It also maintains grounds for many other departments of the County Council such as Social Care and Housing, Cultural Services, Education and many individual schools. The Section also has numerous external clients such as Town and Community Councils and private sports clubs.	55	0	0	55	Reduce the reliance on sub-contractors through greater internal efficiencies.
Reduction in blue bag waste costs	2,941	Cost of haulage and treatment of blue bags	300	300	0	600	New infrastructure development will lead to a reduction in gate fees on dry recycling costs.
Public Conveniences	221	Operation, cleansing and daily servicing of the Public Convenience stock	7	0	0	7	Increased Charges for Public Conveniences - in line with neighbouring Authority(40p)
Cleansing Service	2,557	Sweeping and de-littering of streets and footways, including the provision and emptying of street litter bins.	0	50	0	50	Removal of additional provision for the Tyisha ward
Waste	total budget for Waste is £19.7m	The operational budget includes for the provision of resources, including vehicles and premises to effect the kerbside waste collection service.	50	0	0	50	CWM cost Efficiency
Total Waste & Environmental Services division			447	350	200	997	
Place & Sustainability							
Ash Die Back	283	Contracted services budget for tree-felling as a consequence of the Ash Die back disease and pay costs for a Tree Safety officer post.	55	0	0	55	The budget reduction is based on the forward workplan and in the context of historic underspends given the unknown trajectory of the disease.
Strategic Policy & Placemaking	775	The team delivers a core statutory function and other non-statutory but key implementation functions - includes strategic and planning policy, s106 monitoring and compliance, Nutrient management, placemaking and sustainability policy but, also the forthcoming greening Carmarthenshire project funded through SPF grant award.	5	5	5	15	Reduction in general fees budget, excludes consultants and legal fees. Fees and consultancy fees represent circa £71k of the budget with savings against both headings proposed - however, the consultancy fees are essential in delivering our statutory function incl the preparation of the Revised LDP and post adoption the commissioning of specialist consultancy support necessary to develop new and innovative policy approaches - RISK to new policy development and ability to respond to changes in national policy, as well as Carms political and corporate priorities as well as delivery of statutory function.
Strategic Policy & Placemaking	-----	-----	0	10	10	20	2025/26 & 2026/27 - £20k saving following LDP adoption. RISK - reduced budget limits our ability to respond to pressures and develop policy where commissioning consultants is the only viable option e.g. second homes. Provides an opportunity to promote use of internal skillsets and knowledge to plug the non specialist gap.
Flood Defence	Flood defence unit & works budget £627k	Design, construction, maintenance and management of flood defence works. Investigation of causes of flooding.	10	0	0	10	Budget reduction in training as WG revenue grant currently funds training
Flood Defence	-----	-----	10	10	10	30	Reduction in budget that is utilised to manage and repair small issues around the county. This reduction will remove our ability to help other teams and react quickly to issues
Total for Place & Sustainability division			80	25	25	130	

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

Service Improvement & Transformation

Service Improvement & Transformation	net budget for Business Support £85k	The Business support and Performance section provides support and advice to all sections of the Department by providing a variety of financial, administrative, democratic, business support, learning development, health & safety and performance management services. Costs are re-allocated based on time spent in supporting the various sections.	18	0	0	18	review salary budgets
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Place & Infrastructure Total			1,242	534	225	2,001	
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DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

COMMUNITIES DEPARTMENT

Adult Social Care							
Residential Care & Supported Living - Learning Disabilities & Mental Health	23,642	Supported Living is provided for those individuals with Learning Disabilities or Mental Health issues who need support with daily living tasks to remain in the community. Support is provided from staff in the setting which can range from a few hours to 24/7 in some circumstances. Promoting independence is a key aspect of supported living.	550	445	445	1,440	I. Step Down 10 Individuals from Residential Care to supported living II. Step Down 2 Individuals to Shared Lives III. Increase Health funding contributions for 4 individuals IV. Review and 'right size' care packages used by people in supported living settings so support can be shared
Support in the community - Learning Disabilities & Mental Health	11,163	Direct Payments allow service users to receive payments from the local authority for their assessed needs, instead of care services. This can allow the service user more flexibility and control of their support package.	168	84	84	336	I. Use TEC solutions to reduce the level of 1-2-1 support hours required by people in their own homes II. Explore the use of user trusts by the NHS as an alternative to Direct Payments III. Pool Direct Payments which will allow people to share support when attending day services IV. Use grant funding to employ people attending skills hub
Day Services - Learning Disabilities	897	As part of the transformation of Learning Disability day service provision, the buildings will provide for those with most complex needs, this will also reduce the reliance on external providers for those with complex needs as more individuals with complex needs are supported by the in-house day service provision.	300	50	50	400	I. Support those with complex needs to use local authority day services as opposed to independent sector
			1,018	579	579	2,176	

Integrated Services							
Home Care - Older People	15,787	Domiciliary care support workers provide person-centred care and support for individuals to help them achieve positive outcomes and stay independent in their homes. Domiciliary care (also known as Home care) is provided to approx. 930 individuals in the county. On average approximately 10,000 hours per week are delivered by in-house and independent domiciliary care agencies.	650	400	350	1,400	Through robust and regular review of home based packages including review of double staffed packages and implementation of the releasing time to care methodology, we will reduce the number of care hours required. Calculations are based on a reduction of care hours per week per year minus increased investment in the review team to provide us with additional capacity to conduct reviews. We will improve the capacity of our in house service to deliver more hours and reduce the number of commissioned care hours.
Residential Homes - Older People	23,531	Residential care homes provide accommodation as well as 24-hour personal care and support for older people and adults who struggle to live independently, but do not need nursing care. Residential care homes help people manage daily life, such as assisting with getting dressed, washing and eating. There are approximately 850 older adults or adults with physical disabilities being supported in residential homes.	100	100	100	300	Reduction on spend on residential placements, due to robust challenge in relation to those who are eligible for Continuing Healthcare and minimisation of out of county placement.
Extra Care	161	Extra Care facilities provide supported accommodation as an alternative to a residential care home placement as described above. Cwm Aur historically provided Extra Care, but it has been difficult to let the properties so there has been a high level of voids for some time.	80	0	0	80	Removal of subsidy from Cwm Aur Extra Care facility
Carmarthenshire Integrated Community Equipment Store (CICES)	705	A joint equipment store managed by the local authority on behalf of the authority and Local Health Board for the provision of aids and equipment to clients. This is subject to a Pooled Budget Agreements between the local authority and Hywel Dda LHB	50	75	100	225	Investment in dedicated OT attached to CICES to challenge prescriptions of equipment. Saving based on saving, minus investment in OT.
Residential Care - Older People	23,531	Residential care homes provide accommodation as well as 24-hour personal care and support for older people and adults who struggle to live independently, but do not need nursing care. Residential care homes help people manage daily life, such as assisting with getting dressed, washing and eating. There are approximately 850 older adults or adults with physical disabilities being supported in residential homes.	50	50	50	150	Negotiation with the Health Board to reach a position whereby all Carmarthenshire residents placed in residential settings subject to S117 aftercare are funded on a 50/50 basis. This would include Health Board agreement to fund all those currently funded solely by the Local Authority (7 individuals currently). This would be in line with the approach already in place in relation to younger adults funded through the Health Board Mental Health and Learning Disability Directorate.
Total Integrated Services			930	625	600	2,155	

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Leisure							
Outdoor Recreation - Outdoor Education service	150	The current Outdoor Education offer operates a residential activity centre catering for school, youth and adult groups. Activities include climbing, abseiling, high and low ropes courses, Archery, Zip wire, canoeing, surfing and Team building exercises. The accommodation caters for up to 120 people on a B&B, half or full board basis. Self-catering and camping facilities are also available for smaller groups.	30	10	10	50	Reduced costs and increased income as part of transition to a new outdoor education service delivery model over the next 3-5 years.
Outdoor Recreation - Country Parks	297	The Outdoor Recreation Service manages a number of large Country Parks within its portfolio, including Pembrey Country Park, one of Wales' most visited outdoor attractions with over 500k visits pa. Pembrey offers a range of events and activities throughout the year, as well as operating a 300 pitch caravan and camping site and cafe / restaurant.	60	30	30	120	Increasing income through events, activities, and accommodation. Looking to reduce operating costs by investing in green technology to make park self-sustaining.
Y Gat Craft Centre	25	CCC Arts venues include Oriol Myrddin Art Gallery in Carmarthen, Y Gât in St. Clears and the Dylan Thomas Boathouse, Laugharne Y Gât (formerly known as St. Clears Craft Centre) is an arts facility that also hosts the local library and an in-house catering facility. The facility has an open gallery / shop area along with conference rooms facilities and studio spaces for local artists to hire.	5	5	5	15	Agreed reduction in subsidy to St Clears Town Council following handover from 1/7/23.
Libraries	2,958	Carmarthenshire libraries provide an extensive choice of books, DVDs, CDs, online services, newspapers and magazines. With over half a million books on offer between 3 regional, 13 branch and mobile libraries, the service offers invaluable support and access to Carmarthenshire residents. Public access computers and Wi-Fi are available at all libraries, and typically, the service issues over 600,000 books per year. The mobile service provides outreach services to rural parts of the County, linking up with various partners to deliver public information services online.	50	30	30	110	Year 1: Asset transfer of Llwynhendy to the Rural Council £11k; plus managerial savings £39k. Years 2 & 3 increasing the use of self service & digital technology in the service working towards automation & managerial savings.
Theatres	1,281	Carmarthenshire Theatres manage the Miners' Ammanford, Lyric Carmarthen and Ffwrnnes Llanelli and promote a broad range of bi-lingual events and productions throughout the year for all age groups and interests. In previous years, in excess of 100,000 paying customers and participants visited and make use of our facilities. Carmarthenshire's flagship theatre, The Ffwrnnes, established itself as one of Wales's leading Cultural and Entertainment venues. Typical annual figures are as follows: 266 visiting companies and hirers; 400 performances/events; 74,130 attendances; 33,805 participants.	25	15	15	55	Operational / managerial efficiencies primarily relating to increased secondary spend income.
Cultural Services - Dylan Thomas Boathouse & Museum services	766	Dylan Thomas' Boathouse in Laugharne is one of Carmarthen and Wales' best loved attractions drawing visitors from across the globe to experience the famous poet's home where he wrote some of his most recognisable work.	4	9	9	22	Increase income at the Dylan Thomas Boathouse and other CofGâr Museums by introducing a weekly pass, improved marketing and reviewing concessions policy
Museum and Arts services / CofGâr - new commercial income streams	736	CofGâr is the authority's museum and arts service that has benefited from investment and growth in staff numbers to increase the range and quality of services it delivers and ensure its long-term sustainability.	7	30	45	82	New commercial income streams: Introduce and increase a range of new public events, services, and commercial partnerships across all museums. The proposal is the diversification of income generation through retail, room hire, celebrations and weddings, ticketed events, donations and fundraising, and membership schemes. The targets on income growth will be supported by business plans and systematic reviews of assets and opportunities.
Actif Sport & Leisure	1,623	Actif Sport & Leisure operate 6 leisure centres across the County at: Carmarthen; Llanelli; Ammanford; Llandovery; Newcastle Emlyn; and St Clears. The Centres offer a range of modern indoor and outdoor facilities to help everybody enjoy healthier, more fulfilled lives. Some sites are also dual-use in terms of being used by the local school as well as the Community. The centres welcome millions of visits every year from Carmarthenshire residents and visitors.	83	49	49	181	Year 1: increased income (Actif Communities) increased operational and staffing efficiencies (Actif Anywhere, Leisure Centres). Year 2: increased income / reduced costs, including staffing / possible alternative management model for some smaller sites. Year 3: increased income / reduced costs / potential alternative management model for smaller sites.

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Actif Sport & Leisure	1,623	In 2025/26 Actif will be opening a brand new state of the art leisure centre at Pentre Awel, Llanelli to replace the existing, dated leisure centre offer. The new centre will provide increased commercial capacity and opportunity for income generating facilities such as fitness and exercise studios, as well as a larger capacity pool. The service will also be looking to open a new 24/7 gym and exercise offer in Carmarthen Town Centre, again with potential to increase commercial revenues, whilst also strengthening links with the health sector for referrals to prevent ill-health.	0	0	101	101	Increased income from new facilities at Pentre Awel and Carmarthen Hwb, with increased referrals from the health sector.
St Clears Leisure Centre	119	St Clears Leisure centre is one of 6 leisure centres operated by the Council in Carmarthenshire and offers facilities such as a 3 court sport-hall and a fitness suite and multi-purpose space. The leisure centre does not have a swimming pool. The centre also has changing rooms for indoor and outdoor sports (serving the football field behind, and the outdoor Multi-use games area - MUGA). Additionally, it is not located on a school site which differs from the other centres.	35	35	5	75	Increased usage of St Clears Leisure Centre
Catering	142	Leisure services and sites operate a number of food and beverage offers across the County. These range from fixed café / restaurant facilities such as at Y Caban hotel in Pendine and Yr Orsaf Café at Pembrey, to smaller franchise offers across the Millennium Coastal Park, mobile catering for events, and vending for out-of-hours provision and sites with no catering facilities. The service aims to promote a local, sustainable offer, nudging people towards healthier choices, whilst operating with a surplus to cross-subsidise our non-statutory services.	10	10	10	30	Improved catering profit at Country Parks and Leisure Centres
TOTAL LEISURE			309	223	309	841	
Commissioning and Support Services							
Business Support	1,315	The Business Support Division is made up of 130 staff, there are 8 core functions which are critical to supporting the Department for Communities: Collections, Payments, Financial Assessments, Audit & Compliance, Blue Badge, Transport, Buildings & Emergency Planning and Divisional Business Support	75	42	42	159	Rationalisation of Supplies and Services, and final reduction / efficiency from transport.
Departmental	885	Management and support functions for Communities Department	150	0	0	150	Review management posts - subject to corporate policies
Departmental	various across the dept	Cross-departmental review of vacant posts to realise efficiencies	150	0	0	150	Review all vacant posts in department.
Business Support	1,315	The Business Support Division is made up of 130 staff, there are 8 core functions which are critical to supporting the Department for Communities: Collections, Payments, Financial Assessments, Audit & Compliance, Blue Badge, Transport, Buildings & Emergency Planning and Divisional Business Support	20	5	5	30	Administration fees for work undertaken on behalf of partner organisations.
			395	47	47	489	
Housing and Public Protection							
Housing Services	3179	Housing & Public Protection provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement. This includes providing housing advice and options at first point of contact, including refugee resettlement, managing the Housing Choice Register, pre-accommodation advice and community engagement.	400	0	0	400	Re-alignment of grants and other funding sources to support front line posts and service delivery
Public Protection	2,234	Housing & Public Protection provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement. Managing Environmental Protection Services including food standards and hygiene, health and safety at events, air quality, noise nuisance, pollution, land contamination and anti-social behaviour	80	0	0	80	Full cost recovery for some licensed activity (e.g. taxi and gambling premises)

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Housing (in-house residential care)	5801	Residential care homes provide accommodation as well as 24-hour personal care and support for older people and adults who struggle to live independently, but do not need nursing care. Residential care homes help people manage daily life, such as assisting with getting dressed, washing and eating. Depending on the nature of their needs, their placement may be made by the local authority or jointly with the health board, or entirely by the health board if they qualify for free continuing health care (CHC).	50	0	0	50	Reduction in agency use within in-house care homes
			530	0	0	530	
Communities Total			3,182	1,474	1,535	6,191	

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

Education & Children

Departmental - cross cutting	various across the dept	Cross-departmental support costs including administration, financial processing, & premises management	0	75	55	130	Profiled to allow implementation of programme - linked with school rationalisation/federations. Root & branch review of support services across the Department in order to realise savings and increase flexibility
Management Structure review	848	Cross-departmental management review to realise efficiencies	100	50	0	150	Review of Department Management structure and realigning responsibilities.
Business support - dept	401	The Departmental Business Support Team discharge administrative functions across the department including creditors and debtors processes, administration of the Free School Meals and School Essential Grants, DMT and SMT support, mail handling, venue management (Neuadd y Gwendraeth) School Milk Grant management and co-ordination of Departmental communications.	25	0	0	25	vacant post not being replaced - net budget following amendments to 2 other posts
School Improvement	678	Partneriaeth is the regional professional learning provider for Carmarthenshire's schools funded from WG grants and contributions from the three partner LAs. The proposal is to review our membership of PARTNERIAETH and utilising funding to support our core team	40	40	0	80	To consider our future membership of Partneriaeth and alternatively provide all services locally or in informal arrangements with neighbouring Local Authorities. We would utilise Welsh Government grant funding to support some of our team costs. The current Partneriaeth Legal Agreement could require us to cover some redundancies in the regional service if we withdraw on our own
Welsh Language Support	236	Tim Athrawon Gwella'r Gymraeg (Welsh Language Improvement Teachers) provide Welsh language immersion support for new learners to the county. We have had a large influx of non-Welsh speakers during the pandemic which adds to service pressure. The team also work with indigenous Welsh speakers who require support in polishing and refining their Welsh.	20	0	0	20	Reductions in miscellaneous costs (travel, photocopying etc), prior to looking at reduced FTE when filling vacant post which will reduce service delivery.
Youth Support Service & Participation	511	The Youth Support Service provides youth work and youth offending interventions. The proposal refers to the youth work element. Some youth support services are grant funded however most aspects are funded through core funding of 500k	51	0	0	51	Reductions in miscellaneous costs (travel, photocopying etc), prior to looking at not filling vacant posts. Unfilled posts risks service delivery to front line.
Data & Education Systems	962	The School and Education Data Team support with all aspects of Education data management and statutory submissions. It includes the collection, collation, analysis and interpretation of national and local data, information and statistics for the department influencing future trends and survey information. The Education Systems Team supports all aspects of service operation as well as having a critical role in the modernization and development of the department to implement changes within the national and regional context of the sector. Its purpose is to provide for the effective integration of professional and systems management roles and responsibilities across the department	50	0	0	50	Reductions in miscellaneous costs (travel, photocopying etc), prior to looking at not filling vacant posts. Unfilled posts risks service delivery to front line.
Childrens services	21,343	Children's Services encompasses the Social worker teams, Fostering, Adoption, Early years, Family Support Services, Specialist Care Provision, School Safeguarding & Attendance and Educational Psychology.	100	0	0	100	Utilise grant funding where opportunities arise, and review all non staffing budgets across the division.
Primary free breakfast provision	961	School meals service provides breakfast at most primary schools across a 50 min period prior to the start of the day	100	0	0	100	Transfer of Breakfast Club Service to schools for more efficient service run by schools on site.
Secondary school meals	n/a - income funded	Our Catering Service provides students with a cafeteria service in our 12 secondary schools. The food we serve is freshly prepared on-site on a daily basis, using good quality ingredients. Our menus are nutritionally analysed and represent value for money. We promote a range of meal deals and other items up to the value of £2.80, the same value as our free meal allowance.	116	0	0	116	Due to increase costs the proposal will be achieved through general efficiencies such as a review of the menu offer and labour resources required, improved pricing and removing inconsistencies across secondary school kitchens

DEPARTMENT	2023/24 Budget	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Early Years Non-Maintained 3 year old Provision	399	payment to non maintained settings for 10 hours week education for 3 year olds	308	0	0	308	Utilise grant funding. WG currently provide grant funding for this service that funds all existing placements.
School Admissions	23	coordinates the admissions appeals process	7	0	0	7	Member expenses budget has been underspent in recent years
Welsh Language Improvement and Bilingualism Teachers	236	This funding employs a team of teachers supporting Welsh Language development. The service is funded via grant as well as 236k core funding.	80	0	0	80	Reduction in staffing costs following retirement
Modernising Education Team	66	Dedicated team to deliver the Local Authority's Modernising Education Programme involving business case submissions, project management, capital management, school organisation and federation processes.	8	0	0	8	reduction across supplies & services budget lines
Schools Transformation & Change	100	Dedicated role to support efficiency and transformation	0	0	100	100	Review support for Transformation.
Total			1,005	165	155	1,325	

MANAGERIAL Total	6,439	2,465	2,024	10,928
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DEPARTMENT	2023/24 Budget	FACT FILE	2024/25 Proposed	2025/26 Proposed	2026/27 Proposed	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

Place & Infrastructure department**Highways & Transport**

Parking Services	-1,325	The County Council provides off street car parking facilities in towns and villages to support the expeditious movement of traffic to enable town centres to function. Parking supports these wider transport policy objectives and enables the authority to maintain highway and public transport services. There are 57 car parks across the county.	45	45	0	90	Introduce charging at 9 car parks that are currently free - Income estimate based on actuals in similar car parks. Lead-in time of approx. 12 months. (Llanybydder, Station car park and Seaview Terrace car park in Burry Port , Glanrafon and Station Road Kidwelly, Llanstephan & Eva Terrace Ferryside), Pottery St, Llanelli and Waunllanrafon, Llanelli
School Crossing Patrols	160	We currently have 42 School Crossing Patrol sites. School Crossing Patrol Officers are paid for the limited hours they patrol on school days. The necessity to have a School Crossing Patrol at a particular location is subject to national guidance which considers a range of criteria such as traffic flows and conditions, pedestrian use, difficulty in crossing roads, visibility and frequency of gaps in traffic. This is done to assess whether a site presents a risk to pedestrians and requires a patrol in place. Of the 42 designated sites currently patrolled, only 30 of these sites meet the threshold criteria for having a School Crossing Patrol.	8	0	0	8	Decrease number of School Crossing Patrols - CCC have currently got 42 sites with only an estimated 30 sites that meet the threshold criteria for SCP.
Total for Highways & Transport division			53	45	0	98	

Education & Children**Schools Delegated Budget**

Primary School Delegated Budget	71,828	We have a statutory duty to ensure that there are sufficient primary and secondary schools in Carmarthenshire. This may involve opening new schools or adding places to existing schools where extra capacity is required. It may also mean reducing in size or closing schools with surplus accommodation. The challenge for the Council in attempting to secure value for money is to provide the right number of places in the right locations, to secure efficient and effective education for the pupils in its area. We have the second highest number of primary schools in Wales (94 Primary schools) and sustaining this number of schools provides many challenges including; recruitment and retention of staff, securing sustainable leadership, ensuring adequate funding to meet the needs of all learners and maintaining the school buildings.	0	200	550	750	We are proposing to review our primary schools' footprint, especially those unable to sustain effective staffing structures due to low pupil numbers and those that are disproportionately expensive to operate. Through carefully selected remodelling, strategically driven school federations and investment in sustainable settings the primary school estate could be reduced. The need to move to a more effective and efficient model is imperative and could improve the financial stability of the remaining schools and reduce demands on a range of County Council services e.g., Finance, HR, catering, cleaning.
Primary Schools Rising 4's Policy	71,828	The statutory requirement is to provide full time education from 5 years of age. We currently have a Rising 4's policy that allows learners full time admission to primary schools in the school term of their fourth birthday rather than the term after their fourth birthday, or the September after their fourth birthday, which is common practice across Wales.	0	120	180	300	These non-statutory aged pupils receive a full-time education in a school when funding is available to provide this provision in alternative settings. The childcare funding for Wales provided by Welsh Government provides up to 30 hours free education and childcare for children aged between 3-4 for up to 48 weeks of the year. At a time when revenue expenditure is under extreme pressure, the funding of non-statutory full-time pupils at such an early age could be re-prioritised to fund other statutory functions from the schools delegated budget. Therefore, we are proposing to remove the rising 4's policy.
Schools Delegated Budget Total			0	320	730	1,050	

Education Services

School Music Service	323	Carmarthenshire Music Service provides weekly tuition to around 5000 children and young people across Carmarthenshire. With the introduction of the new Curriculum for Wales, the music service will evolve to deliver, engage, motivate and encourage learners to develop their creative skills.	35	0	0	35	We propose to look at all options to reduce costs including staffing and not appointing to vacant positions. We will review the skill set and balance required between staffing who hold qualified teacher status, paid on school teacher's pay and conditions, and those employed on a 'tutor' basis, aiming to meet the needs of schools efficiently.
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Education Services Total			35	0	0	35	
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Education & Children total			35	320	730	1,085	
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EXISTING POLICY Total			88	365	730	1,183	
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DEPARTMENT	2023/24	FACT FILE	2024/25	2025/26	2026/27	Total	EFFICIENCY DESCRIPTION
	Budget		Proposed	Proposed	Proposed		
	£'000		£'000	£'000	£'000	£'000	

Place & Infrastructure department

Highways & Transport

School Crossing Patrols	160	We currently have 42 School Crossing Patrol sites. School Crossing Patrol Officers are paid for the limited hours they patrol on school days. The necessity to have a School Crossing Patrol at a particular location is subject to national guidance which considers a range of criteria such as traffic flows and conditions, pedestrian use, difficulty in crossing roads, visibility and frequency of gaps in traffic. This is done to assess whether a site presents a risk to pedestrians and requires a patrol in place. Of the 42 designated sites currently patrolled, only 30 of these sites meet the threshold criteria for having a School Crossing Patrol.	24	24	0	48	It is proposed that 12 of the sites will no longer require a school crossing patrol if they do not meet the national criteria
School Transport - Appeals	Home to school transport - Primary & Secondary £6.634M	Applications for free school transport are determined in the first instance by the Authority against the Welsh Government set eligibility criteria. This criteria states that school transport will be provided for learners of compulsory school age attending primary school who live 2 miles or further from their nearest suitable school and provide free home to school transport for learners of compulsory school age attending secondary school who live 3 miles or further from their nearest suitable school. If the criteria are not met, then the application is refused. There is currently a two-step appeal process on that decision which is based on subjective criteria.	33	0	0	33	Ending the second stage appeals process and maintaining assessments purely in line with the Welsh Government set criteria.
School & college transport - Post 16	684	The Authority's home to school transport policy makes extra provision for free transport to be provided to learners aged 16 to 18 attending their nearest/designated school or college. Transport provision for post 16 learners is not a statutory requirement and is not provided free of charge by all Welsh councils.	0	250	462	712	Learners aged 16 to 18 attending school or college will no longer be provided with free transport, which will mean learners having to make their own arrangements, such as using public transport or private travel. The proposal will be implemented in the academic year 25/26. Further engagement will take place for those requiring this provision.
School Transport - Eligibility	Home to school transport - Primary & Secondary £6.634M	There is a statutory obligations for Local Authorities to provide free home to school transport for learners of compulsory school age attending primary school who live 2 miles or further from their nearest suitable school and provide free home to school transport for learners of compulsory school age attending secondary school who live 3 miles or further from their nearest suitable school. At present, the Authority offers a choice of transport to a learner's designated catchment schools in addition to a learner's nearest schools (according to age and language preference). This creates duplication and the requirement for additional vehicles and mileage over and above our legislative responsibility.	0	0	38	38	remove duplication by offering transport only to a learner's catchment school, whilst maintaining the choice to attend a school of their language preference. This would remove duplication in the network and will also consider the review of school catchments.
Total for Highways & Transport division			57	274	500	831	

Waste & Environmental Services

Waste - HWRCs	total Waste budget is £19.7m	Currently, there are four HWRCs situated across the county to cater for all communities. Trostre HWRC operates 7 days a week, Nantycaws and Wernddu HWRCs operates 6 days, and Whitland is open 5 days a week. The opening hours vary among the HWRCs and change between summer and winter periods.	73	0	0	73	Changing the opening hours and opening days of all HWRCs. This will mean that all sites will be reviewed and only open up to 8 hours per day per site. This review may also see the potential of reduced opening days at all sites (5 days opening being a minimum). The opening hours of each individual site will be based on usage data and further engagement with local residents and local members.
Waste - blue bags / food liners	total Waste budget is £19.7m	We deliver three rolls of blue recycling bags and three food bin liners to every household annually. Each roll contains 52 bags which equates to 3 blue and 3 food liner bags per week. We currently distribute an additional 70,000 rolls of blue bags and 80,000 food waste liners through our outlets which costs an extra £230k to the local authority.	140	0	0	140	Blue bags or food liners will not be readily available from Hwbs and other outlets. Those who genuinely need additional bags (for example large families) can contact the authority

Public Conveniences	221	We currently have 19 local authority managed public conveniences in Carmarthenshire, 14 of which are separate public convenience buildings. There is no statutory requirement for the Council to provide and operate public toilets.	210	0	0	210	Look for opportunities to asset transfer the 14 local authority managed public conveniences to private companies or Town and Community Councils, if unsuccessful the 14 public convenience buildings facilities will be closed. This proposal excludes changing places provision. This is in addition to increasing the community toilet scheme whereby local provision of public toilets can be met by encouraging private businesses (typically food and retail outlets) to make their toilets available to members of the public.
Total Waste & Environmental Services division			423	0	0	423	
Place & Infrastructure Total			480	274	500	1,254	
Delegated Schools Budget	136,443	Up until last year, the Council has taken measures to safeguard the delegated school budget, however this isn't sustainable with the scale of budget reductions currently being experienced. The total education budget is £136million, so this saving proposal equates to 2.5% of the overall budget. This budget is distributed to our 95 primary, 1 special and 12 secondary schools, all operating under the fair funding formula. This budget covers all the costs associated with running a school including the employment of teachers and support staff, to provide learners with additional support, the purchase of all resources and equipment, to meet all premises costs, cleaning services, human resources, IT infrastructure, and more	3,454	0	0	3,454	The budget delegated to schools should see a reduction in line with all other Council services. Each Governing Body manage their own school's budget, and therefore would be responsible for trying to manage with less resource. This reduction will have an impact on what our schools will be able to provide. This level of reduction in budget is estimated to be around £120 per learner.
Total Delegated Schools budgets			3,454	0	0	3,454	

Education & Children

Youth Support Service	500	The Youth Support Service provides four elements of youth work- Universal (e.g., Youth Clubs and Duke of Edinburgh Award); School-based youth work; 16-25 years' support and the provision of statutory youth offending interventions. Around 70% of youth support services are grant funded, however about 30% are funded through core funding. The service receives referrals from statutory services to undertake prevention and early intervention work with children, young people and families at a time of challenges experienced by young people's mental health and wellbeing.	200	200	100	500	The proposal is, over three years, to review how we deliver the youth support service that compliments the provision of statutory youth offending interventions. Removing the core funding for this service could lead to a restructure, alternative youth club provision, reduced school-based youth work, and reduce contributions to third sector organisations.
Music Service	323	Our Music Service provides individual, group and whole class music tuition to schools in Carmarthenshire. It is funded through core funding and funding from Service Level Agreements with schools.	100	100	85	285	Release core funding to become reliant on Service Level Agreement funding only. This would result in a reduced service and possible redundancies and a reduced offer to schools.

Education & Children Total	300	300	185	785
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NEW POLICY Total	4,234	274	500	4,708
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Demographic, Legislative or continuing pressures

APPENDIX B

Service	Description	£000s
Legal	Increased internal Legal Capacity to support work required for Childrens Services/Education, Subsidy Control and Regulatory Enforcement - reduces requirement for using external firms at higher cost	177
Corporate Policy	Increased internal resource to reduce requirement to use external consultancy services	54
Total for the Chief Executives Department		231
Childrens services	To meet pressures of increased demand across the service, investment in increased social work capacity, and provide recurrent budget for inhouse residential homes in line with "elimination of profit" agenda	5,500
Home Tuition	Increase demand including statementing - commitments legally required in excess of current budgets	100
Total for the Education & Childrens Department		5,600
Demographic Growth	Annual budget increase, including Older peoples / Learning Disabilities / Mental Health. NB sum provided is only 50% of calculated increase in demand	1,600
Foundation Living Wage	Calculated increase on commissioned care rates based on wage component and increase from £10.90 to £12.00/hour	3,063
Pent up demand	Previous years budget pressures have been constrained by available capacity across both inhouse as well as commissioned services. Now workforce issues are easing, services are overspending based on unavoidable demand. This provides partial mitigation only.	1,600
Energy - commissioned care	Partial reversal of energy price pressure allowed for in 2023/24 budget based on falling commodity prices	-627
Total for the Communities Department		5,636
Corporate insurance	Corporate premium has increased year on year, and can no longer be supported through increased draw on reserves	400
Procurement	New Procurement bill required Increased internal capacity to ensure compliance	65
Total for the Corporate Services Department		465
Waste strategy	Continued costs of the interim service pending full rollout of the WG blueprint kerbside sort collection	2,000
Parking - Income	Permanent reduction in car parks income as usage has not recovered to Pre-Pandemic levels	500
Home to school transport	Increased prices from suppliers following competitive tender processes	750
Procurement and Contract Mgt resourcing	Increased internal capacity in contract management to ensure contractor compliance	100
Other	To be prioritised by Director across a broad range of smaller budget pressures identified	100
Total for the Place and Infrastructure Department		3,450
TOTAL		15,382

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CABINET

15th JANUARY 2024

FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) 2024/25 TO 2028/29

Recommendations / key decisions required:

That Cabinet notes the content of this report and endorses it as a provisional capital programme for consultation purposes, including consideration by the Corporate Performance and Resources Scrutiny Committee at its meeting on 31st January 2024.

Reasons:

To enable the authority to agree a five-year capital programme 2024/25 to 2028/29.

Cabinet Decision Required	YES
Council Decision Required	NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Alun Lenny– Cabinet Member for Resources

Directorate: Corporate Services	Designations:	Tel: 01267 224120
Name of Director: Chris Moore	Director of Corporate Services	Email addresses: CMoore@carmarthenshire.gov.uk
Report Author: Randal Hemingway	Head of Financial Services	RHemingway@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
CABINET
15th January 2024**

**FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) – 2024/25
TO 2028/29**

The report brings together the latest proposals for the five-year capital programme 2024/25 to 2028/29. It forms the basis of the budget consultation process with members and other relevant parties. Feedback from this consultation process, along with any updates, will inform the final Capital Programme budget report which will be presented to Cabinet, and in turn to County Council in February 2024.

The proposed gross expenditure on the capital programme for 2024/25 is £86.680m with the projected funding being £50.124m from the county council’s own resources through the application of borrowing, reserves, direct revenue financing, capital receipts and general capital grant, with the balance of £36.556m coming from external sources.

The new capital programme is fully funded over the five years; however, it is proposed to under commit some of the available funding to give flexibility across the programme to cover any unexpected additional costs.

DETAILED REPORT ATTACHED?

YES

CONSULTATIONS

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

Signed: **Randal Hemingway** **Head of Financial Services**

1. Scrutiny Committee request for pre-determination	Not applicable
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:	
Scrutiny Committee Outcome/Recommendations:	

- 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

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED <p style="text-align: center;">YES</p>	Include any observations here
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Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:		
Title of Document	File Ref No.	Locations that the papers are available for public inspection
2023/24 – 2027/28 Capital Programme		Corporate Services Department, County Hall, Carmarthen. Minutes of County Council Meeting 1 st March 2023.
WG Provisional Settlement		Corporate Services Department, County Hall, Carmarthen.

REPORT OF DIRECTOR OF CORPORATE SERVICES

CABINET

15th January 2024

FIVE-YEAR CAPITAL PROGRAMME – 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29

DIRECTOR & DESIGNATION	DIRECTORATE	TELEPHONE NO.
C Moore, Director of Corporate Services	Corporate Services	01267 224120
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO.
R Hemingway, Head of Financial Services	Corporate Services	01267 224886

1 INTRODUCTION

- 1.1. The report provides members with a view of the proposed five-year Capital Programme 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29.
- 1.2. This report will form the basis for consultation with the Corporate Performance and Resources Scrutiny Committee prior to it being finalised. Feedback from this consultation process, along with any updates on the settlement figures and grant applications, will inform the final Capital Programme budget report which will then be presented to Cabinet and County Council in February 2024.
- 1.3. The Authority is required to approve a rolling capital programme each year as part of its budget setting process. This facilitates forward planning and is consistent with the requirements of the Prudential Code in terms of financial planning and funding while assisting officers in bidding for external funding.

2. BACKGROUND

- 2.1. Last year the authority agreed a fully funded five-year capital programme 2023/24 to 2027/28 which was approved at County Council on 1st March 2023.
- 2.2. In recent years we have faced multiple challenges from rising costs, and reductions in government funding in real-terms, which remain as we look to prioritise our spending in 2024/25 and beyond. The truth is that the council has never faced the pressures on budgets that we currently face. In June 2023 the annual rate of construction output price growth (inflation) was 4.6%, a year earlier it was 10.4%. Compounded, this has had a significant effect on the costs of existing projects and therefore our ability to fund new projects. Some new funding, already approved, to fund pressures on existing projects within the current programme is reflected in the new programme, however,

given the significant cost pressures on the revenue budgets, and the need to make some significant match funding contributions, no expressions of interest for new projects have been invited. This will enable projects already approved to be completed without putting additional pressures on resources. The allocation of the rolling programme of works within the capital programme continues to be supported across all five years.

- 2.3. The proposed capital programme is attached in Appendix A and shows the anticipated expenditure and sources of funding over the five year period.
- 2.4. The proposed capital programme and funding is based on the Welsh Government's (WG) provisional settlement, received on 20th December 2023. This year general capital funding across Wales has been confirmed at £180m for 2024/25 the same as provided for 2023/24. For Carmarthenshire this means an allocation of non-hypothecated capital funding of £11.97m. This is £19k less than the allocation in 2023/24 owing to the Welsh Government formula which is based on population size. Other hypothecated capital funding grants across Wales totalling £782.342m was announced in the settlement, with funding in a number of areas to be confirmed. We will be applying to take advantage of this grant funding in due course but it is not reflected in the programme at this time. Any successful applications for funding will be reported separately. The final settlement is due in on 27th February 2024, by which time papers will have been prepared and dispatched for the County Council meeting on 28th February. Should there be any amendments in the funding figures the Cabinet Member for Resources or the Director of Corporate Services will update members accordingly at the meeting of the Council on 28th February.

3. PRIORITIES

- 3.1. The current Corporate Strategy for 2022-2027 sets out the Authority's strategic priorities, aspirations, overarching themes and core values, and the programme has been developed in line with these.
- 3.2. The proposed capital programme of £192.3m over the five years reflects new funding to be approved, it does not include any funding relating to ongoing projects in the current year which may slip at the end of the financial year into the 2024/25 programme. It is aimed at delivering a number of key projects that will create jobs and improve the quality of life for the people of Carmarthenshire. Following our declaration of a climate emergency in February 2019 decarbonisation is a priority for the Authority and design briefs for new projects will include an emphasis on carbon efficiency.

The key investments within the programme are:

	£'m
Schools	64
Housing (Non HRA)	12
Lesiure & Culture	2
Regeneration	34
Swansea City Deal Region	16
ICT and Property	21
Place and Infrastructure	43

4. FUNDING

The provisional settlement received from WG allocated capital funding of £11.97m for the Authority in 2024/25, made up of non-hypothecated supported borrowing of £5.905m and General Capital Grant of £6.065m. An assumption that this general funding support will be maintained for the five years of this programme has been made. The use of earmarked reserves was approved as part of previous years' reports and are included as funding for the current capital programme. In total £22.7m of reserves and direct revenue funding is included over the five years of the programme.

- 4.1. The existing levels of investment into the schools estate programme has been boosted slightly with additional funds however there is a realisation that further additional funding will be needed in future years to deliver the whole modernisation of schools programme. In the current financial climate this will be a significant challenge, especially taking account of the other county council capital priorities.
- 4.2. Funding from external parties in the form of grants for the whole of the capital programme is currently expected to be in the region of £71.8m. which includes City Deal, Levelling Up projects and anticipated schools grants.
- 4.3. As part of the provisional annual settlement from Welsh Government, funding was made available on an all Wales basis for transport based projects, namely: Active Travel Fund, Local Transport Fund, ULEV, and Safe Routes in Communities totaling £98.9m for 2024/25. Carmarthenshire will bid for funding from these grants and any successful awards will be added to the capital programme in due course.
- 4.4. It is again disappointing to note that specific highways improvement grant funding was omitted from the Welsh Government settlement, this will have a significant impact on our ability to reduce the backlog in highways maintenance works.
- 4.5. It is proposed to supported the new programme by the use of £4.5m capital receipts from the sale of assets. Given the current economic environment forecasting capital receipts has become unpredictable recently. Funding from this source is, therefore, only included from already crystalised receipts or from sales that are highly probable. Use of further receipts will be monitored during the year and adjustments made if additional receipts become available.

5. CAPITAL PROGRAMME 2024/25 TO 2028/29

5.1. When the capital programme was approved at County Council on 1st March 2023 it was fully funded. The new capital programme again remains fully funded over the five-year period, however, it is proposed to undercommit in the later years of the programme some of the available funding from the Welsh Government in order to give flexibility across the programme to cover any unexpected additional costs on approved projects.

Community Services

5.2. In recent years there have been significant investments across the Community Services portfolio with investments in the new Carmarthenshire Archive, Museums in Abergwili and Parc Howard and this continues with the ongoing development at Oriol Myrddin which has been awarded additional funds both from the authority and Arts Council for Wales. This project shows our commitment to investing in the arts and such an important cultural hub within Carmarthen town centre which will also further regenerate the Old Town Quarter and increase footfall to this area.

5.3. The new programme includes the provision of a new leisure centre in Llanelli, which will be delivered in conjunction with the Pentre Awel development under the umbrella of the Swansea Bay City Region. (See 5.26)

5.4. Shared Prosperity Fund grant of £472k has been secured for a new amenity block at Pembrey Country Park campsite.

5.5. In 2028/29 within Private Sector Housing, further funding is provided for Disabled Facility Grants of £2.5m as part of our annually supported programme of investments.

Place and Infrastructure

5.6. For 2028/29 further allocations to existing rolling programmes of work are included for highways and structures, namely Highway Improvements £600k, Highway Drainage £250K, Bridge Maintenance £400k, Road Safety Improvement £250k, public lighting £400k, Llanelli multi storey carpark £60k.

5.7. Disappointingly, no award was made for Highways Refurbishment or Resilient Roads funding as in previous years, however, given the importance of the our highways network to the economy of the county, it is proposed to make £1.4m funds available in 2024/25 from council resources. This is a 40% increase on the monies made available by us in 2023/24, and comes on top of the £600k awarded as part of the annual programme. A total of £2m from council resources for highways improvements.

5.8. 2028/29 also sees the continuation of our commitment to Rights of Way and Byways with funding of £66k, in recognition of our obligations in this area and the wider community health and environmental benefits provided by these valuable resources.

- 5.9. As part of our commitment to decarbonisation and to improve recycling and circular economy facilities within the county, which will also serve the wider West Wales Region, a £10m loan facility is to be made available over 2024/25 and 2025/26 to CWM Environment Limited to develop its site at Nantycaws.
- 5.10. £5.5m is provided for the ongoing fleet replacement programme, which will see the replacement of highway gritters and social services mini buses amongst others. Also included is a programme for the replacement of waste and recycling collection vehicles totalling £14.7m, £5.7m council funding and £9m external grants. The project will see a transition of the council's fleet towards the wider use of Electric Vehicles. The council funding for this capital spend will be provided directly from revenue budgets of the service users via prudential borrowing and, therefore, both projects are included subject to a review of departmental service needs, and the assessment of affordability.

Education and Children

- 5.11. With the Education and Children Services portfolio, the Modernising Education Programme includes the continuation of the Welsh Government's Sustainable Communities for Learning improvement programme. Schemes are funded jointly by Welsh Government grant and the Authority.
- 5.12. £61m is included as a delivery fund for the ongoing Modernising Education Programme. This includes £21.3m of council resources which will attract £39.6m in Welsh Government funding at the current intervention rate of 65% for standard schools. This coupled with unallocated MEP delivery fund monies from 2023/24, brings the total available funds in this area to £68m. The programme is currently under review and following approval an updated list of priority projects will be submitted to the Welsh Government's Sustainable Communities for Learning Rolling Programme.
- 5.13. Individual investment projects will be identified and assigned funding in due course, following an application and approval process to the Welsh Government for grant funding support.
- 5.14. It is proposed to award a further £500k in 2028/29 to fund ongoing pressures on the education budget, namely: Equalities Works, Health and Safety measures, Mobile Classroom Provision.
- 5.15. To mitigate ongoing health and safety concerns at a number of school drop-off sites we propose to provide £850k in 2024/25 for the provision of new bus bays and traffic management projects. This is the second year of funding for a programme of works awarded £850k in 2023/24. This will be funded by MEP unsupported prudential borrowing.

Chief Executive

- 5.16. Robust, resilient and reliable Digital Infrastructure and Systems are crucial to the delivery of public services across Carmarthenshire. Given the need to maintain and enhance our digital resilience, in addition to the already £2.2m allocated to ICT in the early years of the programme, £2.4m is assigned

across years 3, 4 and 5. This will be accommodated within the available supported resources in those years. It also includes annual funding of £200k per annum to support digital transformation and modernisation across council services.

- 5.17. The county council will also lead the delivery of the Swansea Bay City Region Digital Infrastructure Programme across the region, benefiting from significant capital investment across Carmarthenshire. This project will be delivered by the private sector and is 100% funded by City Deal Grants, so these are not included in this programme.
- 5.18. Significant investment will be made available for the refurbishment of the county's rural built estate with £300k for county farms slurry infrastructure in 2024-25.
- 5.19. We continue to upgrade and modernise our administrative estate. Funding already approved for inclusion in 2024/25 for works at Ty Elwyn to replace windows and restore the exterior is now reflected in the programme.
- 5.20. Following a review of assets and changes to the ways of working, we have started to downsize our estate, most notably with the leasehold sale of Parc Dewi Sant, however, our large portfolio means we still have to invest significant resources in order to maintain them, in order to deliver our services to the people of Carmarthenshire. In 2028/29 it is therefore proposed to continue the annual allocation towards Capital Maintenance across the county estate at £3m. (£15.3m across the five years.) This maintains our investment in this area. The estate may be downsized further in coming years as we aim to release further capital receipts to fund future programmes.

Regeneration

- 5.21. The work to deliver the new Carmarthen town centre hub continues. A new community resource, in partnership with healthcare and education providers. There will also be a large leisure offer and new fitness suite included within the building. This development will bring footfall back to the town centre and be a catalyst for the regeneration and revitalisation of Carmarthen town centre. Funding approved for this project by cabinet in the Autumn of 2023 is included, together with funds allocated from the Transformational Strategy Property Fund within the existing programme. This is in addition to the funding provided by the Department for Levelling Up and in-house match funding awarded to the project in previous years.
- 5.22. Llanelli Town Centre was successful in attracting Levelling Up Fund grant in the third round of awards. This funding was based on a second round application and whilst we welcome this offer of grant we are mindful that the economic environment has changed since the original bid. We will now work with the UK government to agree a viable project. This investment means that we have managed to attract Levelling Up Funding for each of our Parliamentary constituencies. £18m, £15.5m from LUF and £2.5m from council reserves will be assigned across 2024/25 and 2025/26. This development will aim to boost footfall in Llanelli town centre and compliment

other regeneration projects already delivered in the town centre such as the redevelopment of the former YMCA building, and the upcoming redevelopment of Market Street North which has already been approved.

- 5.23. This project in Llanelli, the Hub in Carmarthen and our Ten Towns initiative demonstrates our continued commitment to the regeneration of our towns and town centres, large and small, across the county.
- 5.24. £5.5m of grant from the Shared Prosperity Fund is included in 2024/25 for the delivery of capital business grants across the county. This is in addition to £3.4m in 2023-24, and also complements the wider Shared Prosperity Funding available to businesses from revenue grants.
- 5.25. In the medium term we will need to be able to support new regeneration projects as they are developed. We are therefore making new awards of £2m available in 2028/29 to match fund future regeneration schemes across the county.
- 5.26. Work is now well underway to deliver the Pentre Awel project (Zone 1), under the Swansea Bay City Region, to create five distinct buildings linked with a “street” space, comprising an aquatics centre, sports hall, multipurpose sports and fitness rooms and gym, education and training facilities, clinical delivery and research and innovation and business space.

The project also includes the provision of a hydro-therapy pool, which will be part of the leisure element, the funding for which includes approximately £1m from a trust.

The overall cost of Zone 1 is £96.478m, which is funded as follows:

	<u>£'000</u>
City Deal Grant (net of administration costs)	39,400
CCC Capital Programme	28,198
Trust Fund	1,000
Hywel Dda University Health Board (Pool & audio)	880
Llanelli Waterfront Joint Venture	7,000
External Private Finance	<u>20,000</u>
	96,478

The structure of the City Deal grant funding means that WG expects the Authority to deliver the projects and raise the funding through borrowing which will then be repaid over a fifteen year period. We are however five years into the funding profile before the bulk of the spend is incurred so the anticipated amount to be borrowed will be less than originally anticipated. The Authority will need to accommodate the interest payments on this borrowing.

- 5.27. The Pentre Awel development also provides for an assisted housing development programme and a wider housing programme within Zones 2 and 3, which will be self funded.
- 5.28. The County Council will also have an input into other regional projects delivered by the Swansea Bay City Region, which includes Digital

Infrastructure and Skills & Training (mainly a revenue programme). The county council is the lead body for these two projects. It will have an input benefit from the Homes as Power Stations project which is led by Neath Port Talbot. Given that these programmes are part of the SBCR governance, they are not included within this capital programme.

6. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

6.1. In considering the capital programme, members need to take into consideration the requirements of the Well-being of Future Generations (Wales) Act 2015. The Act requires the public bodies to carry out development sustainably, improving the economic, social, environmental and cultural well-being of Wales.

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs’

6.2. In doing so, we must demonstrate the following five ways of working:

- i. Looking at the long-term so that we do not compromise the ability of future generations to meet their own needs
- ii. Understanding the root causes of issues to prevent them recurring
- iii. Taking an integrated approach so that we look at all well-being goals and objectives of other services and partners
- iv. Working with others in a collaborative way to find shared sustainable solutions
- v. Involving a diversity of population in decisions that affect them

6.3. The act identifies seven well-being goals and provide a shared vision for public bodies to work towards. We must work towards achieving all of them.

- i. A prosperous Wales
- ii. A resilient Wales
- iii. A healthier Wales
- iv. A more equal Wales
- v. A Wales of cohesive communities
- vi. A Wales of vibrant culture and thriving Welsh Language
- vii. A globally responsible Wales

6.4. Our well-being objectives are designed to maximise our contribution to achieving the seven well-being goals of the Act.

Our Corporate Strategy was revised for 2022-27. Our revised Well-Being objectives are:

6.4.1 Enabling our children and young people to have the best possible start in life (Start Well)

6.4.2 Enabling our residents to live and age well (Live & Age Well)

6.4.3 Enabling our communities and environment to be healthy, safe and prosperous (Prosperous Communities)

6.4.4 To further modernise and develop as a resilient and efficient Council (Our Council)

6.5. All projects within the programme have been assessed and scored with the five ways of working, the seven goals and our corporate well-being statement in mind.

7.

SUMMARY

The table below gives a breakdown of the expenditure by departments and the sources of funding.

CAPITAL PROGRAMME SUMMARY						
	2024/25	2025/26	2026/27	2027/28	2028/29	Total
	£'000	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>						
Community Services	4,192	2,000	2,500	2,500	2,500	13,692
Place and Infrastructure	16,752	17,624	2,234	2,267	4,197	43,074
Education & Children	29,493	20,857	6,214	6214	1500	64,278
Chief Executive	5,339	4,037	4745	3460	3670	21,251
Regeneration	30,904	12,863	2,201	2,000	2,000	49,968
Total Expenditure	86,680	57,381	17,894	16,441	13,867	192,263
<u>Grants and Contributions</u>						
External Funding	36,556	27,127	3,714	3714	650	71,761
Net Expenditure Funded by CCC	50,124	30,254	14,180	12,727	13,217	120,502
<u>CCC Funding</u>						
Non-hypothecated	5,905	5,905	5,905	5,905	5,905	29,525
Supported Borrowing						
Unsupported Borrowing	15,207	9,841	-1,100	280	500	24,728
Prudential Borrowing - Fleet	5,786	2,758	208	241	2171	11,164
General Capital Grant	6,065	6,065	6,065	6,065	6,065	30,325
Capital Reserves	14,025	4,404	500	0	0	18,929
Capital Receipts	436	765	2112	1187	0	4,500
Direct Revenue Funding	2700	516	490	16	16	3,738
Total Internal Funding	50,124	30,254	14,180	13,694	14,657	122,909
Overall Net Position:						
Surplus + / Deficit (-)	0	0	0	967	1,440	2,407

7.1. To summarise the overall position, all approved projects within the capital programme are fully funded for the five years from 2024/25 to 2028/29, however, not all available funding is committed at this time in order to give us flexibility to deal with future cost pressures or urgent works which may arise.

7.2. The total cost of the programme is £192.3m of which £71.8m is funded by external grants and contributions.

7.3. The total amount of unallocated funding is £2.4m.

7.4. The full detail of the proposed five-year capital programme is attached in Appendix A.

8. REVENUE IMPLICATIONS

8.1. The revenue budget strategy in 2024/25 allows for a £400k increase in the revenue budget implications of the capital programme.

9. RECOMMENDATIONS

9.1 That Cabinet notes the content of this report and endorses it as a provisional capital programme for consultation purposes, including consideration by the Corporate Performance and Resources Scrutiny Committee at its meeting on 31st January 2024.

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Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
COMMUNITIES																		
<i>Private Sector Housing</i>																		
Disabled Facility Grants	2,300	0	2,300	2,000	0	2,000	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	11,800	0	11,800
<i>Culture</i>																		
Oriel Myrddin	1,084	336	1,420	0	0	0	0	0	0	0	0	0	0	0	0	1,084	336	1,420
<i>Country Parks</i>																		
Pembrey Country Park - Amenity Block SPF	0	472	472	0	0	0	0	0	0	0	0	0	0	0	0	0	472	472
Total Communities	3,384	808	4,192	2,000	0	2,000	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	12,884	808	13,692
Total Communities Excluding HRA	3,384	808	4,192	2,000	0	2,000	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	12,884	808	13,692

Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
PLACE and INFRASTRUCTURE																		
<i>Countryside</i>																		
Byways	16	0	16	16	0	16	16	0	16	16	0	16	16	0	16	80	0	80
Rights of Way Improvement Programme	50	0	50	50	0	50	50	0	50	50	0	50	50	0	50	250	0	250
<i>Coastal and Flood Defence</i>			0			0			0			0			0			0
Flood Mitigation	400	0	400	400	0	400	0	0	0	0	0	0	0	0	0	800	0	800
<i>Fleet Management - Prudential Borrowing</i>			0			0			0			0			0			0
Fleet Replacement - Highways General	73	0	73	48	0	48	0	0	0	46	0	46	66	0	66	233	0	233
Fleet Replacement - Highways Gritters	2,560	0	2,560	0	0	0	0	0	0	0	0	0	0	0	0	2,560	0	2,560
Fleet Replacement - Grounds	442	0	442	43	0	43	186	0	186	155	0	155	161	0	161	987	0	987
School and Social Care Mini Buses and vehicles	454	0	454	0	0	0	0	0	0	0	0	0	988	0	988	1,442	0	1,442
Fleet Replacement - Other	132	0	132	0	0	0	22	0	22	0	0	0	77	0	77	231	0	231
<i>Waste Management</i>																		
Loan to Cwm for Recycling Centre Development	5,000	0	5,000	5,000	0	5,000	0	0	0	0	0	0	0	0	0	10,000	0	10,000
Refuse Vehicles replacement	2,125	1,685	3,810	62	0	62	0	0	0	40	0	40	879	0	879	3,106	1,685	4,791
Decarbonisation of Refuse and Recycling Collection Electric Vehicles	0	0	0	2,605	7,395	10,000	0	0	0	0	0	0	0	0	0	2,605	7,395	10,000
<i>Infrastructure</i>			0			0			0			0			0			0
Multi Storey Car Park, Llanelli	60	0	60	60	0	60	60	0	60	60	0	60	60	0	60	300	0	300
Highways	2,000	0	2,000	600	0	600	600	0	600	600	0	600	600	0	600	4,400	0	4,400
Highways Drainage	250	0	250	250	0	250	250	0	250	250	0	250	250	0	250	1,250	0	1,250
Bridges and Structures	400	0	400	400	0	400	400	0	400	400	0	400	400	0	400	2,000	0	2,000
Street Lighting Replacement & Upgrade	400	0	400	400	0	400	400	0	400	400	0	400	400	0	400	2,000	0	2,000
<i>Transportation</i>																		
Road Safety Improvement Schemes	250	0	250	250	0	250	250	0	250	250	0	250	250	0	250	1,250	0	1,250
<i>Public Transport Infrastructure</i>																		
Tywi Valley Path - Levelling Up Fund	0	0	0	45	0	45	0	0	0	0	0	0	0	0	0	45	0	45
<i>Place</i>																		
Decarbonisation - Heat Pumps for Schools	45	410	455	0	0	0	0	0	0	0	0	0	0	0	0	45	410	455
Total Place and Infrastructure	14,657	2,095	16,752	10,229	7,395	17,624	2,234	0	2,234	2,267	0	2,267	4,197	0	4,197	33,584	9,490	43,074

Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
EDUCATION & CHILDREN																		
Modernising Education Programme																		
Schools: General Projects																		
Non MEP Education Works - Equalities Works, Mobiles, H&S etc	500	0	500	500	0	500	500	0	500	500	0	500	500	0	500	2,500	0	2,500
Glanymor Bus Bays	250	0	250	0	0	0	0	0	0	0	0	0	0	0	0	250	0	250
Aman Valley Bus Bays	300	0	300	0	0	0	0	0	0	0	0	0	0	0	0	300	0	300
Bro Myddyn Onsite traffic management issues	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	100	0	100
Aman Valley Safeguarding access	200	0	200	0	0	0	0	0	0	0	0	0	0	0	0	200	0	200
Sustainable Communities for Learning Match Funding																		
Sustainable Communities for Learning Delivery Fund	9,850	18,293	28,143	7,125	13,232	20,357	2,000	3,714	5,714	2,000	3,714	5,714	350	650	1,000	21,325	39,603	60,928
Total Education & Children	11,200	18,293	29,493	7,625	13,232	20,857	2,500	3,714	6,214	2,500	3,714	6,214	850	650	1,500	24,675	39,603	64,278

Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CHIEF EXECUTIVE																		
<i>Property</i>																		
Rural Estate Infrastructure	300	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Capital Maintenance	3,246	0	3,246	3,072	0	3,072	3,000	0	3,000	3,000	0	3,000	3,000	0	3,000	15,318	0	15,318
Ty Elwyn	1,400	0	1,400	0	0	0	0	0	0	0	0	0	0	0	0	1,400	0	1,400
<i>ICT</i>																		
Digital Transformation	200	0	200	200	0	200	200	0	200	200	0	200	200	0	200	1,000	0	1,000
Critical Digital Infrastructure, Systems and Security	193	0	193	765	0	765	1,545	0	1,545	260	0	260	470	0	470	3,233	0	3,233
Total Chief Executive	5,339	0	5,339	4,037	0	4,037	4,745	0	4,745	3,460	0	3,460	3,670	0	3,670	21,251	0	21,251

Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
REGENERATION																		
Regeneration Schemes Match Funding	0	0	0	0	0	0	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000	6,000	0	6,000
Town Centres																		
Carmarthen Hub - Fit-out	0	0	0	201	0	201	201	0	201	0	0	0	0	0	0	402	0	402
Levelling Up Projects																		
Carmarthen Hub - Levelling Up Fund	2,500	0	2,500	2,093	0	2,093	0	0	0	0	0	0	0	0	0	4,593	0	4,593
Llanelli Town Centre - Levelling Up Fund	0	9,000	9,000	2,500	6,500	9,000	0	0	0	0	0	0	0	0	0	2,500	15,500	18,000
Shared Prosperity Fund (SPF) - Strategic Project and 3rd Party Grant	0	5,480	5,480	0	0	0	0	0	0	0	0	0	0	0	0	0	5,480	5,480
Swansea Bay City Region Projects																		
City Deal - Pentre Awel Wellness Project	13,044	880	13,924	1,569	0	1,569	0	0	0	0	0	0	0	0	0	14,613	880	15,493
Total Regeneration	15,544	15,360	30,904	6,363	6,500	12,863	2,201	0	2,201	2,000	0	2,000	2,000	0	2,000	28,108	21,860	49,968
Total Council Fund Excluding HRA	50,124	36,556	86,680	30,254	27,127	57,381	14,180	3,714	17,894	12,727	3,714	16,441	13,217	650	13,867	120,502	71,761	192,263

Capital Programme																		
Capital Project 2024/25-2028/29	Year 1			Year 2			Year 3			Year 4			Year 5			Five Year Total 2024/25:2028/29		
COUNCIL FUND	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total	County Council Funding	External Funding	Total
	2024/25			2025/26			2026/27			2027/28			2028/29			Five Year Total		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Sources of Funding																		
Borrowing: PWLB	21,411	0	21,411	18,504	0	18,504	5,013	0	5,013	6,426	0	6,426	8,576	0	8,576	59,930	0	59,930
Borrowing: Non PWLB	5,487	0	5,487	0	0	0	0	0	0	0	0	0	0	0	0	5,487	0	5,487
Capital Receipts	436		436	765		765	2,112		2,112	1,187		1,187	0		0	4,500		4,500
Reserves / Revenue	16,725	0	16,725	4,920	0	4,920	990	0	990	16	0	16	16	0	16	22,667	0	22,667
Highways & Transport Grants		2,095	2,095		7,395	7,395		0	0		0	0		0	0	0	9,490	9,490
Economic Development Grants		15,360	15,360		6,500	6,500		0	0		0	0		0	0	0	21,860	21,860
Education Grants		18,293	18,293		13,232	13,232		3,714	3,714		3,714	3,714		650	650	0	39,603	39,603
Other Grants & Funding	6,065	808	6,873	6,065	0	6,065	6,065	0	6,065	6,065	0	6,065	6,065	0	6,065	30,325	808	31,133
Total Capital Programme Funding	50,124	36,556	86,680	30,254	27,127	57,381	14,180	3,714	17,894	13,694	3,714	17,408	14,657	650	15,307	122,909	71,761	194,670
Net Funding Position - Surplus / (Shortfall)	0	0	0	0	0	0	-0	0	-0	967	0	967	1,440	0	1,440	2,407	0	2,407
Summary of Expenditure by Services																		
Public Housing	2,300	0	2,300	2,000	0	2,000	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	11,800	0	11,800
Private Housing	1,084	808	1,892	0	0	0	0	0	0	0	0	0	0	0	0	1,084	808	1,892
Culture & Leisure	14,612	1,685	16,297	10,229	7,395	17,624	2,234	0	2,234	2,267	0	2,267	4,197	0	4,197	33,539	9,080	42,619
Transportation, Infrastructure & Municipal	15,544	15,360	30,904	6,363	6,500	12,863	2,201	0	2,201	2,000	0	2,000	2,000	0	2,000	28,108	21,860	49,968
Economic Development	11,200	18,293	29,493	7,625	13,232	20,857	2,500	3,714	6,214	2,500	3,714	6,214	850	650	1,500	24,675	39,603	64,278
Education & Children	4,991	410	5,401	3,072	0	3,072	3,000	0	3,000	3,000	0	3,000	3,000	0	3,000	17,063	410	17,473
Property	393	0	393	965	0	965	1,745	0	1,745	460	0	460	670	0	670	4,233	0	4,233
ICT																		
Total Capital Expenditure by Service	50,124	36,556	86,680	30,254	27,127	57,381	14,180	3,714	17,894	12,727	3,714	16,441	13,217	650	13,867	120,502	71,761	192,263
Summary of Expenditure by Department																		
Community Services	3,384	808	4,192	2,000	0	2,000	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500	12,884	808	13,692
Place and Infrastructure	14,657	2,095	16,752	10,229	7,395	17,624	2,234	0	2,234	2,267	0	2,267	4,197	0	4,197	33,584	9,490	43,074
Education & Children	11,200	18,293	29,493	7,625	13,232	20,857	2,500	3,714	6,214	2,500	3,714	6,214	850	650	1,500	24,675	39,603	64,278
Chief Executive	5,339	0	5,339	4,037	0	4,037	4,745	0	4,745	3,460	0	3,460	3,670	0	3,670	21,251	0	21,251
Regeneration including City Deal	15,544	15,360	30,904	6,363	6,500	12,863	2,201	0	2,201	2,000	0	2,000	2,000	0	2,000	28,108	21,860	49,968
Total Capital Expenditure By Department	50,124	36,556	86,680	30,254	27,127	57,381	14,180	3,714	17,894	12,727	3,714	16,441	13,217	650	13,867	120,502	71,761	192,263
External Grants	0	36,556	36,556	0	27,127	27,127	0	3,714	3,714	0	3,714	3,714	0	650	650	0	71,761	71,761
Net CCC Funding	50,124	0	50,124	30,254	0	30,254	14,180	0	14,180	12,727	0	12,727	13,217	0	13,217	120,502	0	120,502

CABINET 15TH JANUARY, 2024

HOUSING REVENUE ACCOUNT BUSINESS PLAN 2024-27 CARMARTHENSHIRE'S HOUSING INVESTMENT PROGRAMME

Purpose:

At the start of each year, we develop a business plan which explains our vision and the three-year housing investment programmes to maintain our stock and deliver more affordable homes.

It is important that the plan is clear and that all readers, including our tenants, understand its contents.

The income that we receive from tenants' rents and other funding sources enables us to build an investment programme exceeding **£277m** (Capital - £113m and Revenue - £164m) to run our services over the next three years. The plan reflects on previous years achievements and confirms the financial investment plans (based on current assumptions) for delivering more affordable homes, improving and maintaining our existing stock as well as developing new standards to meet our net zero carbon principles.

To maintain this level of investment through careful financial planning we have managed to keep the projected rent increase to 6.5%, which is below the September inflation rate of 6.7% and the maximum rental increase specified by the Housing Minister for 2024/25. In this plan most tenants will receive a 6.39% average rent increase which is significantly below the level set by WG and current inflation values.

We have also incorporated £330k of revenue efficiencies into our financial planning assumptions over the next three years.

To help maintain our housing stock investment programme, each year we apply for Welsh Government's Major Repair Allowance (MRA) grant. We access this funding by having a detailed business plan and compliance policy. The MRA application for 2024/25 will equate to **£6.2m**.

Recommendations / key decisions required:

General

1. To confirm the vision for our housing investment programmes over the next three years;
2. To agree that the 2024/25 Business Plan can be submitted to Welsh Government;

Specific

3. To note our new estate and tenancy management offer that will ensure our housing officers are more visible and accessible, balancing the support required by tenants and the need to take enforcement action when required;
4. To agree the implementation of a new pilot "handyperson" scheme on priority estates;
5. To note our commitment to keeping the number of void properties as low as possible;
6. To confirm our commitment to reduce the number of back-logged day to day repairs by rebalancing the split between internal and external contractors, and developing a new small works framework;
7. To confirm our priority to purchase additional land and develop large sites exclusively for Council housing and to note the contribution this plan makes to increasing the supply of

affordable homes;

8. To note our commitment to make all our homes more energy efficient for tenants, achieving a minimum Band C energy performance rating (EPC C), installing rooftop solar panels as part of our re-roofing programme and developing a business case for the wider installation of solar panels to tenants' homes and supporting the Council's net zero carbon principles;
9. To confirm our commitment to continue to increase the supply of specialist housing in the county; and
10. To note the importance of the investment included in this plan and its role in stimulating the local economy and creating local jobs and training opportunities.

Reasons:

- To continue our housing investment vision, supporting tenants through the cost-of-living crisis, investing in existing homes and increasing the supply of affordable homes to meet the unprecedented levels of housing need and homelessness in the county;
- To implement the new estate and tenancy management offer that will deliver a balanced approach of supporting tenants and taking enforcement action when required;
- To continue to support tenants by investing in their homes, maintaining the standard, and making our homes more energy efficient (achieving a minimum Band C energy performance rating EPC), helping to promote affordable warmth and mitigating the effects of fuel poverty. An overall investment of £121m is planned for the existing housing stock over the next three years, including over £20m on energy efficiency and decarbonisation measures;
- To reduce the number of backlogged repairs and keep the number of void Council homes as low as possible;
- To continue to increase the supply of affordable and specialist homes in the county, with over £52m being invested into increasing the supply of homes through this plan;
- To link our housing investment programme with wider regeneration initiatives with a real focus on developments in the Tyisha ward, Pentre Awel, town centres and rural towns and villages.
- To make members aware that the delivery of the Business Plan is dependent on an overall average rent increase of 6.5% with a maximum progression of £1 for those tenancies below target rent.
- To access MRA grant from WG (£6.2m) for 2024/25 to help maintain our existing homes.

Cabinet Decision Required YES – 15th January, 2024

Council Decision Required YES – 24th January, 2024

CABINET MEMBER PORTFOLIO HOLDER(S):-

Cllr. Linda Evans (Deputy Leader and Homes Portfolio Holder)
Cllr Alun Lenny (Resources Portfolio Holder)

<p>Directorate Communities Name of Head of Service: Jonathan Morgan</p> <p>Report Author: Rachel Davies Nathan Hartley</p>	<p>Designations:</p> <p>Head of Housing and Public Protection</p> <p>Investment and Development Service Manager</p> <p>Innovation Partnership Officer</p>	<p>E Mail Addresses & Tel Nos:</p> <p>JMorgan@carmarthenshire.gov.uk</p> <p>01267 228960</p> <p>RaMDavies@carmarthenshire.gov.uk</p> <p>07884 235714</p> <p>NJHartley@carmarthenshire.gov.uk</p> <p>07827 808865</p>
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EXECUTIVE SUMMARY

CABINET

15TH JANUARY 2024

HOUSING REVENUE ACCOUNT BUSINESS PLAN 2024-27 CARMARTHENSHIRE HOUSING INVESTMENT PROGRAMME

1. Purpose of the Business Plan

At the start of each year, we develop a business plan which explains our vision and the three-year housing investment programmes to maintain our stock and deliver more affordable homes.

It is important that the plan is clear and that all readers, including our tenants, understand its contents.

The income that we receive from tenants' rents and other funding sources enables us to build an investment programme exceeding **£277m** (Capital - £113m and Revenue - £164m) to run our services over the next three years. The plan reflects on previous years achievements and confirms the financial investment plans (based on current assumptions) for delivering more affordable homes, improving and maintaining our existing stock as well as developing new standards to meet our net zero carbon principles.

To maintain this level of investment through careful financial planning we have managed to keep the projected rent increase to 6.5%, which is below the September inflation rate of 6.7% and the maximum rental increase specified by the Housing Minister for 2024/25. In this plan most tenants will receive a 6.39% average rent increase which is significantly below level set by WG and current inflation values.

We have also incorporated £330k of revenue efficiencies into our financial planning assumptions over the next three years.

To help maintain our housing stock investment programme, each year we apply for Welsh Government's Major Repair Allowance (MRA) grant. We access this funding by having a detailed business plan and compliance policy. The MRA application for 2024/25 will equate to **£6.2m**.

2. Our priorities and direction of travel

The plan is set within the context of continuing cost of living issues that will require further support for our tenants, high inflation, increased costs associated with investment in homes (both construction and repair and maintenance). In addition, there is an unprecedented housing need and homelessness demand due to making sure "no one is left out", a changing private rented market that is affecting supply and that we take our proportionate share to meet

our responsibilities around resettlement schemes.

This year's plan has been developed around five key themes and the following actions are the priorities which will define our direction of travel over the next three years.

We will:

3. Introduce a new estate and tenancy management "offer" that will ensure housing officers are more visible and accessible on our estates. This "offer" will balance support for our tenants with enforcement activity where it is appropriate to do so. This will also be aligned to the implementation of a new pilot "handyperson" scheme on priority estates in Carmarthen, Ammanford, Llanelli and rural areas;
4. Continue to keep the number of void properties at a low level and reduce the current backlog of day to day repairs. We plan to increase our in-house provision around day to day repairs and re-balance the current split between internal and external contractors;
5. Continue to invest in making sure homes are cheaper to run for our tenants and in addition to installing solar panels as we replace roofs, we will develop a business case for the introduction of a wider programme of rooftop solar panels on estates;
6. Due to the significant demand for new build homes, we will proactively acquire more land. This will include larger sites where there will be exclusive use for Council housing. This will put further pace and scale into our development programme;
7. Further invest in specialist type housing (e.g. learning disability, older people and young person supported housing) to ensure needs are met in the most appropriate way. This will include smaller, more dispersed accommodation in different wards. This investment will also ensure a move away from expensive and inappropriate out of county placements for certain client groups; and
8. Procure a new minor works framework for day-to-day repairs and wider improvement projects to ensure a quicker response and to support smaller local contractors across the County.

9. Business Plan Themes

The five key themes that will drive our business forward over the next three years, include:

10. Theme 1 – Our Estate and Tenancy Management Offer;
11. Theme 2 – Investing in Homes;
12. Theme 3 – Promoting Affordable Warmth and Decarbonising our Housing Stock;
13. Theme 4 – Delivering More Homes; and
14. Theme 5 – Local Economy, Community Benefits and Procurement.

15. Recommendations

General

1. To confirm the vision for our housing investment programmes over the next three years;
2. To agree that the 2024/25 Business Plan can be submitted to Welsh Government;

Specific

3. To note our new estate and tenancy management offer that will ensure our housing officers are more visible and accessible, balancing the support required by tenants and the need to take enforcement action when required;
4. To agree the implementation of a new pilot "handyperson" scheme on priority estates;
5. To note our commitment to keeping the number of void properties as low as possible;
6. To confirm our commitment to reduce the number of back-logged day to day repairs by

rebalancing the split between internal and external contractors, and developing a new small works framework;

7. To confirm our priority to purchase additional land and develop large sites exclusively for Council housing and to note the contribution this plan makes to increasing the supply of affordable homes;
8. To note our commitment to make all our homes more energy efficient for tenants, achieving a minimum Band C energy performance rating (EPC C), installing rooftop solar panels as part of our re-roofing programme and developing a business case for the wider installation of solar panels to tenants homes and supporting the Council's net zero carbon principles;
9. To confirm our commitment to continue to increase the supply of specialist housing in the county; and
10. To note the importance of the investment included in this plan and its role in stimulating the local economy and creating local jobs and training opportunities.

DETAILED REPORT ATTACHED?

YES – HRA Business Plan 2024/2027

IMPLICATIONS

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

Signed: Jonathan Morgan Head of Housing & Public Protection

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

1. Policy, Crime & Disorder and Equalities

The HRA Business Plan will act as the framework for policy development across Housing and Public Protection and will contribute to wider agendas and programmes.

2. Legal

The Housing (Wales) Act 2014 sets out our statutory duty to maintain the Welsh Housing Quality Standard in our existing stock.

3. Finance

Maintaining and investing in our housing stock will continue to present significant financial challenges and risks to the County Council.

A capital investment of £231m has been undertaken to deliver the WHQS by 2015. This included £117m of unsupported borrowing. Since achieving the WHQS, a further £115m will have been spent on maintaining the standard and £80m on providing additional affordable homes in the HRA by the end of 2023/24.

Through careful management, the financial model remains viable to not only maintain the housing stock and evolve the current standard but also delivers more affordable homes. A summary of investment over the next three years is included in the plan.

An overall rent increase of 6.5% with a maximum £1 progression for those below target rent for 2024/25 is also assumed in the plan.

4. Risk Management

The housing investment programme is identified as a moderate risk in the Council's Risk Management Plan. A risk management plan has been developed to mitigate and review all risks associated with the programme.

Failure to deliver a viable Business Plan to Welsh Government by the end of March 2024 will mean the MRA of £6.2m for 2024/25 being withdrawn.

5. Physical Assets

The housing investment programme will involve the management, maintenance and improvement of the Council's housing stock. This will be carried out within the context of our asset management principles which are defined within the plan. Any decision to acquire, convert or dispose of homes, land and/or garage areas will be considered in line with these principles.

This plan will also result in an increase in the number of homes in the Council's housing stock through the Council new build and purchasing private sector homes programmes.

CONSULTATIONS

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

Signed: Jonathan Morgan Head of Housing & Public Protection

1. Scrutiny Committee request for pre-determination	YES
Scrutiny Committee	Communities, Homes & Regeneration
Date the report was considered:-	13th December, 2023
Scrutiny Committee Outcome/Recommendations:-	
UNANIMOUSLY RESOLVED to recommend to Cabinet that the Housing Revenue Account Business Plan 2024-27 Carmarthenshire’s Housing Investment Programme be approved.	

2. Local Member(s) - N/A

3. Community / Town Council – N/A

4. Relevant Partners

Engagement with stakeholders and partners has taken place in order to develop this Plan through digital interaction.

5. Staff Side Representatives and other Organisations

Ongoing engagement with tenants, has taken place in order to develop this Plan.

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Yes
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**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
HRA Business Plan 2024/2027	Housing General Files	Council website- Democratic Services

Housing Revenue Account Business Plan 2024-27

Carmarthenshire's Housing Investment Programme



sirgar.llyw.cymru
carmarthenshire.gov.wales

Cyngor Sir Gâr
Carmarthenshire
County Council



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Foreword by our Cabinet Members

This Housing Revenue Account (HRA) Business Plan for 2024-2027 sets out our clear direction of travel and priorities to support tenants and estates and to provide significant investment in existing and new Council homes for the next three years.

Our plans are exciting and ambitious that will continue to help stimulate economic growth, improve health and well-being, and build strong sustainable communities.

We are fully aware of the continued difficulties many of our existing and prospective tenants are facing. As a result, we have tried to balance additional income received through the rent increase by making sure we continue to invest in existing homes to make them cheaper to run, including new decarbonisation and energy efficiency technologies, as well as delivering additional new homes for our tenants of the future. This balance is a huge challenge but is one we must all face together and in a positive, pro-active way, as is set out in this plan.

Our new estate and tenancy management offer will ensure that our officers are more visible and accessible on our estates and are carrying out regular wellbeing visits. This will provide help, support and assistance to tenants to ensure that they feel safe and secure in their homes, increasing income levels where possible and ensuring that they are in receipt of all the grants and benefits that they are entitled to. We will continue to provide advice and financial support to help tenants pay their rent and utility bills, buy food and other essential items for their families. No one will be evicted from our homes as a result of financial hardship.

We will also continue to keep the number of void properties at a low level and reduce the current back-log of day to day repairs. We plan to increase our in-house provision around day-to-day repairs and re-balance the current split between internal and external contractors. A new small works framework will also be procured in the summer of 2024 to support local contractors. Furthermore, we will be introducing a new pilot handyperson scheme in targeted estates initially to further support tenants.

We will continue with our ambitious new build programme. In addition we will proactively acquire more land. This will include larger sites where there will be exclusive use for council housing. This will put further pace and scale into our development programme. We will also further invest in specialist type housing (e.g. learning disability, older people, supported housing) to ensure needs are met in the most appropriate way.

This plan shows a firm commitment to supporting the investment required for decarbonising our homes and will make a significant contribution to the Council's net zero carbon agenda. We also will try to implement solar panels at greater scale through the development of a detailed business case.

This plan continues to deliver a comprehensive programme of works to our homes and maintain services to all of our tenants. During the three period of this plan, we will invest over £277m into social housing in Carmarthenshire (Capital £113m and Revenue £164m).

Finally, we would like to thank tenants, staff and members for their continued support in driving our ambitious plans forward. The details within this plan clearly lay out our priorities and how this will benefit tenants and prospective tenants.

We fully appreciate there are challenges ahead on a number of fronts. We will ensure through this plan, however, that each of these challenges are met positively and results in opportunity for all tenants.



Cllr. Linda Davies Evans
Deputy Leader & Cabinet Member for Housing



Cllr. Alun Lenny
Cabinet Member for Resources

Purpose of the HRA Business Plan

At the start of each year, we develop a business plan which explains our vision and the three-year housing investment programmes to maintain our stock and deliver more affordable homes.

It is important that the plan is clear and that all readers, including our tenants, understand its contents.

The income that we receive from tenants' rents and other funding sources enables us to build an investment programme exceeding **£277m** (Capital - £113m and Revenue - £164m) to run our services over the next three years. The plan reflects on previous years achievements and confirms the financial investment plans (based on current assumptions) for delivering more affordable homes, improving and maintaining our existing stock as well as developing new standards to meet our net zero carbon principles.

To help maintain our housing stock investment programme, each year we apply for Welsh Government's Major Repair Allowance (MRA) grant. We access this funding by having a detailed business plan and compliance policy. The MRA application for 2024/25 will equate to **£6.2m**.

Priorities and direction of travel

The plan is again set within the context of continuing cost of living issues that will require further support for our tenants, high inflation, increased costs associated with investment in homes (both construction and repair and maintenance). In addition, there is an unprecedented housing need and homelessness demand due to making sure "no one is left out", a changing private rented market that is affecting supply and that we take our proportionate share to meet our responsibilities around resettlement schemes.

As a result, we have identified the following actions as priority areas for our direction of travel within the themes for this year's plan. We will:

1. Introduce a new estate and tenancy management "offer" that will ensure housing officers are more visible and accessible on our estates. This "offer" will balance support for our tenants with enforcement activity where it is appropriate to do so. This will also be aligned to the implementation of a new pilot "handyperson" scheme on priority estates in Carmarthen, Ammanford, Llanelli and rural areas.
2. Continue to keep the number of void properties at a low level and reduce the current backlog of day to day repairs. We plan to increase our in-house provision around managing and implementing repairs and re-balance the current split between internal and external contractors.
3. Continue to invest in making sure homes are cheaper to run for our tenants and in addition to installing solar panels as we replace roofs, we will develop a business case for the introduction of a wider programme of rooftop solar panels on estates.

4. Due to the significant demand for new build homes, we will proactively acquire more land. This will include larger sites where there will be exclusive use for council housing. This will put further pace and scale into our development programme.
5. Further invest in specialist type housing (e.g. learning disability, older people and young person supported housing) to ensure needs are met in the most appropriate way. This will include smaller, more dispersed accommodation in different wards. This investment will also ensure a move away from expensive and inappropriate out of county placements for certain client groups.
6. Procure a new minor works framework for day to day repairs and wider improvement projects to ensure a quicker response and to support smaller local contractors across the County.

Through careful financial management we have also managed to keep the projected rent increase to 6.5%, which is below the September inflation rate of 6.7%. We have also incorporated £330k revenue efficiencies into the financial planning over the three year period.

Advancing the HRA Business Plan

This Plan is updated annually considering the views of tenants and stakeholders, the latest stock condition information, updated financial information, WG guidance and any revised Council policies.

The plan acknowledges the link between good quality housing and estate management with the seven goals in the Well-being of Future Generations Act.

Progress against the actions within the plan, associated budgets and strategic direction will be monitored regularly through the governance arrangements set out in **Appendix A**.

2023/2024 Achievements

Providing help and support for our tenants to ensure that they can continue to live comfortably in their homes, provide food and other essential items for their family has become more important than ever.

Over the last 12 months we have:



- supported almost 800 tenants to maximise their income levels through unclaimed grants and benefits, generating over £820k of additional income. This is the equivalent of approximately £1000 of additional income for each home we have supported;
- developed a robust plan to help tenants and the Council mitigate the financial impact of the roll out of the second phase of Universal Credit.
- based on the success of the MJ Award for Best Social Housing Initiative in 2022/23, we've continued to develop new supported housing schemes by working closely with youth services to help young people live independently and sustain their tenancy;
- continued to implement the actions in the Rapid Rehousing Transition Plan, helping people experiencing homelessness find secure, settled self-contained accommodation as quickly as possible;



- continued to deliver affordable homes across the county, exceeding our targets and delivering in excess of 2,000 additional homes since the start of the programme;
- completed an additional 20 new build Council homes by converting the former Council offices in Spilman Street into 12 apartments and converting the upper floors of the former YMCA building in Llanelli into 8 apartments;
- purchased over 45 homes on the open market, increasing our housing stock quickly;
- been nominated for the Chartered Institute of Housing Welsh Housing Awards 2023 in the Excellence in Housing Innovation category for our supported living project for individuals with learning disabilities and mental health at Coleshill Terrace, Llanelli;
- continued to provide alternative temporary accommodation solutions to individuals and families threatened with homelessness, moving away from the use of bed and breakfast type accommodation;
- reduced the number of Council empty homes (voids) to below 200 which has led to an increase in the number of homes available for letting;
- started the journey of recruiting additional maintenance operatives to deliver more services in-house;
- installed super-fast wi-fi to our sheltered schemes;
- achieved a EPC Band C energy rating for nearly 50% of our housing stock;
- issued new contracts to all our tenants in line with the provisions of the Renting Homes (Wales) Act;
- procured up to date CCTV equipment for our sites and estates; and
- surveyed over 1,360 homes which has allowed us to model stock condition and energy performance in over 55% of our housing stock.



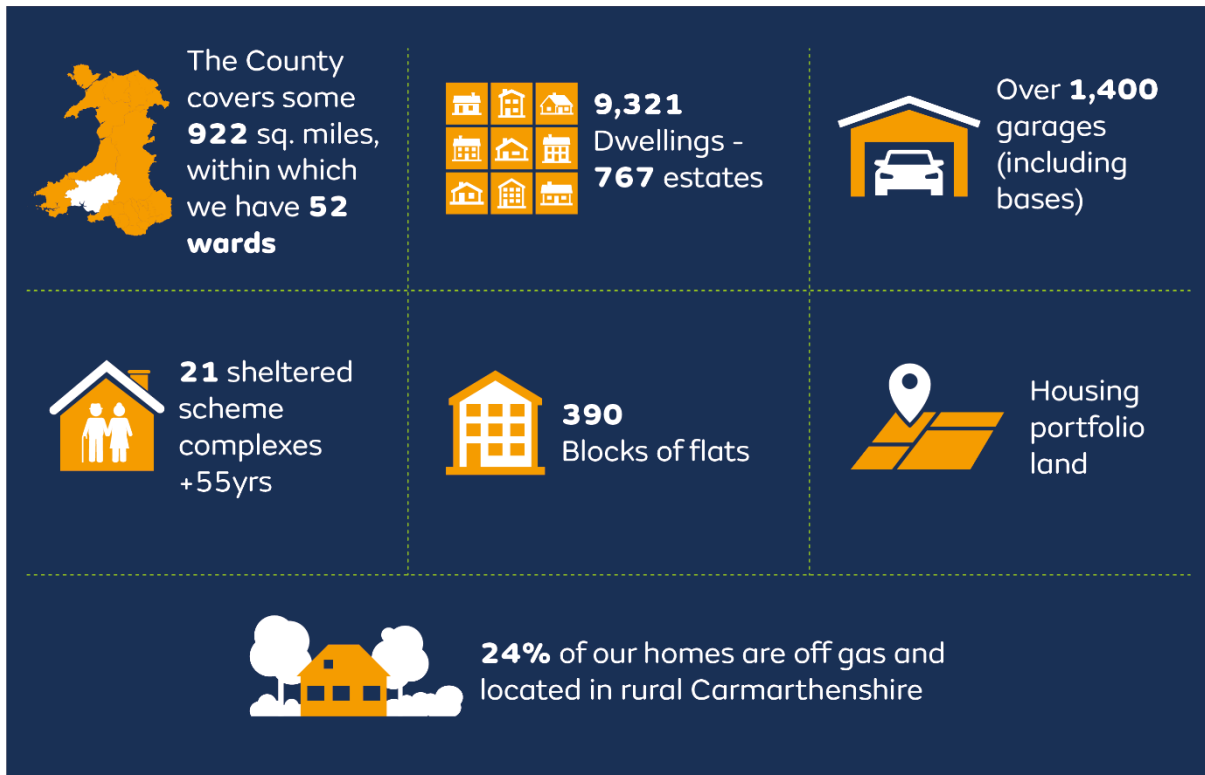
The following sections will provide the context and detail of what we plan to deliver over the next three years. This includes how we intend paying for it and the wider benefits of the investment programme. We will cover five key themes that will drive our business.

Context

The HRA Business Plan

This plan covers all housing services and assets in the Housing Revenue Account (HRA). It sets out our objectives and what this means for tenants and leaseholders across a range of housing activities. The plan relates to policies that affect how we deliver our services and looks at wider on-going events that may impact our tenants and how we plan to resolve/mitigate them whilst still delivering our everyday services.

Our county



Further details of our housing assets and the profile of our tenants and applicants are set out in **Appendix B**.

Recognising the effects of the cost-of-living crisis

The cost-of-living crisis has created difficulties for many tenants and vulnerable families in our communities and this situation is unfortunately likely to continue throughout 2024/25.

We know that poverty and deprivation is already a real issue affecting many households across the County and the cost-of-living crisis has exacerbated this for many families. To ensure that our rents are affordable to our tenants we will regularly review this by participating in assurance exercises and engaging with charitable organisations and foundations. In a recent tenant affordability survey 69% of our tenants told us that our rents were affordable.

Poverty rates are also highest in social rented and private rented households, many of whom are in poverty after paying their housing costs alone. At these difficult times it is more important than ever that we support tenants wherever possible, be sympathetic to those that face financial hardship and give them the reassurance that they will always have a safe and secure home to live in. Our new tenancy and estate management offer will further support this.



The Joseph Rowntree Foundation describes poverty as -

“Not being able to heat your home, pay your rent, or buy the essentials for your children. It means waking up every day facing insecurity, uncertainty and impossible decisions about money. It means facing marginalisation and even discrimination because of your financial circumstances.”

We know that...

- **34.5% (over 28,000)** of all households in Carmarthenshire are living in poverty. The household income in these homes is less than £22,020 per annum;
- The number of households living in poverty in Carmarthenshire is **1.1%** higher than the Welsh national average;
- **34.6%** of children in Carmarthenshire are living in poverty;
- The average weekly wage for full time workers in Carmarthenshire is **£623.40**, which is higher than the Wales average of £603.50, but lower than the average for Great Britain at £642.20.
- **18%** of pensioners in Wales are living in poverty, equating to nearly 1 in 5 people; and
- **11%** of adults who live in households where all adults are in work are in poverty.



To ensure our tenants maximise their income and provide financial security for their families, we will continue working with tenants to enable them to claim grants and benefits they are entitled to and help them through the cost of living crisis.

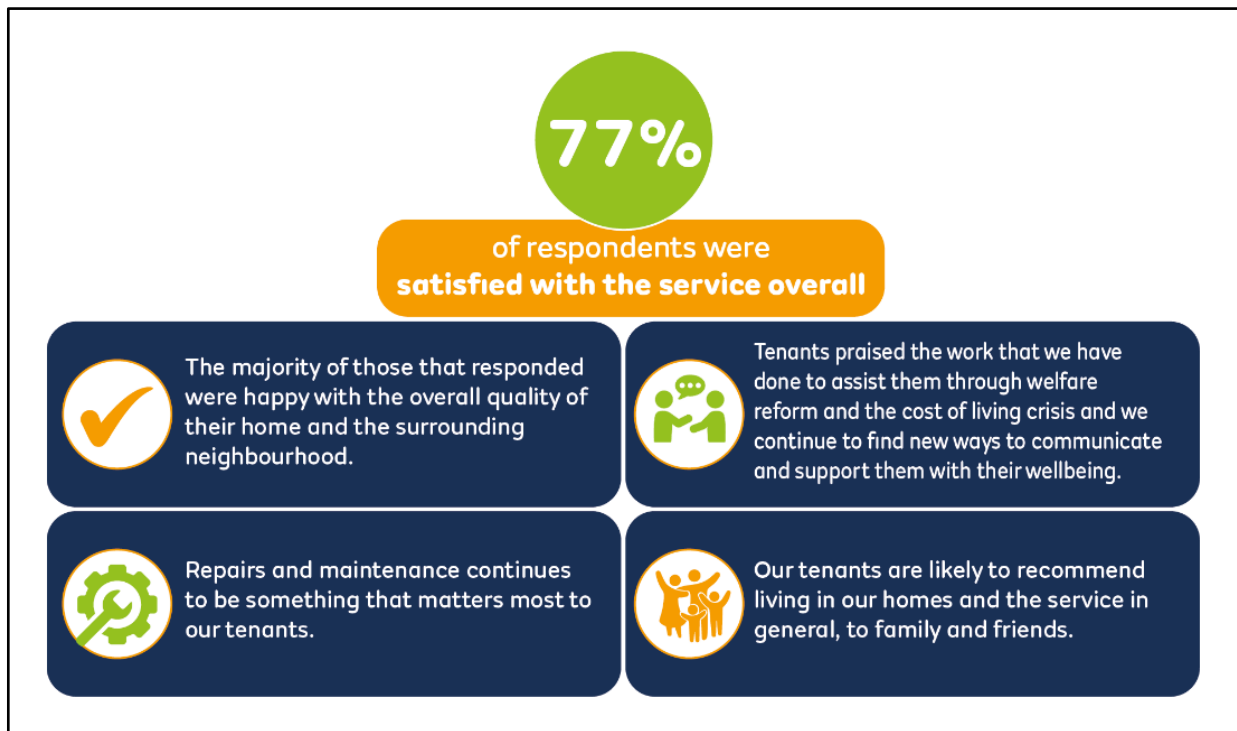
Helping our tenants we have...

provided support to over **800** tenants to ensure that they claim all benefits and grants that they are entitled to. This has already generated over **£820k** of additional income for tenants which equates to approximately **£1,000** per household.

What our tenants tell us

The commitment and support of tenants and members is important to us. It helps us maintain, improve and expand our housing stock and our services for the future. Tenant and community engagement has always underpinned the delivery of our services and will continue to do so.

1,938 tenants took part in our latest tenant satisfaction survey, which represented a 26% response rate overall. A third of the total number of responses were collected online (660) compared to a quarter of responses received in the last survey and 47 surveys were completed in Welsh (2%).



The table below shows how our survey results compare against other retained Council stock landlords in Wales.

Tenant Satisfaction retained Council Stock Landlords- 11 (STAR survey results from 2021)				
	Quartile	Rank-retained Councils (out of 11)	Average satisfaction	CCC
Overall Satisfaction	Mid	6	77%	77%
Repairs and Maintenance	Mid	6	71%	66%
Listening and acting on tenants' views	Top	2	60%	63%
I trust my Landlord	Top	2	75%	80%

Generally, our satisfaction rates were greater than the average for other stock retaining authorities. Satisfaction in responding to repairs and carrying out works was also comparable even though delays are still affecting our capacity to carry out responsive repairs.

Managing our assets

The Compliance Policy set out in **Appendix F**, shows how we will continue to manage our assets by allocating adequate resources to maintain our housing standards. This is done by using a robust asset management system, verifying and validating our data to ensure cost certainty over the 30 year financial model.

Theme 1 – Our Estate and Tenancy Management offer

We have developed a new estate and tenancy management offer which ensures that the needs of our tenants and residents are at the centre of the services that we deliver in our communities.

Our offer recognises the key drivers and challenges that we face in an ever-changing environment, set within the context that everyone deserves to have a safe, secure and affordable home, in a nice estate environment.

We know that the cost-of-living crisis continues to create hardship for many of our tenants and paying rent has become increasingly challenging for many. Officers must focus their time supporting and working with tenants to help maximise their income levels and ensuring that they budget properly to avoid going into debt. As a service, however, maintaining our rental income is critical for delivering our revenue and capital investment programmes. We must ensure that our tenants feel that their rent is invested in services that will benefit them and the estates they live in.

The role of the Estate and Tenancy Management Team goes far wider than just a rent collection service. They also:

- manage occupation contracts (tenancies), legal processes, disrepair claims and court actions;
- manage former tenant debt, mutual exchanges, abandonments and re-charges;
- provide the link between the tenant and other services- repairs and maintenance revenue programmes, capital programmes, social care, children services and other key statutory services as well as utility providers etc.
- manage property condition, decants, hoarding, grounds maintenance contracts and estate surveys;
- co-ordinate tenant and local member engagement;
- manage estate Environmental Works projects and ecology projects and the strategic approach to garage sites; and
- manage anti-social behaviour, nuisance, fire safety, community safety and cohesion on council housing estates.

To ensure that we are able to deliver a comprehensive estate and tenancy management service to our tenants and residents, our housing stock is split up into 12 patches across the County. There is more dispersed management in rural areas compared with more dense management in and around the three main towns of Llanelli, Carmarthen and Ammanford. Each patch is covered by one Tenancy Support Officer and one Estate Management Officer.

Our patch sizes vary and are dependent on geography, but the challenges continue to get greater. Cases are becoming more complex and complicated which is linked to the increased economic, social and health pressures faced by tenants and residents. We are reaching out further to tenants on estates to provide them with the support they need.

The key priority in our new estate and tenancy management offer is ensuring that our Housing Officers are more visible and accessible on our estates. This will:

- improve communication with tenants, residents and members, helping to respond to their concerns and service requests faster;
- increase our focus on planned and prevention activities, taking action/providing support early and addressing issues before they reach crisis point. This is particularly important in helping tenants with affordability issues, including heating their homes, feeding their families and paying their rent;
- ensure that we carry out home-checker visits to all homes. This will help us identify concerns or vulnerability issues that we would otherwise be unaware of. It will also help develop a more proactive and preventative service around repairs and maintenance, helping to reduce future expenditure on responsive repairs and reduce the number of disrepair claims received; and
- help us identify the more complex tenancies issues that need intense bespoke support.

What is our new vision?

Our vision:

We want to provide a service that is more accessible and visible on housing estates, where support is provided when needed to resolve issues, but where we also take firm, decisive action against those who choose not to conform.

We want to listen to tenants needs, act promptly and effectively, ensuring our homes and estates are well maintained and people like living there.

For residents this will mean...

- good services, tailored to meet their needs, preferences and helping to sustain tenancies;
- high levels of satisfaction, more opportunities to give feedback and confidence, listening and acting on concerns, using their comments to shape decisions; and
- they know what to expect from us, are clear what we expect from them and are assured that they will receive best value for money.

For staff this will mean...

- a productive working environment, which enables joined-up, agile working (including hybrid ways of working) in a consistent way;
- that they are environmentally conscious and lower our carbon footprint;
- they have the right numbers, tools and skills to do the job well; and
- they feel engaged and empowered to shape decisions.

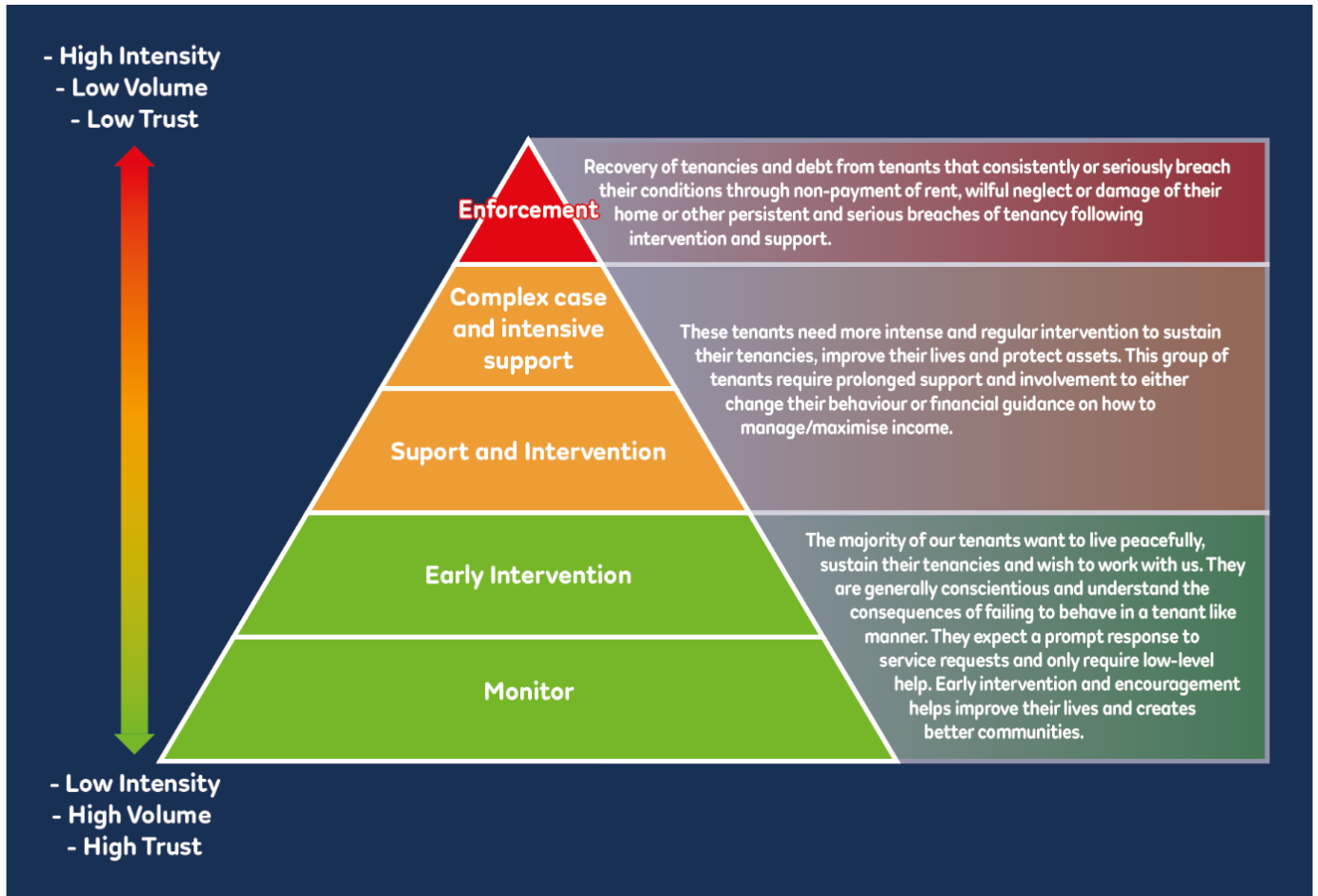
For the future this will mean...

- we make the best use of our assets and have a robust service offer, have a flexible approach to managing our homes, reflecting the priorities of local communities, and managing homes owned by others;
- we have estates where people want to live for many years and we have greater influence with our partners to make a positive impact on community assets and spaces;

- we protect, maintain and enhance ecology and biodiversity within the greenspaces on our estates; and
- we are more resilient in our service delivery.

How will we deliver our vision?

Our approach to estate and tenancy management must be balanced. It must allow us to support and help our tenants maintain their tenancy whilst also allowing us to take enforcement action against those who breach their tenancy agreement. Our approach to estate and tenancy management is summarised below.



We are committed to keeping evictions to a minimum and there will be no evictions from incidences where a tenant is suffering financial hardship and are doing all they can to work with officers. The most successful enforcement action is dependent on the provision of good support and assistance for tenants to help change their behaviour.

Each stage of our approach is interdependent on one another, and our interventions can be increased or decreased depending on how well or how poorly a tenant responds to our officers.

There is a strong correlation between a pro-active front line housing management service and the positive impact this has on other service areas, including housing repairs, voids and social care (including Childrens Services). For example, a handyperson service will have a positive impact, over time, on day to day repairs, the condition of void properties and the general appearance of our estates. This pro-active approach will reduce long term revenue expenditure by addressing small issues and will avoid them becoming more serious and costly if ignored.

Key to the success of our estate and tenancy management service is the visibility of our officers on our estates. Their ability to work flexibly using technology which helps them work remotely and become more mobile and agile on our estates will be central to the approach. This will be further enhanced as we introduce our new housing management system, which will speed up our work, avoid duplication and improve the customer experience.

Improving the customer experience also includes helping tenants do things for themselves. Developing our front facing systems where people can interact and access information easily, report problems, pay their rent without officer involvement will allow staff more time to monitor, react and deal with more intense support and complex issues.

Our key estate and tenancy management commitments

Our Estate and Tenancy Management Commitments:	
<p><u>Commitment 1</u></p> <p>Direct tenant management</p>	<p>We are aiming to achieve a balanced approach to allow us to support and help our tenants maintain their tenancy while allowing us to take enforcement action against those who breach their tenancy agreement. This approach will:</p> <ul style="list-style-type: none"> help prevent evictions and reduce the number of homeless cases as more tenants are able to sustain their tenancies; improve the end of tenancy process; provide more support on wellbeing and social care issues; help maintain and increase rental income levels; maintain bad debt provision at £300k well below the historical budget provision of £600k; help deal with former tenant debt and the more complicated financial difficulties experienced by tenants; and ensure that we deal with low-level neighbour problems.
<p><u>Commitment 2</u></p> <p>Helping tenants maintain their homes and estates</p>	<p>How our tenants look after and live in their homes has an impact on the appearance, the condition of our homes and estates. We need to deliver a service more focused on the condition of homes, providing a link between front facing officers, housing repairs and social care. This approach will help maintain the condition of our homes and estates for longer.</p> <p>In 2024/25 we will introduce a new handy person service which will give our officers more “tools” to do their job and have direct access to preventative services on our estates. The handy person service will focus on carrying out low level repairs on tenant’s homes, ground maintenance and general improvement works on priority estates in the Carmarthen, Ammanford and Llanelli areas.</p>
<p><u>Commitment 3</u></p>	<p>We must provide a greater focus and investment on improving our estate environment.</p> <p>We will deliver a targeted and co-ordinated approach, delivering capital estate improvements that will improve the appearance of our estates, make them feel better for tenants and ensure that they are safe places to live in.</p>

Improving the estate environment	<p>Tenant and community engagement has always underpinned the delivery of our services, but developing a programme of estate improvements with tenants will help us ensure that our tenants shape our future estates and priorities.</p> <p>Our future estate improvement programme will include:</p> <ul style="list-style-type: none"> • estate entrances; • boundary walls and fencing; • capital works to gardens that are not sustainable to look after; and • general communal area improvements that will ensure we make the best use of the land we have available.
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To achieve these commitments we have re-directed some of the expenditure in this year's plan to ensure that we are able to increase our investment on supporting and helping our tenants sustain their tenancies. This will mean:

- Reducing our bad debt provision by **£250k** and investing that funding into increasing housing officer capacity on the ground;
- Top slicing **£250k** from the repairs and maintenance budget and developing a proactive pilot "handyperson" service, initially on priority estates in Carmarthen, Ammanford, Llanelli and rural areas;
- Increasing our capital expenditure on improving our estate environments from £300k per year to over **£650k**; and
- Continued investment in home adaptations and sheltered housing improvements.

The investment included in this plan for supporting our tenants and residents is summarised in the table below.

Funding	Investment	2024/25 £'000	2025/26 £'000	2026/27 £'000
Capital	Improving the estate environment including ecology and biodiversity on greenspaces	650	700	700
	Adaptations to tenants' homes	2,000	2,000	2,000
	Sheltered housing investment	270	300	650
Revenue	Supervision and management	12,467	12,727	13,002
	Handy-person service	250	250	250
	Bad debt provision	350	357	364
	Grounds maintenance, unadopted roads etc.	1,265	1,317	1,373
Total		17,252	17,651	18,339

Theme 2 – Investing in Homes

In 2015, we completed the WHQS programme of works to all homes where tenants had agreed to the work- well before WG's target of December 2020. This was in line with our previously agreed assumptions that all our homes will achieve the standard and future replacement programmes will be based on condition, not time.

Maintaining the condition of our housing stock

Maintaining the WHQS standard is a statutory duty, and the Council has made a commitment to achieve and maintain the standard. The standard is contained in the **Compliance Policy in Appendix F**. Critical to this work is our ongoing stock condition survey for all housing assets. Surveys have now been completed for 1,350 of our homes which has enabled us to model a further 5,200 homes with the same architype, representing more than 55% of our stock.

This robust stock condition data has enabled us to plan our future programmes for the replacement of elements and components when they fail rather than on the time from when they were first installed. We have also identified key estates for investment, which are reflected in our capital programme. As further homes are surveyed and modelled, this will provide more detailed information to inform our investment plans year-on year.

Carrying out repairs and letting empty Council homes

Tenants tell us that getting repairs done on time and maintaining homes to a good standard is important to them. Both the pandemic and Brexit have had a significant and lasting effect on the local construction market, adversely affecting available skills, capacity, and materials. In addition to this, costs have escalated. Many of our framework contractors have declined housing repair and maintenance works choosing to prioritise higher paid private sector work or larger projects instead. This has seriously affected our ability to carry out responsive repairs and maintenance works on our homes and has caused a significant backlog in the number of repairs we have outstanding.

On average we continue to respond to all emergency work within the day and urgent work within the week, but the backlog of non-urgent repairs is ongoing.

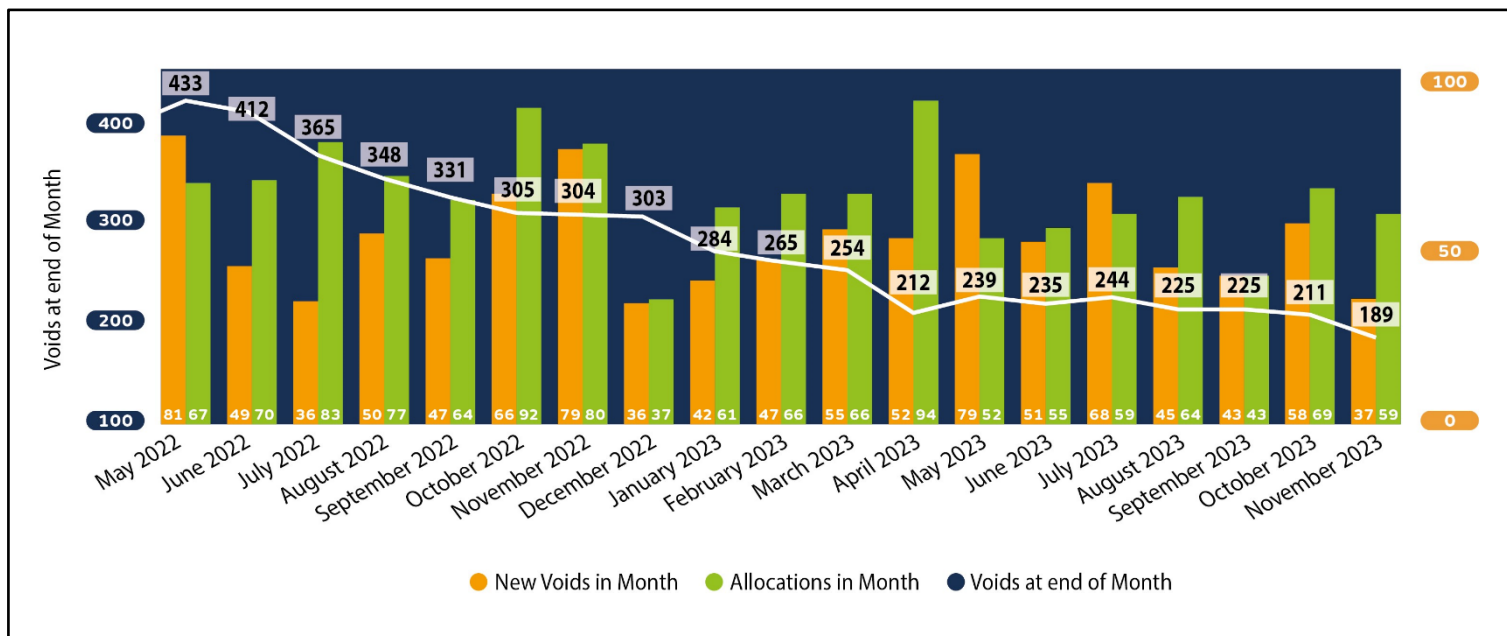
To address this backlog of repairs we must expand our capacity and contractor availability. We have invested in a new Housing Contract & Commissioning Team to develop a new Property Works Framework. We have undertaken extensive engagement with roadshows across the County to encourage a range of local contractors to apply for the opportunity to work on our Council homes. The Framework will cover a range of property maintenance and improvement activity, from day-to-day repairs and servicing to significant improvement programmes across our estates and also covers non-housing property work across the Council. The Framework will start in August 2024 and run for three years, with an option for an additional year.

The contractor capacity issues have also until recently, impacted on the number of empty Council homes that have not been let. Over the last three years we have focused on improving our processes for dealing with and refurbishing empty homes. The following graph shows the number of empty Council homes each month, between the peak of May 2022 (433 homes) and November 2023 (189

homes). One key change has been the recruitment of a new team of maintenance technicians dedicated to dealing with our empty homes, to reduce our reliance on external contractors, with the potential to increase further.

Our focussed approach has enabled an additional 220 homes being available for families in housing need compared with May 2022.

The number of empty Council homes each month



Reducing complaints and improving our repairs service

Over the last year we have expanded our call handling and repairs scheduling team to improve communication with tenants and to help with following up on outstanding works. This has seen a significant reduction in complaints (from over 100 to a handful) and an increase in compliments. We are also piloting weekend appointments to see whether this will help in reducing the backlog of works and provide more flexibility for tenants.

To continue improving the service we are planning to further expand our in-house teams from the current staffing resource of 80, increasing to 200/300 members of staff, developing our capacity and skills so that we become less reliant on external contractors. To support this, we are now implementing a new repairs scheduling system (Total Connect) which will enable tenants to request and track their repairs and help us ensure that the works carried out on tenants' homes meet their needs and are done at a time that is convenient and suitable for our tenants. The system will also help us to better manage and deploy our in-house operatives and continuously improve efficiency of the service. We will review the outputs from this in the Autumn / Winter period of 2024 to inform our in-house growth plan.

Our on-going consultation with tenants has identified seven key areas of work

Work Area	Context	Action
Repairs and Maintenance	Effective and timely maintenance service, maintaining homes to a high standard and continuing to improve the housing stock	<ul style="list-style-type: none"> • Keeping in touch with tenants and advising tenants how quickly we can carry out the works when they report minor repairs; • Clearing the backlog of non-urgent repairs that have built up; • Carrying out repairs in the timescales we have agreed or at a time that is more convenient for the tenant; • Introducing an appointments system for our responsive repairs service, using mobile technology; • Introducing automatic scheduling of repairs; • Developing and implementing a new Property Works Framework that will help widen the availability of contractors; and • Developing our in-house teams so that we have the skills and capacity to deliver repairs, adaptations and refurbishments ourselves and reduce our reliance on the private market.
Internal Works	For internal components such as kitchens, bathrooms, electrical upgrading, and central heating, we replace components when they are in disrepair	<ul style="list-style-type: none"> • Contacting tenants who have previously declined works; • Ensuring homes have the appropriate smoke alarms, heat detectors or carbon monoxide detectors, and agree with tenants how we can upgrade these components to protect their safety; and • Developing planned programmes of works informed by our ongoing condition surveys.
Damp and Mould	Prolonged exposure to dampness and mould can affect health and wellbeing.	<ul style="list-style-type: none"> • Continually reviewing and improving our processes for dealing with damp and mould to mitigate risks; • Taking a preventative approach to identifying any issues early, through home checker visits and programmed inspections; • Providing advice to tenants on what they can do to reduce damp and mould in their homes; and • Reviewing the introduction of new technology that will allow us to monitor and intervene early to prevent mould and damp from occurring in tenants' homes.
Servicing	We assess the condition of our gas, oil, electric and solid fuel appliances and meet our statutory servicing obligations. Protecting the health and well-being of our tenants by ensuring that all homes are fitted with fully compliant electrical systems, including hard-wired smoke and carbon monoxide (CO) detectors	<ul style="list-style-type: none"> • Continuing our annual programme of safety checks on gas fires, and gas or oil boilers, and replacing or upgrading where necessary with energy-efficient appliances; • Continuing our five year electrical inspection programme and upgrading where necessary; • Inspecting smoke, heat and carbon monoxide detectors installed in homes and upgrading where necessary; • Gaining access to ensure that the necessary works are completed; and • Installing servicing timers when we gain access (where a tenant repeatedly refuses access), to help protect lives.

External Works and the Environment	Our homes are in a good condition, and we aim to achieve economies of scale by replacing components in disrepair; including the rendering and roofing upgrading or replacement programmes and improving the estate environment around our tenants homes.	<ul style="list-style-type: none"> • Continuing to review and update our annual roof and rendering programmes to include external wall insulation and solar panels where appropriate; • Working with a range of partners to identify opportunities to install low carbon technologies to our homes; • Continuing our programme of replacing structural boundary and retaining walls; • Ensuring sheds/outhouses, gardens, paths and fencing meet our standards; and • Specific investment is planned in a number of estates over the next three years.
Empty Council Homes (Voids)	Our aim is to let empty Council homes as quickly as possible, reducing rent loss and reducing the pressure on front line homelessness services	<ul style="list-style-type: none"> • Make empty properties available for letting as quickly as possible and reducing the number of empty homes in the Council's housing stock; • Completing individual options appraisals if homes are no longer fit for purpose or require significant investment; and • Ensuring every new tenant receives relevant information and certification about their new home.
Improving Standards	Tenants have told us they want a standard that continues to evolve	<ul style="list-style-type: none"> • Giving tenants a say through single-issue meetings, digital participation and challenge panels; • Using the data gathered by the Stock Condition and Verification Team to determine the most sensible route for improving our standards; • Continuing to implement new IT systems for asset management, repair scheduling and tenancy management for our housing stock that can be used to store data on our homes and conduct our own modelling for improving the energy efficiency performance of our homes.; • Maximising funding opportunities that allow us to test new innovative technologies that can reduce our carbon footprint and fuel bills for tenants; • Providing adaptations for our tenants to meet their needs and maintain their independence; and • Meeting the needs of households on the Accessible Housing Register (AHR) through conversion or where an empty Council property with existing adaptations is matched to a new household.

Specific estate improvement works

In addition to individual investment, where required in specific properties across the county, our ongoing programme of stock condition surveys has identified wider investment requirements that have been built into our next 3-year programme (and beyond). These include:

- **Fencing Enhancement Programme** – ongoing investment targeted at replacing fencing in estates where wholesale improvements are required;
- **Maes Glas, Llandoverly** – three-year investment programme to upgrade ten homes built using non-traditional construction that are hard to heat;
- **Danybanc & Llundain Fach, Llanelli** – a significant site-wide investment programme to address long-term drainage and other issues across the estates;

- **Woods Row Court, Carmarthen** – significant investment to remodel this prominent town centre estate and overcome site-wide roofing and repair issues; and
- **Pen y Fan and Clos St Paul, Llanelli** – reroofing of the estate to overcome water ingress issues and to improved thermal insulation.

Risk reduction measures

Approach to fire management – We have an ongoing review of fire risk assessments to our purpose-built blocks of flats and sheltered schemes. We have identified improvements to be made and an action plan has been developed. This provides a record of present risks, defects identified and the remedial action to be taken in a defined period which are monitored through our governance arrangements as set out in **Appendix A**. A work programme has been developed to improve the detection systems within these blocks of flats, the means of escape and the compartmentalisation of flats in the event of a fire.

Radon testing programme - Following guidance issued by Welsh Government and Public Health Wales, we have an ongoing programme of radon testing in all our homes located in areas where there is a greater probability of high radon levels. The highest risk areas have already been tested and measures to disperse radon are installed, where needed to reduce levels to acceptable levels. Officers from the Council are continuing to install radon detectors for three months to gather data in specific, discreet locations within homes. Remedial action is taken if levels are higher than recommended.

Surge protection upgrade - The demand on the electrical systems and consumer units in our homes has increased over time. The introduction of other renewable energy components and electric vehicle charging points in future will place further strain on the systems installed. Surge protection devices (SPD) are being installed which significantly reduce the risk associated with transient over-voltages.

The investment included in this plan for investing in our homes is summarised in the table below.

Funding	Investment	2024/25 £'000	2025/26 £'000	2026/27 £'000
Capital	Internal & external works	2,170	2,220	2,220
	Void programme & major works to homes	6,250	5,850	5,750
	Estate based refurbishment	850	1,817	2,117
	Risk reduction measures	820	820	820
Revenue	Responsive repairs & maintenance	2,437	2,537	2,645
	Void works	4,421	4,602	4,798
	Servicing	2,282	2,376	2,477
	Minor works	4,088	4,256	4,437
	Supervision & management	3,485	3,639	3,794
Total		26,803	28,117	29,058

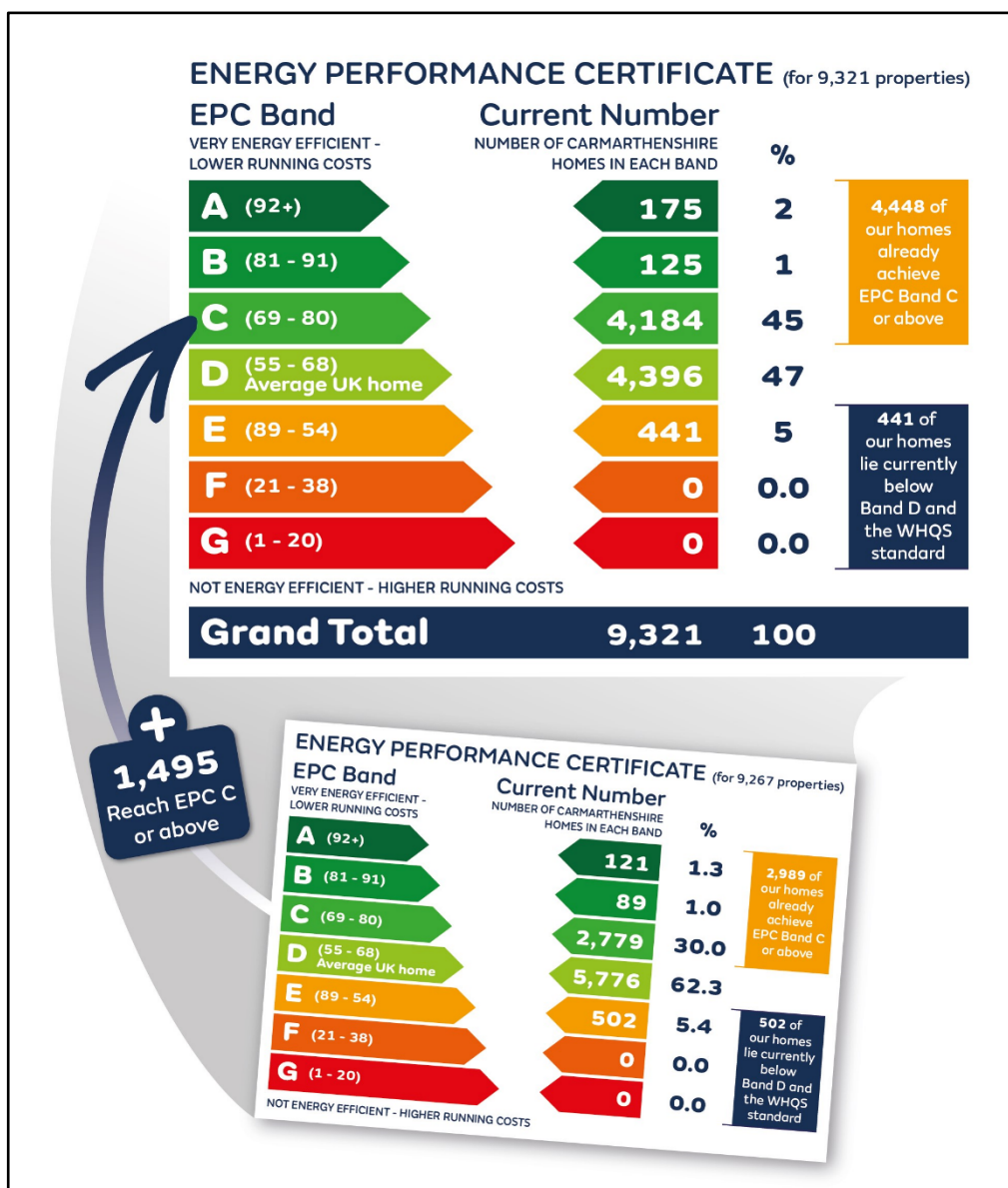
Theme 3 – Promoting Affordable Warmth and Decarbonising our Housing Stock

Promoting affordable warmth, improving the energy performance and decarbonising our housing stock is a key strategic priority for the Council which aligns directly with the Council’s net zero carbon principles.

In last year’s Business Plan, we made a clear commitment to ensure that all of our homes are energy efficient and affordable for tenants. We will achieve this by bringing all our homes up to a minimum Band C Energy Performance Rating (EPC) as quickly as possible and already nearly 50% of our homes achieve this standard.

The energy performance of our housing stock is shown below, this is inclusive of the improvements made since 2022/23.

Current housing stock energy performance rating



In 2023/24, 1,495 additional homes increased from an energy performance rating of Band D and below, to Band C and above, increasing from 32% of our stock to 48%.

Our approach to improving the energy efficiency of our homes is based on using a fabric first approach which improves the thermal efficiency of our homes. This results in our homes staying warmer for longer, meaning tenants use less energy to heat their homes. Continuing to improve the energy performance of our housing stock will help:

- reduce fuel bills for tenants helping to mitigating fuel poverty, this is particularly important today with the current cost of living crisis affecting so many of our tenants;
- grow the local economy by providing long term investment programmes;
- upskill the local supply chain and provide more training and work opportunities for local people; and
- ensure our tenants homes are fit for purpose now and for generations to come.

During 2024/25 we will continue to invest in making sure homes are cheaper to run for our tenants..

How have we achieved an energy performance rating of band C and above in nearly 50% of our homes?

The work done to our homes to achieve the WHQS by 2015, had a significant effect on the energy performance of our homes. Through this investment programme we upgraded the thermal performance of our homes by:

- installing cavity wall insulation;
- increasing the levels of loft insulation;
- lagging pipes and hot water cylinders; and
- replacing inefficient heating system with 'A' rated condensing boilers.

The work done to our homes in 2023/24, however, has had a significant effect on improving the energy performance of our housing stock beyond WHQS levels, these works include:

- improving the fabric performance (loft and/or external wall insulation) of over 130 homes across the county as part of our roofing and rendering programmes. This has ensured that more homes are warmer for longer and need less energy to heat the home in the winter;
- carrying out a pilot solar PV programme linked to the re-roofing programme;
- completing a deep retrofit to 18 homes across the county, bringing older homes to the same standard as a modern new build home with added features such as battery storage and non-fossil fuel heating systems, as well as improving the thermal performance of the homes;
- installing LED lighting to existing homes, providing cheaper energy efficient lighting for tenants; and
- installing hybrid heat pumps to 141 homes as a solution to moving towards low carbon heating for homes without putting tenants at risk of paying more for their fuel bills.

In addition to the works carried out on our existing homes over 1,350 stock condition surveys have been completed on our homes, which has not only produced updated energy performance data for the homes surveyed. It has also enabled us to model the stock condition and energy performance of over 5,200 of homes with the same archetype. This has then enabled us to update the stock condition data held in our asset management system and produce more accurate energy performance data for the stock.

The new work programmes listed above represents a change in the way we are upgrading the energy performance of our housing stock. We are looking at both the long term aims of decarbonising our homes through deep retrofit and installing fabric performance upgrades as part of our step by step approach to decarbonising homes. This allows us to reach more tenants homes each year and ensuring that no one gets left behind in our bid to combat fuel poverty and provide a greener Carmarthenshire. A summary of the works typically carried out on our homes through the retrofit programmes is shown in **Appendix E**.

Our approach to affordable warmth and decarbonisation in our new build Council homes

Our Council new build standards embrace decarbonisation. Our homes are highly efficient and already achieve a EPC Band A with SAP levels between 92 and 105. We have developed a housing performance matrix that allows us to build to different energy standards depending on the development. A breakdown of the different energy standards we currently use on our new build developments can be seen in **Appendix E**.

Our ambitious plans to support the delivery of more affordable homes will include developing innovative energy efficient homes with low levels of carbon emissions that can produce and store energy. We will continue to focus on using a fabric first approach, renewable technology, maximising the use of local products and where possible we will encourage the use of modern methods of construction (MMC).

The new Welsh Housing Quality Standard 2023 (WHQS 2023)

In 2023/24 the new WHQS 2023 was launched by WG, placing a greater emphasis on social landlords to improve the energy performance of their housing stock.

We have already placed ourselves in a strong position to meet the key milestones of WHQS 2023. We have continued to improve our housing standards from 2015 levels and are already working within the guidelines set by WG. The key milestones of WHQS 2023 for decarbonisation are:

- completing a whole stock assessment and developing individual targeted energy pathways for each home by March 2027, identifying the measures required to achieve EPC Band C initially, and also the additional measures needed to achieve EPC Band A; and
- achieving an EPC Band C rating on all homes by March 2030 using a fabric first approach.

It is, however, recognised by WG that a significant amount of funding will be required to achieve EPC Band A in the social housing stock in Wales, when budgets are already stretched. The main financial challenges include the additional cost associated with renewable technologies required to increase EPC levels from band C to band A. In addition to the financial challenges there are other key issues that also need to be addressed which include:

- supply chain shortages with the availability of renewable technologies both locally and nationally;
- the lack of local skills and trades available to install renewable technologies;
- the limited capacity of the national grid to accept the increased energy demands of additional electrical equipment including heat pumps, solar panels and batteries as they are installed in more homes; and
- an outdated SAP methodology which does not recognise some key decarbonisation measures and the improvements they make to the energy performance of our homes, this

includes electric heating sources and battery storage. These crucial gaps in the current SAP methodology limits the energy performance scores of some of our homes.

Due to the constraints outlined above, achieving EPC Band A is a long term WG commitment, with no prescribed timescale at this time. Each local authority is, however, required to develop a plan identifying what measures are required in their homes to achieve this standard.

Our approach to making our homes more energy efficient already embraces the key milestones set out in WHQS 2023. Our stock condition surveys are already underway and nearly 50% of our stock already achieves EPC Band C using a fabric first approach.

We will continue to work towards meeting our own decarbonisation targets whilst ensuring we comply with criteria of WHQS 2023.

During 2024/25 we will also look in detail at the business case to expand the programme of installing solar panels on Council homes.

Swansea Bay City Deal – Homes as Power Stations (HAPS)

The HAPS City Deal will facilitate the adoption of the Homes as Power Stations approach to integrate energy efficient design and renewable technologies into the development of new build homes and retrofit programmes carried out by the public, private and third sectors. This will tackle fuel poverty while helping residents save money on their energy bills.

The City Deal also focuses on developing a sustainable regional supply chain for renewable technology. It aims to leave a legacy of skilled jobs in the Swansea Bay City Region, ensuring that local businesses are able to grow from the increased demand for renewable technologies. It also aims to ensure that at least one technology is manufactured in the region.

In 2023, the HAPS project released the Financial Incentive Fund (FIF) to increase the level of renewable technology being installed in homes. £5.5m of funding was made available (maximum of £300k per bid) for social landlords and the private sector in the City Deal region (Neath, Swansea, Carmarthenshire and Pembrokeshire).

Ten bids were received for the Carmarthenshire region with the Council securing £616k of HAPS funding to support the development of our Council new build programme. The FIF bids directly support our aim to continue to provide low carbon, non-fossil fuel homes for tenants.

Our investment priorities for 2024/25

Over the next 12 months, we will remain focused on making all of our homes energy efficient and affordable for tenants.

The work planned for 2024/25 is outlined in the table on page 26.

Work Programme	Outcome	Action
Fabric Improvement Programme	Increasing the fabric performance of our homes that currently fall below EPC Band C.	<ul style="list-style-type: none"> • External walls - Improving the thermal efficiency of the external walls to our homes by installing measures such as External Wall Insulation (EWI) and Cavity Wall Insulation (CWI). The performance of any current insulation installed on our homes will be surveyed to measure its efficiency and improved or replace as required. • Loft insulation – Increasing loft insulation to 400mm in roof spaces. The outcome of our energy modelling research has identified that increasing loft insulation has a significant impact on increasing SAP levels and EPC ratings.
Installing hybrid heat pumps	Replacing fossil-fuel heating systems with hybrid heat pumps, reducing carbon emissions without increasing tenants fuel bills.	<ul style="list-style-type: none"> • Boiler replacement – Replacing e-grade boilers and boilers that are no longer economical to repair with hybrid heat pumps. These heating systems use a combination of both electric and gas to provide tenants with affordable heating throughout the year.
Installing LED lighting	Replacing traditional lighting with LED lightbulbs.	<ul style="list-style-type: none"> • Installing LED lighting to all our homes. This is a quick and effective way to reduce tenants' energy bills. It also has a positive impact on the SAP score and EPC rating.
Stock condition and verification programme	Producing robust stock investment programmes to ensure that all our homes achieve a minimum EPC Band C as quickly as possible	<ul style="list-style-type: none"> • Continuing the programme of stock condition and verification surveys to increase the level of detailed data we hold on our housing stock and enabling us to produce robust investment programmes for the future. • Developing energy pathways for our homes using the modelling system in SAVA and our own stock condition data, clearly identifying the measures required to achieve EPC Band C and the further measures required to achieve EPC Band A. • Completing new EPC surveys for homes where the current EPC's are now out of date or where additional investment works have been carried out.
Rooftop solar panels on Council homes and community Electric Vehicle charging points	Increasing the level of renewable technology on tenants' homes	<ul style="list-style-type: none"> • Solar panels and planned roofing upgrading works – we will install solar panels as part of our roofing upgrading programme to all roofs that are suitable. • Business case development – we will develop a business case outlining the investment required and the benefits of installing a wider programme of

		rooftop solar panels to tenants' homes and installing community electrical vehicle charging points on our estates. The business cases will consider installation costs, the financial benefits for tenants and the potential reduction in carbon emissions.
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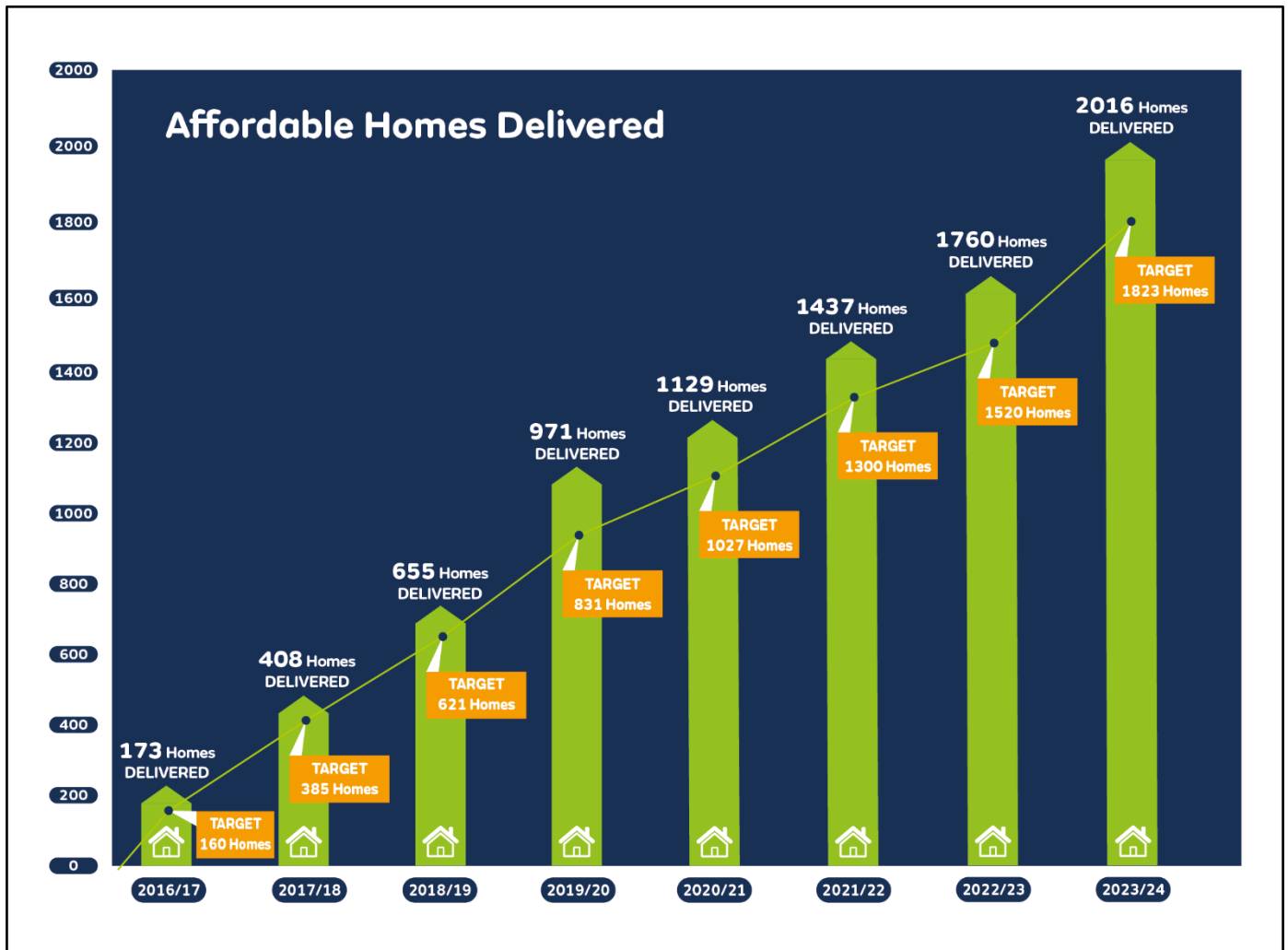
The investment included in this plan for promoting affordable warmth and decarbonising our housing stock is summarised in the table below.

	2024/25 £'000	2025/26 £'000	2026/27 £'000
Rendering, external works & increased thermal insulation	1,000	1,000	1,000
Re-roofing, increased thermal insulation and the installation of solar panels	1,525	1,679	2,205
Window & door Replacement	500	200	200
Retrofit programme (improving the energy efficiency of homes including installing renewable technology)	850	500	500
Rooftop solar panels	328	828	828
Community electric vehicle charging points	50	50	50
Increased fabric insulation to achieve EPC Band C and above	500	1,000	1,500
Installation of LED light bulbs	35	35	35
Hybrid Heating Systems	1,000	1,250	1,500
Total	5,788	6,542	7,818

Theme 4 – Delivering More Homes

We began our ambitious journey to increase the supply of affordable homes in all areas of the county in 2016. So far, we have delivered over 2,000 additional homes exceeding our delivery targets every year, helping to grow the local economy, meeting housing need and helping some of the most vulnerable people and families in our communities.

Our journey so far.....over 2,000 additional homes delivered

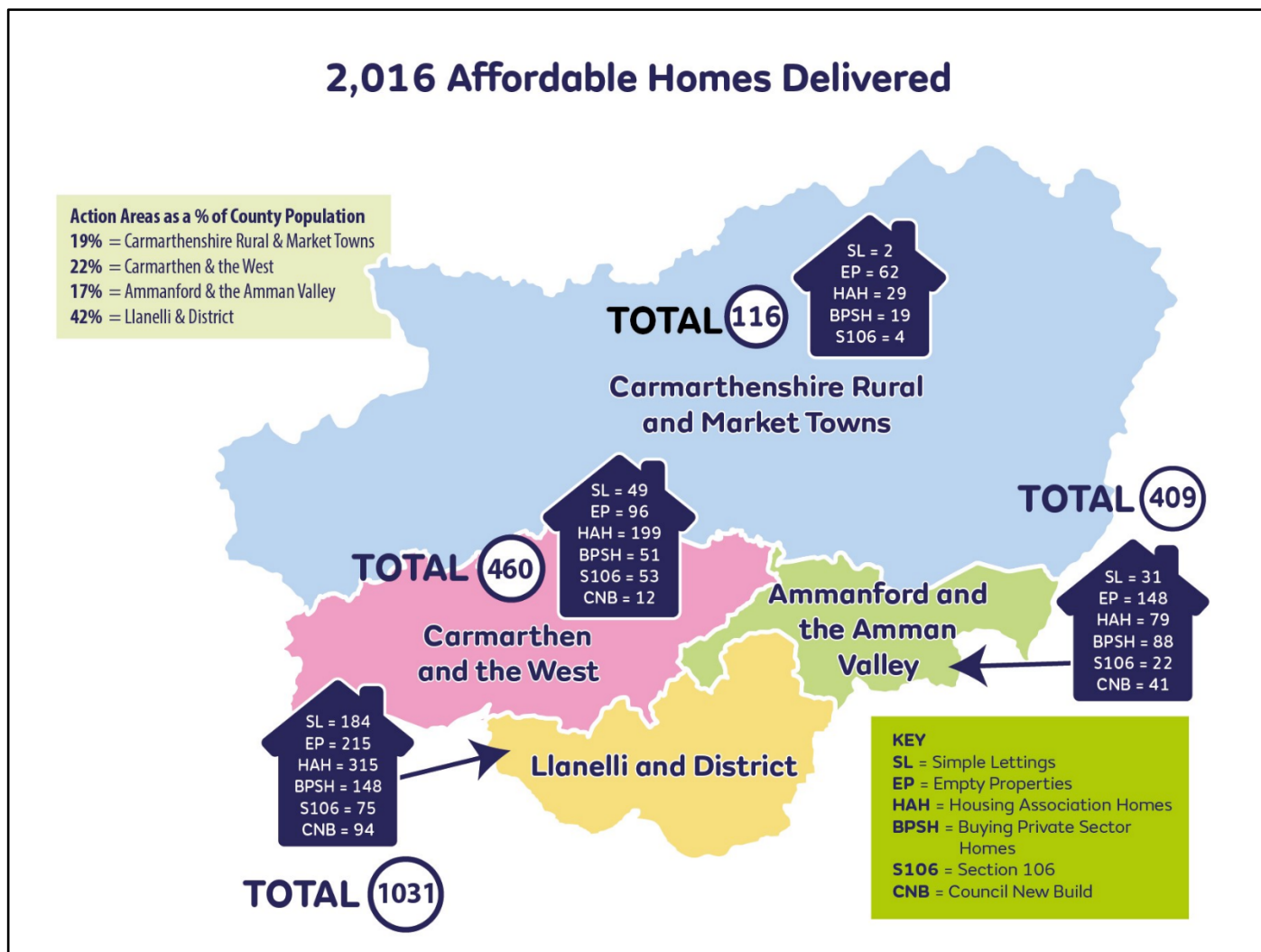


Our current Council new build programme plays a key role in increasing the supply of homes and growing the economy, but we also use a range of other delivery solutions to ensure that the programme is delivered in a cost-effective way and maximises all external funding opportunities, this includes:

- working collaboratively with our Housing Association partners to ensure that their investment programmes align with our strategic housing priorities;
- bringing empty homes back into use in all areas of the County;
- managing private sector rentals through our in-house Simple Lettings Agency;
- delivering affordable homes for low-cost home ownership through the section 106 provisions of the planning system; and
- buying private sector homes to increase our housing stock.

The buying private sector programme has played a key part in our programme. This has helped us increase supply of homes quickly with over 300 properties already purchased.

The map below shows where in the county and how the 2,016 additional affordable homes have been delivered.



Meeting housing need

Meeting housing need has always been our main reason for providing more homes.

Housing need can be met in a variety of different ways, according to the needs of the household, their financial position and the opportunities available. Our plans help address housing need in a number of different ways including:

- providing more homes for social rent, including homes for general needs households (single people and families), specialist supported housing for individuals with complex needs and accommodation for older people;
- providing a choice of mixed tenure assisted living options for older people, including our offer at the innovative Pentre Awel Wellness Village;

- providing more homes for low cost home ownership helping individuals and families own their own home;
- providing mixed tenure developments consisting of social rented, low-cost home ownership and open market homes, offering a real choice of tenures for local people and key workers depending on their individual circumstances;
- providing more affordable homes for rent and sale in rural towns and villages, helping local people stay in their communities, helping to protect the Welsh language and culture; and
- increasing the residential offer in the primary towns of Ammanford, Carmarthen and Llanelli, increasing footfall through housing-based regeneration and helping to make our town centres vibrant once more.

Over the last two years the Council has seen an unprecedented rise in homelessness cases which has had a significant impact on the demand for affordable housing in the county. This has been caused by additional legislative requirements being imposed since the pandemic, including the “no-one left out” approach. It has also been caused by external market conditions having a direct effect on the private rented sector, which is reducing the supply of homes available for rent, because of:

- private landlords leaving the market due to increasing interest rates and the longer possession timescales imposed by the Renting Homes Act; and
- increasing market rental levels due to the demand for private rented accommodation far exceeding supply. This has made the private rented market unaffordable for many local people, who are now reliant on social housing to meet their housing needs.

Meeting our responsibilities around our proportionate share of resettlement schemes has also created further demand.

These actions have had a significant effect on the supply of affordable homes. Many single person and family households by no fault of their own have become homeless. It has also had a direct effect on the Council being able to discharge its homelessness duty through the private rented sector.

Based on the current levels of housing need in the county it is more important than ever that we invest in delivering more affordable homes at pace.

Our investment priorities for the next three years (2024/25-2026/27)

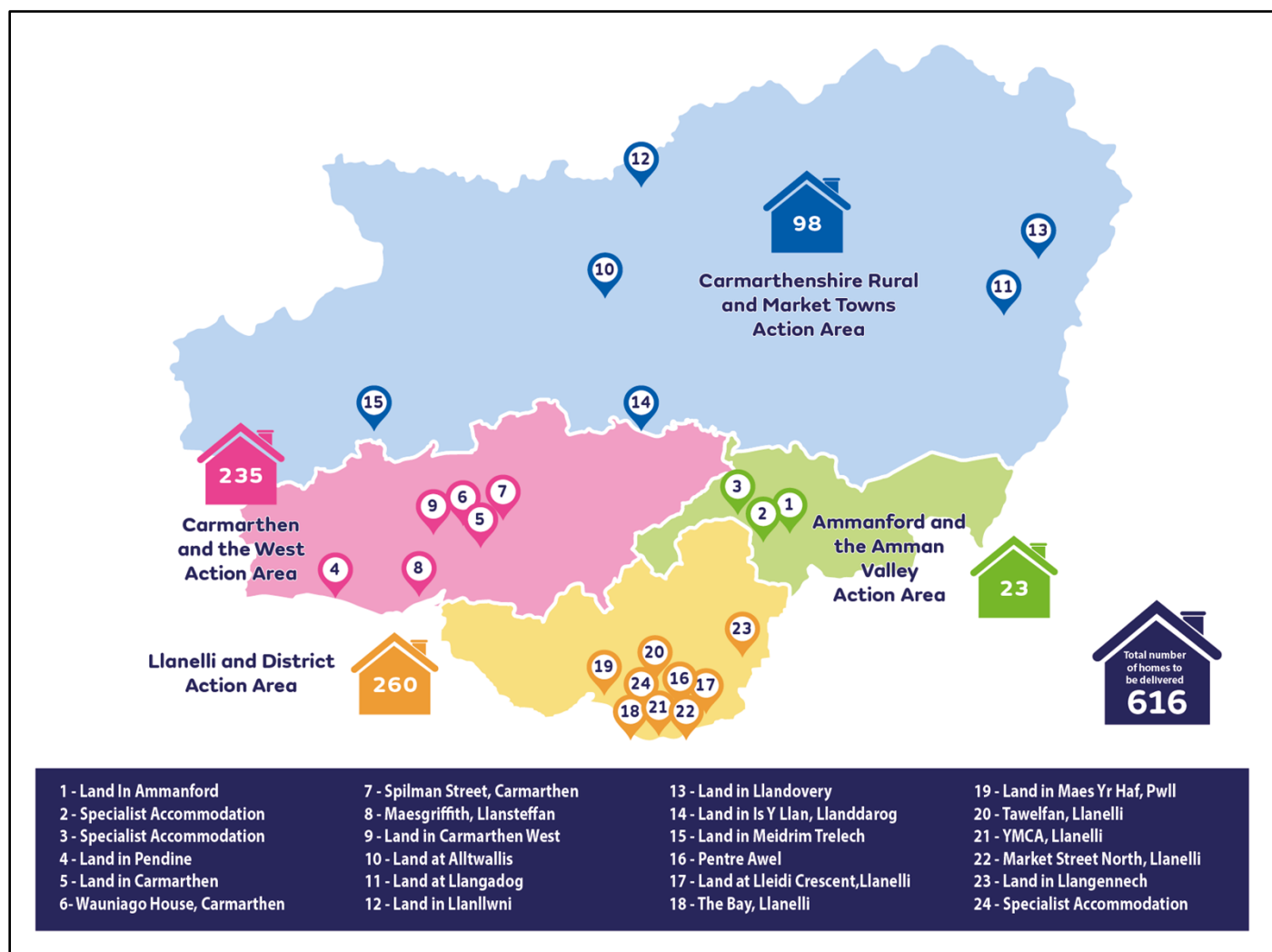
Our plans for the next three years, will continue to increase the supply of homes for both general and specialist housing need. We will also continue to use the social housing direct allocations policy developed by the Scrutiny Task and Finish Group in 2023. This policy helps manage the social housing demand and supply issues, ensuring that our homes are allocated and let to those households in greatest need.

Over the next three years, our current pipeline of Council new build developments will deliver over 600 homes.

Our new build homes will meet the individual needs of our communities and include houses, bungalows and apartments for both individuals and families. All our new build developments follow a clear set of design principles, that create new communities that are sustainable, with a real sense of place.

Our programme will also continue to deliver more homes through other solutions, including buying over 60 private sector homes and bringing empty homes back into use.

The map below shows our current pipeline of Council new build homes.



Specialist accommodation

Our current new build programme includes increasing the supply of specialist accommodation units. These units will be provided as temporary accommodation and accommodation that promotes independent living for individuals with learning disabilities and mental health (LD&MH).

We have already significantly increased the number of specialist accommodation units provided for individuals with LD&MH, creating over 40 units directly within our housing stock. This helps to promote independence, reducing our reliance on costly private sector residential placements, and making significant savings to the Council's care and support services.

Land acquisition

The current Council new build programme has focused on utilising land assets already in Council ownership. These sites have been relatively small and limited our development programme to smaller sites of between 8 and 32 homes.

The Council's land reserves are now exhausted. Our current strategy will limit our ability to continue to increase the supply of homes quickly. In addition to the developments highlighted above, we now need a new pipeline of developments which will enable us to develop large sites. This will include sites exclusively for Council housing.

Our land acquisition programme aims to pro-actively purchase land and focus our future delivery on larger sites. This will include sites that the Council will develop itself as well as working directly with landowners and developers to bring forward sites through package deals. Utilising package deals will enable the Council to accelerate its development programme, increasing supply quickly to meet local demand.

This overarching approach will ensure that our future investment plans deliver more affordable homes at scale and pace.

The investment included in this plan for the delivery of more homes is summarised in the table below.

	2024/25 £'000	2025/26 £'000	2026/27 £'000
Council new build	9,160	10,762	10,240
Land acquisition	1,600	2,500	2,800
Specialist accommodation	2,998	1,950	1,350
Buying private sector homes	3,000	2,000	1,750
Programme management	648	674	700
Total	17,406	17,886	16,840

Theme 5 – Local Economy, Community Benefits and Procurement

We recognise the importance of this plan and its role across the wider capital investment programme to stimulate, support and develop the local economy. To support economic growth, we will continue to look further to develop the Council's approach to procurement to maximise our contribution to local economic growth, focusing on social value and building sustainable communities. Our aim is to grow different economy sectors within the housing and building industry so that they and other local business benefit and thrive. It is therefore important that our investment plans:

- contribute to long term economic growth across the County;
- are sustainable in future years as we continue to invest and maintain our homes;
- enable local businesses, construction and manufacturing industries to develop, grow and lay down strong roots;
- keep the pound local, benefiting our economy and contributing directly to the prosperity of our county and its residents; and
- create new jobs and training opportunities for local people.

The housing stock investment and the Council new build programmes will provide sustained periods of trade and benefit to local contractors and builders. This will create more jobs, training opportunities and other community benefits. Our affordable housing plans have a direct focus on providing more homes in town centres and rural areas, having a direct impact on business and commerce in these areas.

The decarbonisation of our homes is also a fundamental part of our future stock investment programmes, making our homes energy efficient and achieving a minimum EPC Band C. Rolling this out across our entire housing stock will result in increased job opportunities and further training opportunities as we explore new ways of providing low carbon, energy efficient homes for our tenants. A significant proportion of the Council's housing stock is in rural market towns and in rural areas. Encouraging small to medium enterprises (SMEs) to participate in those areas will help with local employment and allow young people to stay in the community where they want to live.

Our procurement strategy aims to develop our programmes using local contractors and suppliers to stimulate the local economy. Where this is not possible initially, because of limitations on the supply and availability of local skills (e.g. homes built using Modern Methods of Construction (MMC)), we will learn from these projects and put measures in place to ensure that the skills and work force needed is available locally. We will also influence this through the Regional Skills and Partnerships workstream and through expanding our own direct employment of staff to deliver work programmes alongside the private sector, including appointment of apprentices and supporting local shared apprentice programmes.

Community benefits directly delivered through housing investment

The capital investment programme exceeds £30m per annum. This level of investment will safeguard over 200 jobs every year. Our procurement approach ensures that community benefits are delivered through the capital programme. The table below demonstrates the community benefits already delivered through the Council's first seven new build developments in Llandybie,

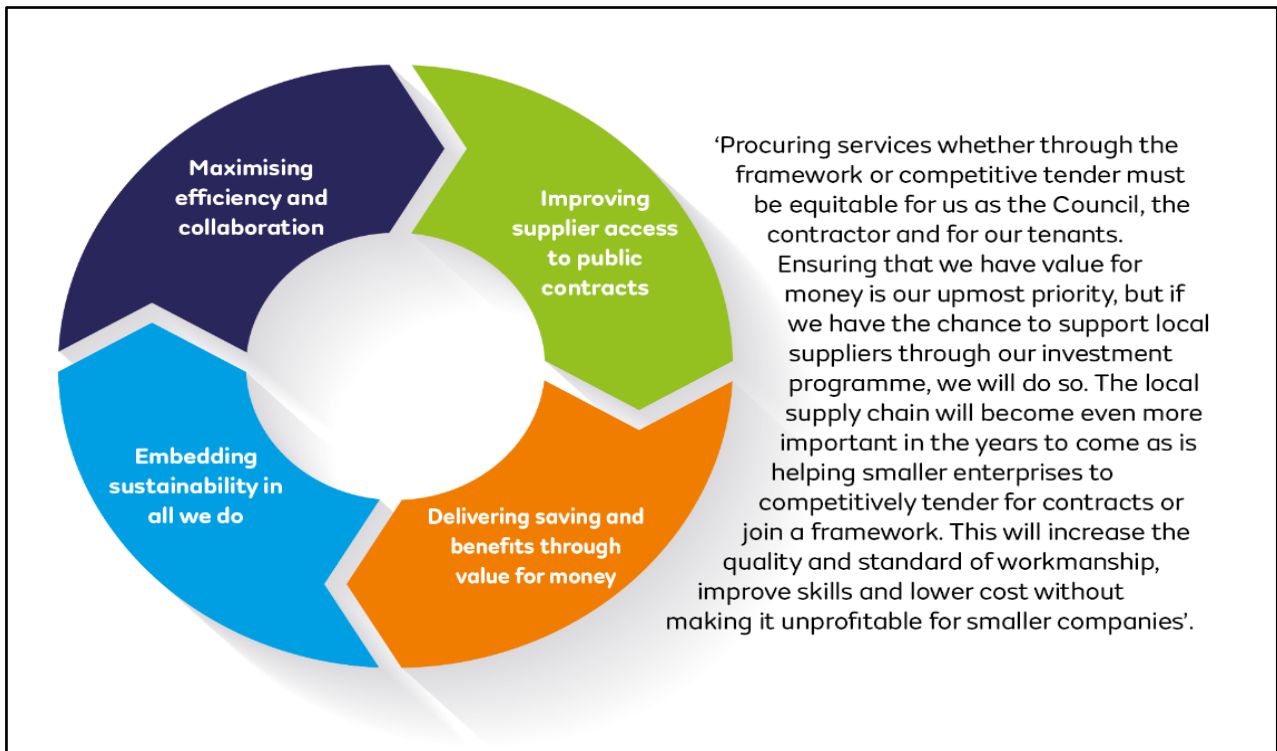
Saron, Llanelli, Burry Port, Pembrey and Carmarthen. It also shows the projected level of community benefits that will be delivered through our future housing investment programmes

Community Benefits Delivered on our First 7 New Build Developments	Projected Community Benefits for Future Housing Investment Schemes
 <p>1577 Waged training weeks have been provided</p>	 <p>600 Waged training weeks will be delivered</p>
 <p>51 Work experience placements (5 days per student) were created</p>	 <p>43 Work experience placements (5 days per student) will be delivered</p>
 <p>29 New entrant jobs were created</p>	 <p>29 New entrant jobs will be created</p>
 <p>28 Construction careers advice and guidance events delivered</p>	 <p>12 Construction careers advice and guidance events proposed</p>
 <p>73 Existing workforce employees were upskilled and provided with additional training</p>	 <p>29 Existing workforce employees will be upskilled and provided with additional training</p>
 <p>250 Targeted apprenticeships, work experience and jobs (52 weeks per £1m)</p>	 <p>1142 Targeted apprenticeships, work experience and jobs (52 weeks per £1m)</p>

During construction, contractors will also contribute to the wider local economy by increasing footfall into town centres and spending money in rural market towns/villages by accessing local amenities such as shops, supermarkets, restaurants and cafés.

It is, however, extremely important that all contracts demonstrate good value for money and through the West Wales Regional Contractor Partnering Framework and the new Property Works Frameworks, we will challenge their costs, the principles and methods of construction to make ensure that we achieve this. We will also look to keep the workforce as local as possible and benefit

the local economy by including 'environmental benefits' in a tender or contract and insisting that contractors demonstrate how they will reduce their carbon emissions.



Funding and Risk Management

Major Repairs Allowance

Every year we receive over £6 million from WG to support our capital investment. The grant comes with clear guidance on what it can and cannot be used for. The main condition is that it must be spent on property within the HRA. It cannot be used for revenue repairs or maintenance, demolition costs, repayment of borrowing etc. A full breakdown can be found in our MRA acceptance letter issued by WG.

The MRA makes a significant contribution towards achieving and maintaining our housing stock. A reduction in MRA levels would be detrimental to future investment plans.

Planning assumptions

To help us plan our investments, we must make certain assumptions. Changes to our assumptions may mean re-visiting the objectives included in this plan.

The current financial assumptions in the plan are based on a rental increase of 6.5%

To note

- an annual rental increase of 1% will make an additional £470k in revenue income. This additional revenue will generate an additional £6m in capital expenditure every year; and
- this is plan is also based on making £330k of revenue efficiencies over the next three years. This will help to further maximise the investment available to deliver our capital programmes.

INCOME	
Major Repairs Allowance (MRA) (capital funding we get from the WG to maintain our existing stock) and other grants e.g. Social Housing Grant, Housing for Care Funding etc.	£6.2m (MRA) each year. This is on the basis that we receive an average of £682 per home. We assume the receipt of other WG grants totalling £33m over 3 years.
Rent increase 2024/25	WG have set the maximum rent increase for 24/25 at 6.7% because the Consumer Price Index(CPI) sat outside the 3% threshold (6.7% September 2023). We have limited the rental increase to 6.5% overall with a maximum £1 progression for those tenancies below target rent. Most tenants will receive a 6.39% average rent increase which is below the level set by WG and current inflation values.
Future rent increase levels based on WG Policy	2.3% for 25/26, 2.5% for 26/27, 2.5% for 27/28, then increased by 0.5% above CPI pending revised rent policy from WG.
Borrowing and direct revenue financing (DRF)	Borrowing £32m and utilising £15m DRF over next 3 years to maintain our housing stock and develop new homes.
Expenditure/income inflation	Employees' pay at 5% for 2024/25 as per the Council Fund and general inflation at 4%.

Right to Buy receipts i.e. money we get from tenants' buying their home Other receipts from developments	No receipts from 1 st April 2015 following suspension of Right to Buy	
	Some schemes will generate capital receipts. In this plan we assume £11m in year 3.	
Balances on the revenue account i.e. the amount of money we need to keep in reserve	Minimum of £4.5m (based on £500 per property)	
SPENDING		
Assumed Borrowing costs i.e. the amount it costs to borrow money	Cost of existing and new debt: 2024/25: 4.36% Then 4.4% in future years	Cost of exiting HRAS: Average of 4.15%
Provision for Bad debt i.e. debt that we will be unable to recover	2024/25: £350K 2025/26: £357K 2026/27: £364K	

CAPITAL PROGRAMME	Budget 2024/25 (£'000s)	Budget 2025/26 (£'000s)	Budget 2026/27 (£'000s)
Supporting Tenant and Residents:			
Improving the Estate Environment	650	700	700
Adaptations	2,000	2,000	2,000
Sheltered Housing Investment	270	300	650
Investing in Homes:			
Internal & External Works	2,170	2,220	2,220
Void Programme & Major Works to Homes	6,250	5,850	5,750
Estate Based Refurbishment	850	1,817	2,117
Risk Reduction Measures	820	820	820
Affordable Warmth & Decarbonisation			
Works to deliver Affordable Warmth & Decarbonisation	5,788	6,542	7,818
Delivering More Homes			
Council New Build Programme	9,160	10,762	10,240
Land Acquisition	1,600	2,500	2,800
Buying Private Sector Homes	3,000	2,000	1,750
Specialist Housing Projects	2,998	1,950	1,350
Programme Management	648	674	700
TOTAL	36,204	38,135	38,915
SOURCE OF CAPITAL FUNDING	Budget 2024/25 (£'000s)	Budget 2025/26 (£'000s)	Budget 2026/27 (£'000s)
Welsh Government Grant - MRA	6,225	6,225	6,225
External Grant Funding – IHP, SHG, ICF & Other Grants	9,308	10,970	12,334
Direct Revenue Financing	5,000	5,000	5,000
External Borrowing	15,671	15,940	3,731

Capital Receipts	0	0	11,625
TOTAL	36,204	38,135	38,915
REVENUE PROGRAMME	Budget 2024/25 (£'000s)	Budget 2025/26 (£'000s)	Budget 2026/27 (£'000s)
Repair and Maintenance of Homes	17,979	18,728	19,524
Supervision and Management	12,532	12,793	13,067
Support Services e.g. Legal and Finance	1,866	1,903	1,941
Provision for Bad debts	350	357	364
Direct Revenue Financing	5,000	5,000	5,000
Capital Charges	15,266	16,144	16,536
TOTAL	52,992	54,924	56,432
SOURCE OF REVENUE FUNDING	Budget 2024/25 (£'000s)	Budget 2025/26 (£'000s)	Budget 2026/27 (£'000s)
Tenant Rents	50,242	51,601	54,499
Service Charges	1,051	1,293	1,318
Interest Received	611	121	122
Housing Finance Grant 2	246	246	246
Revenue Efficiencies	80	100	150
Grants / Other	1,055	1,076	1,098
TOTAL	53,285	54,437	57,433
Difference between 'Revenue Funding' and 'Revenue Spending' *	293	-487	1,001

HRA END OF YEAR POSITION:	Budget 2024/25 (£'000s)	Budget 2025/26 (£'000s)	Budget 2026/27 (£'000s)
Balance brought forward from last year	12,319	12,612	12,124
HRA budgeted difference *	293	-487	1,001
BALANCE CARRIED FORWARD**	12,612	12,124	13,126

*N.B. + is a surplus in revenue funding over spending and – is a deficit/ shortfall in revenue funding over spending

**The balances carried forward in the plan are fully committed to funding our borrowing requirements in future years.

Risk management

Each year, as part of the HRA business planning process, we identify, assess and prioritise potential risks and consider the likelihood and impact of each. This exercise is carried out by each service delivery area. Once this has been done, we identify ways in which we can reduce or manage the potential risk and impact. These are recorded corporately and monitored regularly.

The greatest risks identified in delivering this plan are:

- maintaining up to date asset information about our stock;
- ensuring sufficient staff resources to manage and deliver our housing investment programmes;
- uncertainty of the impact of market conditions about inflation, pricing and availability of workforce to inform the 30-year cost certainty exercise; and
- the impact of balancing investment in maintaining the existing standard, introducing new measures to support decarbonisation and continuing to deliver our ambitious housing regeneration and development programme.

Compliance, Verification and Monitoring

Compliance and acceptable fails

Recording compliance and acceptable fails is not a simple collection of condition information for things like kitchens, bathrooms, electrics and so on. It is a combination of occupancy and property condition information. Surveying of homes, collating of information, how we manage our data, and the ability to report 100% accurate information, are all data-hungry activities.

An acceptable failure occurs when an individual component e.g. a kitchen or bathroom, has not been completed for one or more of the following reasons:

- cost of remedy;
- timing of remedy;
- resident's choice; and
- physical constraint.

The details of our acceptable fails and compliance are set out in **Appendix D**, and our full Housing Standards compliance document is set out in **Appendix F**.

Energy efficiency

We have had several different programmes running to improve the energy efficiency of homes. These programmes have helped save tenants money on their heating costs and improve the energy performance ratings of their homes. The average SAP level across our whole housing stock is 67, however, nearly 50% of our existing housing stock already achieve an EPC Band C or above (SAP 69-80).

Independent verification

We believe that we report compliance accurately in achieving and maintaining our Housing Stock, and we will continue to do so. We will also back this up with further verification by:

- demonstrating compliance by ensuring there is a clear separation of duties between CCC staff reporting compliance and those staff responsible for improving stock condition;
- using internal staff in conjunction with external support, where necessary, to undertake desktop reviews;
- continuing to carry out a sample programme of stock condition visits every year;
- asking tenants how they would like to be part of the process of verification;
- continuing to use a range of methods to assess compliance. Some data is already independently collected, e.g. boiler inspections, EPCs and electrical tests; and
- providing Home Information packs for all new tenants, informing them of boiler inspections, asbestos advice, Energy Performance Certificates, electrical tests and when any outstanding investment works will be carried out.

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Housing Revenue Account Business Plan 2024-27

Carmarthenshire's Housing Investment Programme

Appendix A - E



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Appendix A: Well-being Priorities & Governance Structure

A more prosperous Wales	1
A resilient Wales	2
A healthier Wales	3
A more equal Wales	4
A Wales of cohesive communities	5
A Wales of vibrant culture and thriving Welsh language	6
A globally responsible Wales	7

We will:

Ensuring long-term economic and social benefits for Carmarthenshire through the Swansea Bay City Region and future external funding avenues.

We are committed to:

- Contributing to the social, economic and environmental well-being of the wider community.
- Asking tenderers to deliver community benefits in our tendering activities through the delivery of the contracts or frameworks awarded.
- Maximising the value for every pound we spend, applying a community benefits approach to any tender valued over £1million.
- Capturing and recording community benefits utilising WG’s community benefits measurement tool.

We will focus on:

- Increasing the availability of rented and affordable homes to support the needs of local people by building new homes, bringing empty homes back into use and ensuring an allocation of affordable homes on new developments.
- Supporting tenants through the cost of living crisis, providing help and advice, maximising income levels and where possible ensuring that they are in receipt of all the grants and benefits they are entitled to.
- Providing homes better suited to tenants needs by investing in adapting homes and understanding the future investment needs for our sheltered housing stock.
- Reducing anti-social behaviour by working in partnership with other agencies and communities to tackle local problems.
- We want to get better by engaging as widely as possible and maximising opportunities to help build stronger communities.

We believe we should:

- Give our tenants the opportunity to influence decisions about their homes, the area they live in and ensure the services they receive achieve value for money.

• We will focus on what our tenants are telling us:

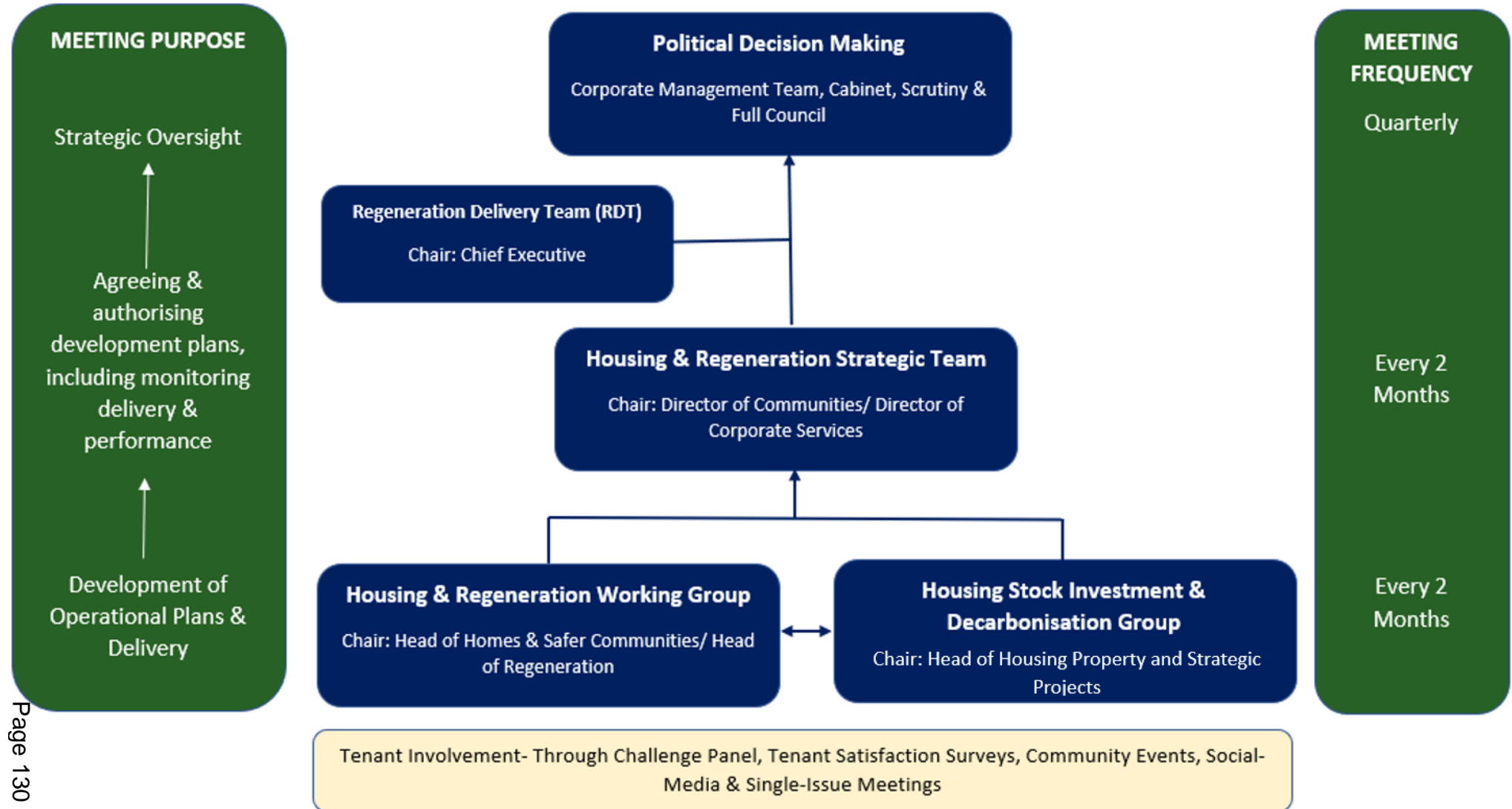
- We recently undertook a tenant satisfaction survey. In total, 1,938 tenants took part in the survey. This represented a 26% response rate overall. 47 surveys were completed in Welsh (2%).
- We will carry out an in-depth analysis of results to get a better understanding of the differences in satisfaction rates by age, by ward and property type; and revamp our approach to the way we listen and act on tenant’s views.

We will ensure that:

- Our homes are energy efficient and achieve a minimum EPC Band C energy performance rating as quickly as possible using a fabric first approach, supporting the Councils net zero carbon principles.

Governance Structure

All actions in this Plan will be monitored on a bi-monthly basis by the Housing and Regeneration Strategic Team. This group provides strategic direction and corporate leadership to ensure appropriate progression on the initiatives included.

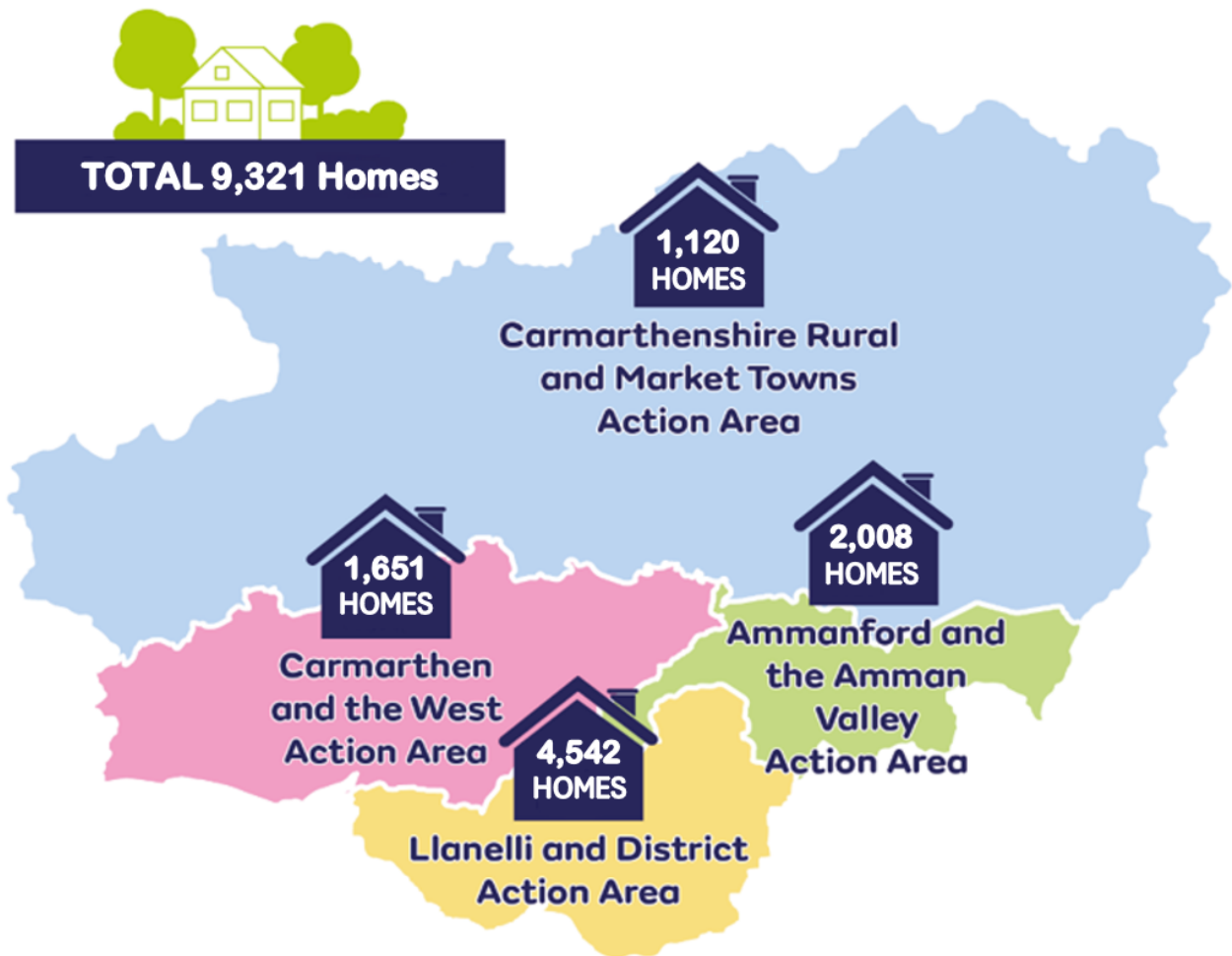


Appendix B: Stock, Tenant and Housing Choice Register Profile

Stock Make Up

Carmarthenshire County Council's HRA stock (as set out below) comprises 9,321 homes.

The housing stock comprises 5,152 houses and 2,180 bungalows, with the remainder made up of 1,981 flats (including sheltered), bedsits and maisonettes. The majority of the stock is 2 and 3 bedroom homes. A breakdown of how our housing mix looks across the county can be seen below.



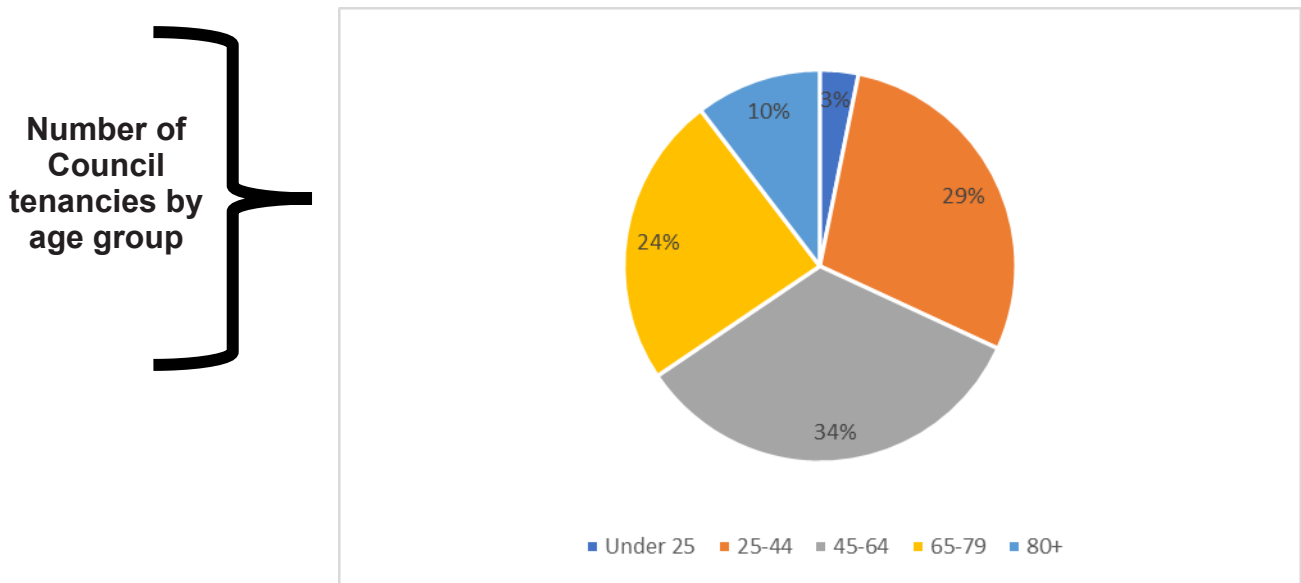
Property Type	Carmarthenshire Rural & MKT Town	Carmarthen & The West	Ammanford & the Amman Valley	Llanelli & District
Bedsit	0	5	0	3
Bungalow	540	499	504	637
Flats (Inc Sheltered)	181	342	512	925
House	399	785	991	2977
Maisonette	0	20	1	0

Tenant Profile

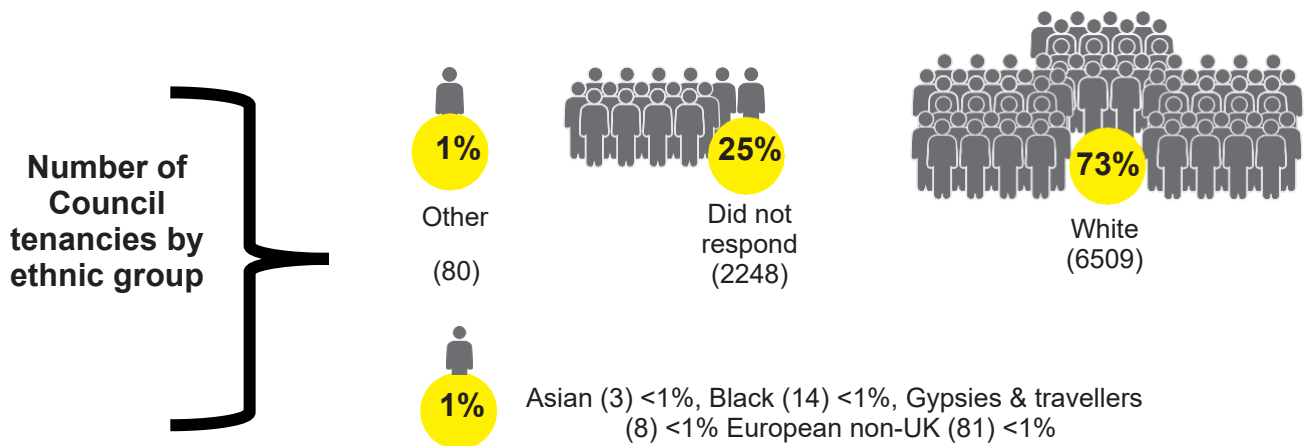
We know that 10% of our lead tenants are aged 80 or over and a further 24% are aged 65 to 79. As a result, 34% of our lead tenants are 65 or above. Only 3% of our lead tenants are under 25, the remaining 63% are aged 25 to 65.

We know that 73% of our lead tenants are white British. A further 25% did not provide information about their ethnic group.

Tenancies by Age Group



Tenancies by Ethnic Group

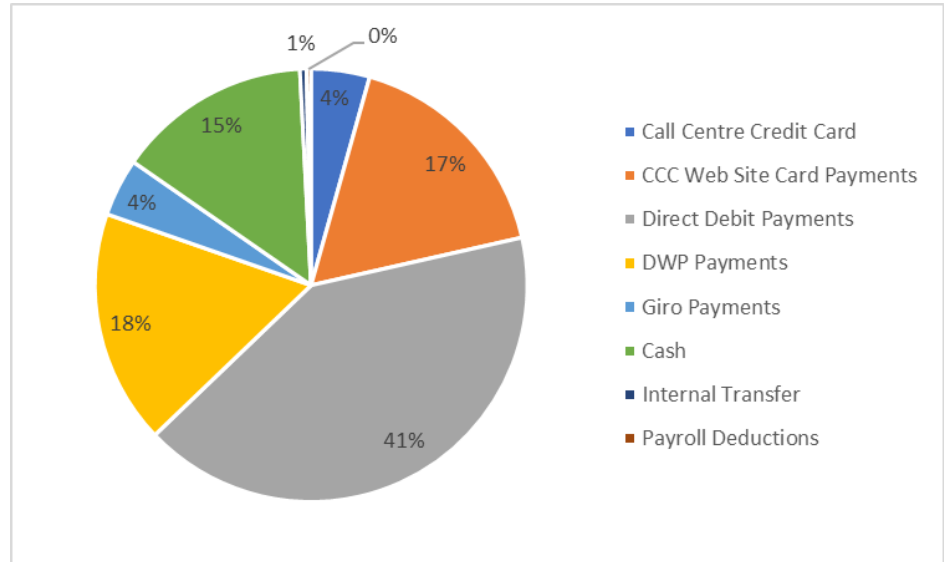


Universal Credit Tenant Payment Profile

For tenants currently claiming Universal Credit, we know that 41% are paying their rent by direct debit. A further 4% are receiving Universal Credit Payments direct to CCC.

Tenant Payment Methods

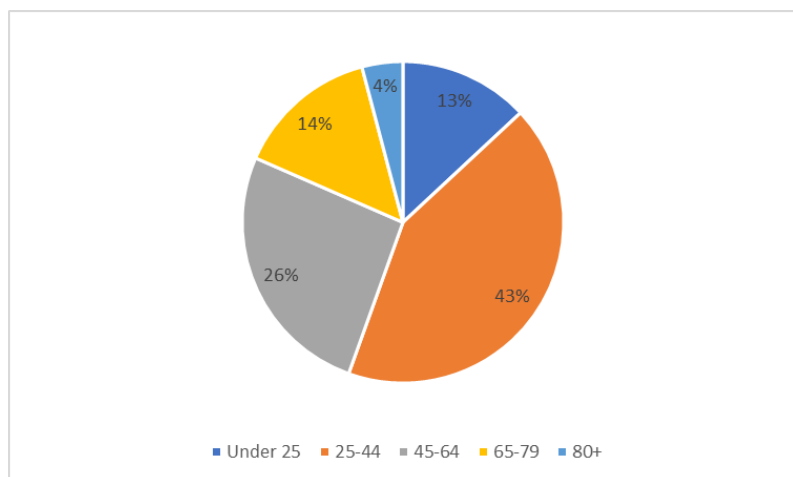
Payment methods by type



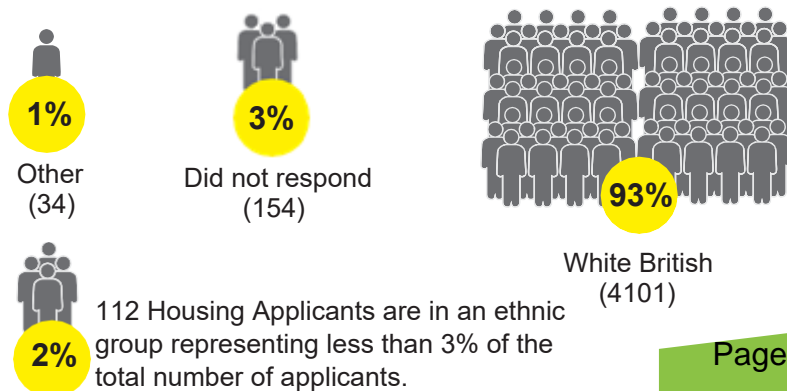
Housing Choice Applicants

We know that 43% of our lead applicants are aged 25 to 44 with a further 13% aged under 25. 4% are aged 80+ and the remaining 40% are aged 45 to 79. We know that 88% of applicants are white British and a further 1% of our lead applicants did not provide information about their ethnic group.

Housing Choice Register applicants by age

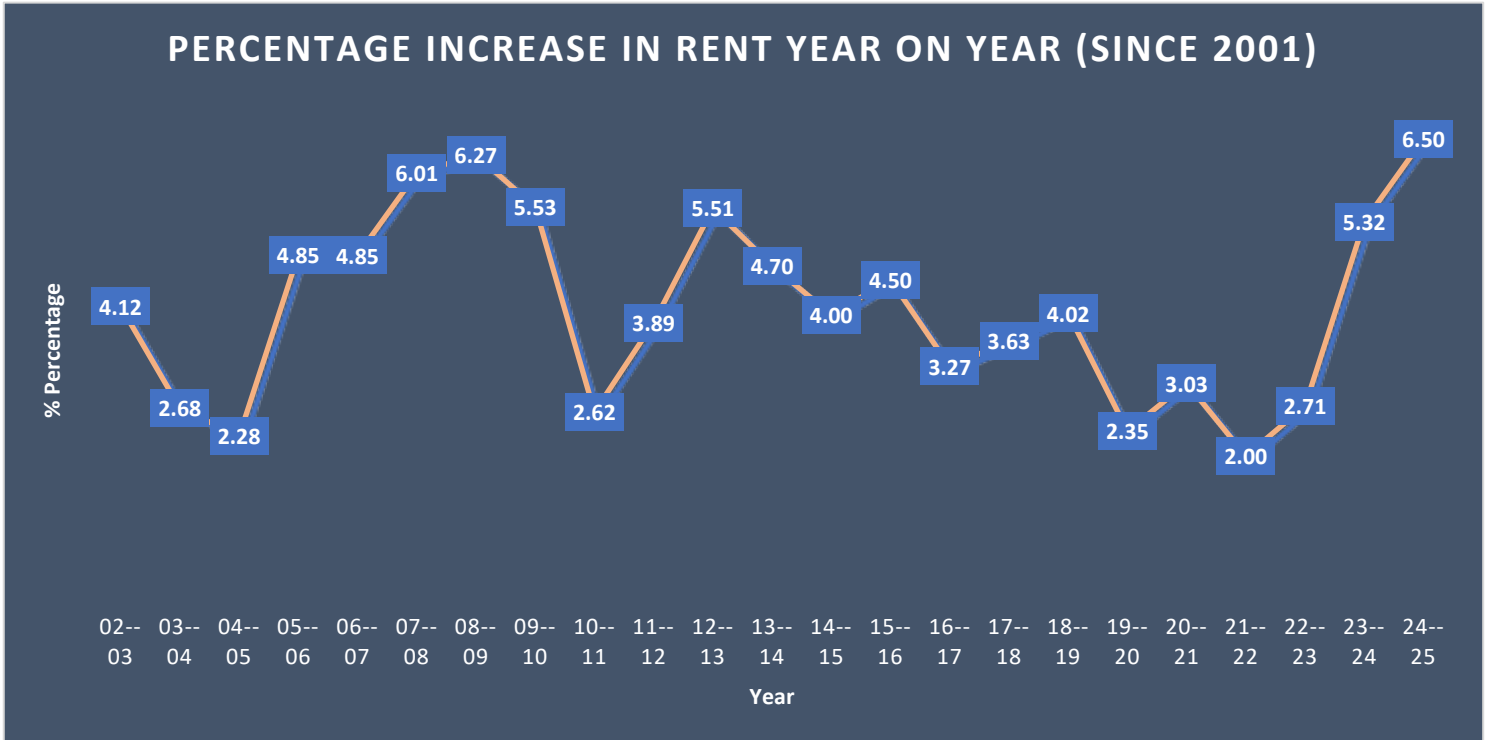


Housing Choice Register applicants by ethnic group, November 2019



Rent Increase Profile (Since 2001)

The graph below highlights the % increase in rent levels from 2001. The rent increase allow us to continue to deliver the services we already offer our tenants and allow for us to continue to build upon previous achievements.



Appendix C: How Happy Tenants are with the Services we Provide

The results shown below are taken from the Survey of Tenants and Residents (STAR) conducted in September 2021. 1,938 tenants took part in the survey with a 26% response rate overall. A third of the total number of responses was collected online (660), and 47 surveys were completed in Welsh (2%).

STAR surveys are conducted every 2 years by all registered social landlords. The latest STAR survey was undertaken in November and December 2023. The results of this survey will be available for the 2025/26 HRA Business Plan.

The Home	
75% Satisfied with the quality of their homes	The majority of tenants were satisfied with the quality of their home, however, satisfaction levels had fallen by 4% since the last survey done in 2019. High satisfaction levels with the quality of homes was seen in many rural wards. Conversely, there was some lower satisfaction levels in the Llanelli and Carmarthen Town areas. The lowest ratings were for pre 1965 properties.
Value for Money	
75% Satisfied with the rent value of money	The current perception of the rent value for money amongst tenants hadn't changed significantly since the previous survey. There is also some correlation between the quality of the homes and value for money. Older tenants were the most satisfied with value for money. This reflects a pattern seen amongst working age tenants, particularly the younger generations, as they evaluate rent levels compared to other options for affordable housing in the area.
71% Satisfied with service charge value for money	
Repairs & Maintenance	
66% Satisfied with repairs and maintenance overall	Satisfaction levels with the repairs and maintenance service had the greatest influence on overall satisfaction. There are differences by ward, although in most cases this correlated with the general characteristics of the housing within those locations. The most obvious variable for overall satisfaction levels was property age, which connected directly with issues of ongoing maintenance rather than responsive repairs. That said the majority of tenants that took part were satisfied with the last completed repair on their home.
75% Satisfied with the last completed repair	

Communication & Involvement

63%

Felt the Council listened and took their views into account

52%

Satisfied with the chance to take part

Neighbourhood Services

82%

Satisfied with neighbourhood as a place to live

57%

Satisfied with the way the Council deals with ASB

69%

Satisfied with grounds maintenance

Moving In

81%

Satisfied with the condition of the home upon moving in

84%

Satisfied with the overall moving in experience

Our tenants continue to feel that listening to their views and acting on their requests is an important part of the service and should be seen as something that will improve our services. As such, it was positive to find most of the survey respondents were satisfied in response to this question. At the opposite end of the scale only 12% were actively dissatisfied. We need to continue to uphold this standard for tenants and identify ways to communicate better with those least satisfied and act promptly on their requests. Older tenants were more likely to say that the Council was easy to deal with.

Satisfaction with our neighbourhoods as a place to live had fallen slightly but is still in keeping with the median for other social landlords. Older tenants were generally more satisfied than the younger population and similarly people living in sheltered schemes and bungalows were more satisfied with their surroundings. The predominant reason for this is that older residents are less transient and are likely to have lived in those communities for a considerable time. As expected, geography played an important part in tenants perception with rural wards scoring well and other wards like Tyisha having lower satisfaction levels for their surroundings. Satisfaction with how we deal with ASB was unchanged. Age continues to be a factor and despite older tenants being more likely to report ASB, they were more satisfied with the resolution which correlates again to the area they live in. There are, however, hotspots of dissatisfaction in some Llanelli Wards.

Of particular interest to us is the experience of new tenants who had needed to move home. This group comprised a sizeable 19% of the total survey sample, a third of whom were aged under 35, and half under 50. The overall experience was rated positively by most of this group. However, we must remember that some of the services that were provided over the past 18 months, such as fitted flooring, white goods etc. may have influenced this. Some new tenants were dissatisfied with the condition of the home when they first moved in particularly for pre-war built properties.

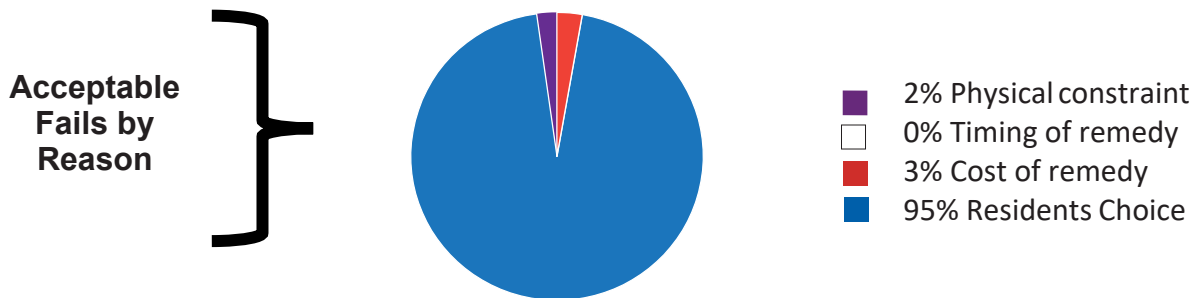
The table below shows how our survey results compare against other retained Council Stock Landlords in Wales.

Tenant Satisfaction retained Council Stock Landlords – 11 (STAR survey results from 2021)				
	Quartile	Rank- Retained Councils	Average satisfaction	CCC
Overall Satisfaction	Mid	6	77%	77%
Repairs and Maintenance	Mid	6	71%	66%
Listening and acting on tenants' views	Top	2	60%	63%
I trust my Landlord	Top	2	75%	80%

Appendix D: Acceptable Fails

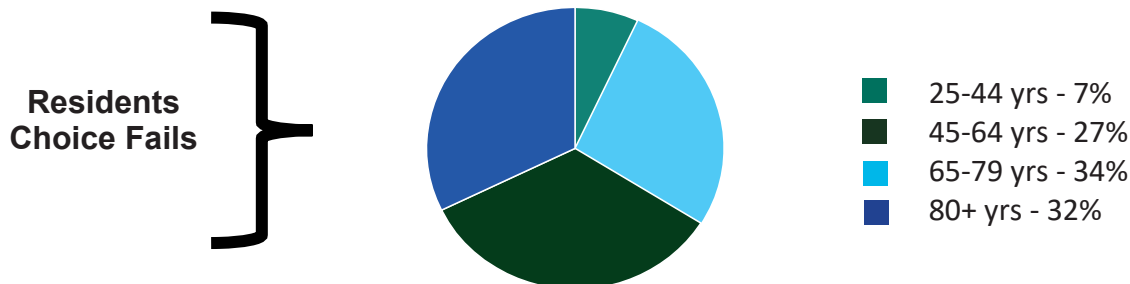
The Welsh Government Outlines ‘acceptable fails’ as a home which meets the standard but has not had all works carried out to make it fully compliant. There are different reasons for why these acceptable fails would occur.

Some tenants have chosen not to have the work done (Residents’ choice) because they were happy with their homes, have made their own improvements or some, particularly older tenants, do not want the disruption. This is, by far, the main reason why homes do not currently meet the standard.



We know that 95% of our acceptable fails are as a result of residents’ choice. The remaining 5% being the cost of the remedy or physical constraints.

We also know that 32% of the residents who chose not to have the WHQS works completed are aged 80 or over and a further 34% are between the age of 65 and 79.



Welsh Housing Quality Standard (WHQS) Compliance

The following table set out our achievement of meeting the WHQS in 2015 by components, together with the annual programme to maintain compliance of the WHQS.

WHQS Compliance by Component



Appendix E: Decarbonisation and Affordability

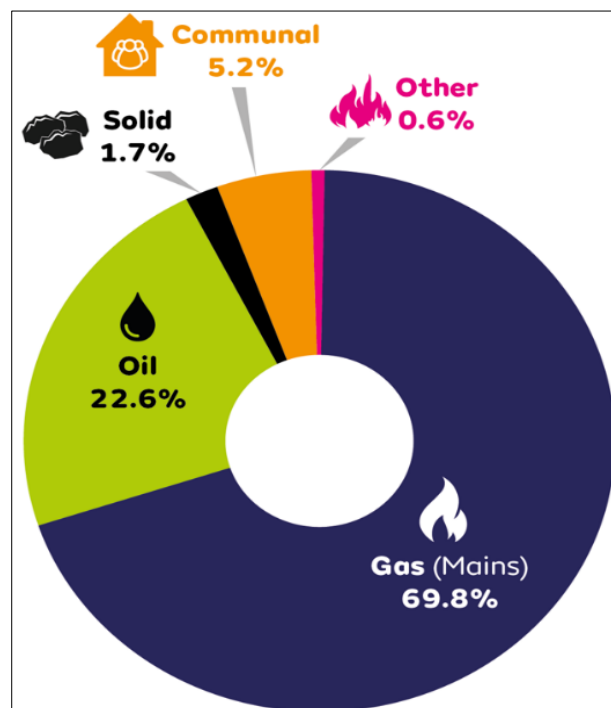
Understanding our Housing Stock Archetypes

Over 80% of the housing stocks archetype is post-war construction, built between 1945-1990. 26% of those homes are semi-detached houses. We can use this data to shape our decarbonisation programmes and target our investment programmes.

	End terrace	Mid terrace	Semi-detached	Detached	Flat	Total
Pre 1919	0%	1%	0%	0%	0%	1%
1919-1944	2%	3%	7%	0%	1%	13%
1945-1964	3%	3%	26%	0%	6%	38%
1965-1990	8%	8%	14%	0%	13%	43%
Post 1990	1%	0%	2%	0%	2%	5%
Total	14%	15%	49%	0%	22%	100%

How our Homes are Heated

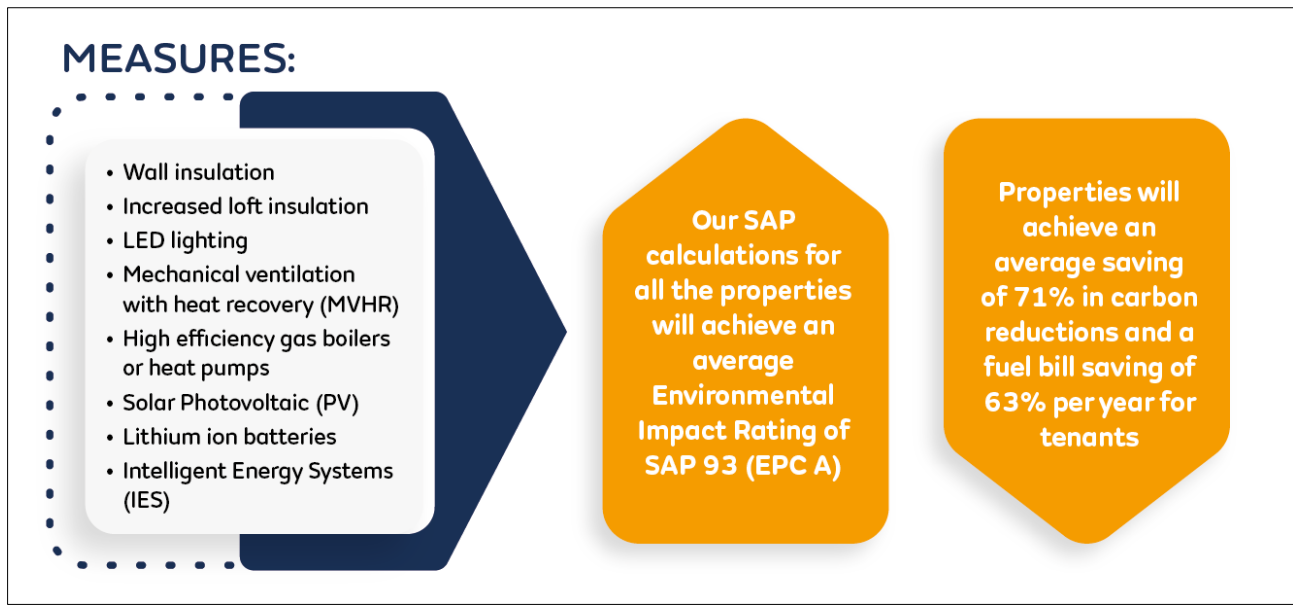
The majority of our homes are heated from mains gas, with nearly a third of our stock heated from oil and other solid fuels.






What Measures we Take

Through our pilot studies as part of the optimised retrofit programme (ORP) we have been able to identify key areas of our homes that have the highest impact on improving the SAP rating of a home and allowing us to achieve EPC A on our older stock. These measures also support carbon reductions and help mitigate fuel poverty for tenants.

A summary of the works typically carried out on our homes through the retrofit programmes is shown below:



We have also produced an energy performance matrix that we apply to our new build developments. The level we build to is determined on a site by site basis, however, the majority of our new builds are built to level 3 and above.

	Energy Performance	Level 1	Level 2	Level 3	Level 4
	Roof	0.15 W/m2k	0.12 W/m2k	0.12 W/m2k	0.10 W/m2k
	Floor	0.18 W/m2k	0.12 W/m2k	0.12 W/m2k	0.10 W/m2k
	External Walls	0.20 W/m2k	0.12 W/m2k	0.12 W/m2k	0.10 W/m2k
	Part Walls	0.21 W/m2k	0.12 W/m2k	0.12 W/m2k	0.10 W/m2k
	Windows & Doors	1.60 W/m2k	0.85 W/m2k	0.80 W/m2k	0.80 W/m2k
	SAP Rating / EPC	97 / A	97+ / A	105+ / A	105+ / A
	Ventilation	Natural	Natural	Mechanical Ventilation Heat Recovery	Mechanical Ventilation Heat Recovery
	Air Tightness	8	5	1	0.6
	Heating and Renewable Technology	Gas Solar PV	Gas or heat pumps Solar PV Battery Storage Optional	Heat Pump or Electric Panel Heaters Solar PV Battery Storage	Heat Pump or Electric Panel Heaters Solar PV Battery Storage

Housing Revenue Account Business Plan 2024-27

Carmarthenshire's Housing Investment Programme

Appendix F – Compliance Policy



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1. The purpose

- 1.1. The purpose of this document is to confirm our approach to repairing and maintaining the Carmarthenshire Council housing stock. It takes account of the guidance produced by the Welsh Government in 2015 in terms of compliance and verification with the Welsh Housing Quality Standard 2002 (WHQS).

2. The context

- 2.1. Carmarthenshire is committed to providing affordable homes for council tenants that are modern, safe, fuel efficient, situated in well maintained neighbourhoods and are well managed.
- 2.2. In 2006, the Council started its ambitious programme to achieve the Welsh Housing Quality Standard (WHQS) by the end of 2015. We are pleased to say that we have delivered this programme, on time, to homes where tenants have agreed to have the work carried out. Even though these programmes have been delivered, this does not mean the end to us investing in our housing stock. We are now focused on bringing all our existing homes to an EPC Band C energy performance rating as quickly as possible. This will help meet our decarbonisation targets and mitigate fuel poverty for tenants as part of efforts to reduce the impact of the on-going cost of living crisis.
- 2.3. We have acknowledged the importance of strategic asset management in providing the foundation for our investment plans, as well as the central role of supporting tenants and residents in everything we do. The 2024/27 business plan covers five key themes that have been identified in terms of future investment. These are:

THEME 1 - Our Estate and Tenancy Management Offer

THEME 2 - Investing in Homes

THEME 3 - Promoting Affordable Warmth and Decarbonising our Housing Stock

THEME 4 – Delivering More Homes

THEME 5 - Local Economy, Community Benefits and Procurement

3. Policy statement

- 3.1. In 2015 we achieved the WHQS to homes where tenants have agreed to have work completed - well before WG's target of December 2020. This is in line with our agreed assumptions and timescales, with replacement programmes being based on condition, not time. We now face a range of new targets set out in the newly established WHQS 2023 including:
 - Completing a whole stock assessment and developing individual targeted energy pathways for each home by March 2027;
 - Achieving an EPC Band C rating on all homes by March 2030 using a fabric first approach; and
 - Producing an updated Compliance Policy by March 2025, confirming the Council's approach to meeting the new requirements of WHQS 2023.

3.2. Tenants tell us that getting repairs done on time and maintaining homes to a good standard is important to them. Maintaining the standard is a statutory duty, and the Council has made a commitment to this by ensuring that all homes will be:

- in a good state of repair;
- free from damp;
- free from significant condensation;
- structurally stable;
- in safe and attractive environments; and
- suitable for the household.

4. Tenants' views

4.1. The commitment and support of our tenants' and members' continues to be important to us to ensure that we maintain and improve the standards our of homes and communities in the future.

4.2. Tenant and community engagement have always underpinned the delivery of the housing investment programme, but we want to do more. We want to get better by engaging as widely as possible and maximising opportunities to help build stronger communities.

4.3. We also believe we should give our tenants the opportunity to influence decisions about their homes, the area they live and ensure the services they receive achieve value for money. We undertake a survey of tenants and residents' satisfaction levels (STAR) every two years. The most recent survey was carried out in November and December 2023, the results were being analysed when this Compliance Policy was being developed but the table below shows how our 2021 STAR results compared against other retained Council stock landlords in Wales:

Tenant Satisfaction retained Council Stock Landlords- 11 (STAR survey results from 2021)

	Quartile	Rank-retained Councils (out of 11)	Average satisfaction	CCC
Overall Satisfaction	Mid	6	77%	77%
Repairs and Maintenance	Mid	6	71%	66%
Listening and acting on tenants' views	Top	2	60%	63%
I trust my Landlord	Top	2	75%	80%

4.4. We will evaluate our approach to the way we listen and act on tenant's views. We want to get better by:

- engaging as widely as possible with tenants, and including those who don't usually take part;
- keeping in touch with tenants about the repairs that are due to be carried out on their homes. This includes when we will carry out the backlog of repairs that have built up, contractor capacity and market failure;
- developing our in house team and developing skills and capacity to carryout housing repairs ourselves; and
- ensuring our tenants have an opportunity to influence decisions about their homes and the area where they live.

This process will be repeated time and time again, so that we continue to improve the service in line with tenants' expectations.

5. Progress and reporting

5.1. As of 31st March 2020, the Council was fully WHQS Compliant having met the standard during 2015 utilising a whole house delivery approach. Some of our housing stock does not meet the standard and are considered acceptable failures. The main reason is due to resident's choice (95%). A small number of properties (5%) were not improved because of physical constraints or the cost of remedy.

5.2. The following table sets out our achievement of meeting the WHQS in 2015 by components, together with the annual programme to maintain compliance.

WHQS Compliance by Component



5.3. Tenant refusals will be improved by having a rescheduling programme which targets properties when they either become void or whereby an existing tenant who previously refused the works decides to have the work completed.

- 5.4. Future work programmes will be considered in line with the life cycles of components previously upgraded. However, we will be developing a further programme for the following:
- continuing with our roofing, rendering and fabric improvement programme;
 - boiler replacements and servicing;
 - retrofitting our homes and making them more energy efficient achieving a minimum EPC Band C;
 - improving 'our offer' to older people; and
 - building more homes following our commitment set out in the Housing Regeneration and Development Delivery Plan.
- 5.5. We have a robust Governance structure in place which can be found in the Business Plan (Appendix A-E). We report regularly to local members, scrutiny committees and full Council. Progress, good news stories and general information is promoted to tenants in our 'Tenant 2 Tenant' newsletter/magazine.

6. Data collection, storage and updating

- 6.1. Prior to delivering the WHQS an internal asset management database was developed to produce the programme of works. This was populated through an 80% stock condition survey and information received from major works programmes at the time. The remaining property data was modelled giving a high level of accuracy to achieve the WHQS.
- 6.2. We believe that managing housing assets goes beyond just investing in good repair and improvements. Asset management is also about reviewing and potentially changing the asset base to providing the right accommodation in the right location, supported by excellent, flexible services for our tenants. It must consider quality and value for money, particularly the whole life of a home and how running costs will affect tenants. This is more important than ever with the on-going cost of living crisis.
- 6.3. By applying an effective asset management strategy to our 9,000 plus homes, it will also enable us to meet our legal requirement of maintaining the housing stock in the future and implementing improvement programmes to meet WHQS 2023.
- 6.4. We fully recognise that in order to achieve the above we must ensure that:
- the right structures, skills, resources, and capacity are in place and are regularly reviewed;
 - robust stock condition information, data and analysis is in place to drive investment;
 - our data is further enhanced and regularly validated by feedback from all programmed and cyclical repairs, and maintenance activities;
 - we complete our cost certainty exercise for our overarching 30-year financial plan; and
 - continue with our stock condition and verification surveys to ensure the data we hold for our housing stock is still accurate.

We use two software systems for data collection and modelling. TOTALMobile, is used for job ordering of programmed works, contractor payments and stores work completion dates. We use the data to forecast future investment requirements as well as our overall 30-year

business plan. Also, we use our Housing Management System (OHMS) to collate and store stock compliance information and other asset data such as adaptations. We are currently in the process of replacing the OHMS system and have already purchased a new system which is currently being implemented to manage stock investment. CIVICA CX Assets will replace OHMS for recording compliance information and is now our primary asset management system. Total Connect will replace TOTALMobile and is currently being implemented. Both systems will complement each other. This will improve functionality and facilitate more efficient analysis and scenario modelling to inform future investment programmes such as our cyclical maintenance programmes and energy pathways to achieving EPC Band A for the future.

7. Current compliance position

7.1. Annually, Carmarthenshire County Council completes a WHQS return for the Welsh Government which indicates the condition status of the stock at the end of each financial year. Subject to acceptable fails, Carmarthenshire is 100% WHQS compliant. The table below indicates the most up to date stock compliance status:

CCC CHS+ Status	Total Stock (March 2022)	Total Stock %
Assets	9,321	-
Total Fully Compliant	8,380	90
Total Acceptable Fails	941	10

8. Interpretation and current recording of 'Acceptable Fails'

8.1. We will assess elements of the standard as pass, fail or not applicable. The Council accepts four main reasons for an acceptable fail and follows Welsh Government guidance:

In Line with Welsh Government Guidance, certain aspects for categorising an 'acceptable fail' are open to officer interpretation and therefore each case is reviewed by the responsible officer who will then decide if a property fails to meet the criteria		
Tenants' choice or refusal	choice	or
	Where a tenant chooses or refuses works that prevents the council from maintaining or improving the house and is recorded as an acceptable fail. All such acceptable fails are reviewed and/ or rescheduled. The asset will be fully refurbished to the appropriate standard at the next available opportunity (void works or through tenants' change of mind). Tenants <u>do not</u> have a choice whether to have smoke or carbon monoxide detectors installed in their homes or to have their boilers serviced.	
Physical Constraint	Physical constraint only accounts for a small percentage (2%) of our acceptable fails whilst this doesn't present a significant problem at this stage it could prevent us from maintaining the standard in future. These properties are	

	clearly identified and measures have been put in place to mitigate this at the earliest possible opportunity.
Timing of Remedy	Although this currently does not present a problem for the council, we may in the future defer works to ensure our investment programmes remain efficient, we may also consider combining works to reduce disruption levels for our tenants.
Cost of Remedy	Future investment to support the standard will be based on an assessment of the building(s) and whether it is lettable. Consideration will be given to future lifecycle costs to maintain compliance. Where it is uneconomical to repair, we will carry out an MSCA assessment to determine its long-term viability.

9. Risk reduction measures

9.1. We will continue to respond to changes in legislation, regulations or other statutory guidance that will make our tenants homes safer. Ensuring that our tenants are safe and healthy within their homes is a key priority for the Council. We will adopt new, better standards in timely manner and have the following risk reduction measures in place:

- approach to fire safety management;
- radon testing programme; and
- serge protection upgrade.

10. Independent verification

10.1. We believe that we report compliance accurately in achieving and maintaining the WHQS, and we will continue to do so. We will also back this up with further verification by:

- demonstrating a clear separation of duties between those reporting compliances and those delivering and enhanced standard of work;
- using internal staff in conjunction with external support to undertake desktop reviews;
- continuing to carry out stock condition surveys on our housing stock each year;
- asking tenants how they would like to be part of the process of verification;
- use a range of methods to assess compliance including independent collection of data; and
- complying with internal and external audit requirements.

11. Annual financial statement

11.1. Annually the Council reviews the Housing Revenue Account (HRA) Business Plan which sets out the investment needed to maintain the housing stock investment programmes.

The Council has a robust 30-year business plan in place and since April 2015 has become self-financing having exited the Housing Revenue Account Subsidy System (HRAS).

- 11.2. Our capital investment programme is supported by funding from the Welsh Governments Major Repairs Allowance (MRA), contributions from revenue, capital receipts as well as prudential borrowing. All of these income streams are used to facilitate the capital investment required to sustain our stock as part of our 30-year business plan.
- 11.3. We will also pursue, where possible, other funding streams and grants to maximise our income that will support and complement the work programmes and/ or services outlined in the Business Plan.

12. Recording community benefits

- 12.1. The Council is committed to stimulating the local economy through our housing investment programme.
- 12.2. Where possible, we will use local contractors from the Minor Works Framework and South West Wales Regional Contract Framework (SWWRF). Not only will this provide value for money, as part of the framework agreement our contractors will provide:
- employment including apprenticeship schemes;
 - training and work experience for in and out of education;
 - working with local schools and colleges; and
 - non-core community benefits including regeneration schemes.
- 12.3. We are also committed to developing the skills, training and job opportunities within the Council Services. This includes providing apprenticeships and graduate trainee programmes through Coleg Sir Gar and University of Wales Trinity Saint David.
- 12.4. We will measure all contracts awarded through the capital investment programme against the Value Wales Measurement Toolkit (or similar).
- 12.5. We now record targeted recruitment and training person weeks (52 weeks per £1m of a projects value). This is a combination of apprenticeships, work experience placements and jobs and allows us to accurately measure how our projects impact local people.

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CABINET
15TH JANUARY 2024

**HOUSING REVENUE ACCOUNT AND HOUSING RENT SETTING
2024/25**

Purpose:

To bring together the latest proposals for the Revenue and Capital Budgets for the Housing Revenue Account 2024/2027. It has been prepared in conjunction with officers from the Communities Department

To reflect the latest proposals contained in the Housing Revenue Account (HRA) Business Plan, which is the primary financial planning tool for delivering the Carmarthenshire Homes Standard Plus (CHS+) for the future. The proposed investment within the current business plan delivered the CHS by 2015 (to those homes where tenants agreed to have work undertaken), provides investment to maintain CHS+ and continues investment for our Housing Regeneration and Development Delivery Plan.

The report also details how rents will increase for 2024/25.

Appendix A provides the proposed Revenue Account Budget for 2024/25.

Appendix B of this report provides the proposed Capital Programme for 2024/27.

Appendix C of this report provides service charge policy cap amendment.

Appendix D of this report provides an extract from Communities, Homes & Regeneration Scrutiny Committee meeting 13/12/23.

The HRA budget for 2024/25 is being set to reflect:

- Social Housing Rent Policy (set by WG)
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan.
- Housing Regeneration and Development Delivery Plan.

Recommendations / key decisions required:

- To increase the average housing rent by 6.5% (£6.47) per dwelling per week within the parameters of the WG Social Housing Rents Policy (inclusive of progression for tenants below target rents). This produces a sustainable Business Plan, maintains the CHS+ and delivers our Housing Regeneration and Development Delivery Plan.
- To continue with a maximum progression of £1 for rents below the proposed rent for each stock type.
- To increase garage rents by 6.5% from £9.00 to £9.60 and garage bases from £2.25 to £2.40.
- Apply the amended Service Charge Policy to ensure tenants who receive the benefit from specific services pay for those services (Appendix C to report).
- To increase charges for using our sewerage treatment works in line with rent increase.
- To approve the Housing Revenue Account Budget for 2024/27 (2025/26 & 2026/27 being soft budgets) as set out in Appendix A.
- To approve the proposed Capital Programme and applicable funding for

2024/25 and the indicative spends for 2025/26 to 2026/27 as set out in Appendix B.

Reasons:

To enable the Authority to set its Housing Revenue Account Budget

To set the Housing Rent levels for 2024/25

Cabinet Decision Required **Yes**

Council Decision Required **Yes – 24th January 2024**

CABINET MEMBER PORTFOLIO HOLDER(S):-

Cllr Alun Lenny (Resources Portfolio Holder)

Cllr. Linda Evans (Deputy Leader and Homes Portfolio Holder)

Directorate: Corporate Resources Name of Head of Service: Randal Hemingway Report Author: Stephen Williams	Designations: Head of Finance Senior Accountant	Tel Nos.01267 224120 E Mail Addresses: RHemingway@carmarthenshire.gov.uk stewilliams@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY CABINET 15TH JANUARY 2024

HOUSING REVENUE ACCOUNT AND HOUSING RENT SETTING 2024/25

1. Purpose of the Rent Setting Report

1.1. This report explains the proposed 2024/25 Housing Revenue Account (HRA) budget for both revenue and capital. It has been prepared in conjunction with officers from the Communities Department and is presented to Cabinet 15th January 2025. This report was presented to Community & Regeneration Scrutiny committee on 13th December 2023 as part of the budget consultation process, action notes from that meeting attached as Appendix D.

1.2. The HRA budget for 2024/25 is being set to reflect:

- Welsh Government's Policy for Social Housing Rents (Rent Policy) issued 27/10/23, which this year is governed by the Welsh Government's Minister for Climate Change instruction that the maximum increases in the rent envelope for any local authority does not exceed 6.7%
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan
- Housing Regeneration and Development Delivery Plan

1.3. Implementing the 6.5% overall increase for Carmarthenshire and implementing rental progression of £1, has the following impact:

- For those properties at target rent the increase will be: -

Consumer Price Index (CPI for Sept 2023) @6.7%-0.31% = 6.39%

- For those properties where rent is below target rent, the increase can be:

Consumer Price Index (CPI for Sept 2022) @6.7%-0.31% = 6.39%

plus a maximum of £1 progression in order to achieve an average rent increase of 6.5%.

- Those rents above target are frozen until such time that they meet the target, there is only 1 property remaining. When a property becomes empty it is placed at the appropriate rent.
- Based on applying the above for 2024/25 at 6.5% rent increase this would produce an average rent of £105.90 (increase of £6.47).

DETAILED REPORT ATTACHED?

**YES – HOUSING REVENUE ACCOUNT AND HOUSING RENT
SETTING 2024/25**

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: Randal Hemingway

Head of Finance

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

2. FINANCE

The report details the HRA proposals to be considered by pre-cabinet. If the proposals are agreed the budget for the HRA will be set for 2024/25 with an expenditure level of £53M.

The average rent will increase from £99.43 to £105.90 (6.5%).

The proposed Capital Programme will be £36.2M for 2024/25, £38.1M for 2025/26 and £38.9M for 2026/27.

6. PHYSICAL ASSETS

The capital programme continues the works to maintain the Carmarthenshire Home Standard+ and deliver the Housing Regeneration and Development Delivery Plan as per the 30-year business plan.

CONSULTATIONS

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

Signed: Randal Hemingway

Head of Finance

1. Scrutiny Committee request for pre-determination		YES
Scrutiny Committee	Communities, Homes & Regeneration	
Date	13th December, 2023	
Scrutiny Committee Outcome/Recommendations:- as detailed in extract from minutes in Appendix D.		
2. Local Member(s) – N/A		
3. Relevant Partners – N/A		
4. Staff Side Representatives and other Organisations		
Engagement with Welsh Government on rent modelling		
CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Yes	

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Social Housing Rents Policy		Financial Services, County Hall, Carmarthen
30 year Housing Business Plan		Financial Services , County Hall, Carmarthen

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REPORT OF THE DIRECTOR OF CORPORATE SERVICES

CABINET

15th JANUARY 2024

HOUSING REVENUE ACCOUNT AND HOUSING RENT SETTING 2024/25

- REVENUE AND CAPITAL

DIRECTOR & DESIGNATION.	DIRECTORATE	TELEPHONE NO.
C Moore Director of Corporate Services	Corporate Services	01267 224120
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO
S Williams Senior Accountant	Corporate Services	01267 228836

1. INTRODUCTION

1.1. This report explains the proposed 2024/25 Housing Revenue Account (HRA) budget for both revenue and capital. It has been prepared in conjunction with officers from the Communities Department. The Communities, Homes and Regeneration Scrutiny Committee considered the HRA budget on 13th December 2023 as part of the budget consultation process. The views expressed by that committee are attached to this report (Appendix D) for Cabinet's consideration when they set the 2024/25 HRA budget and Housing Rents.

1.2. The HRA budget for 2024/25 is being set to reflect:

- Welsh Government's Policy for Social Housing Rents (Rent Policy) issued 27/10/23, which this year is governed by the Welsh Government's Minister for Climate Change instruction that the maximum increases in the rent envelope for any local authority does not exceed 6.7%
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan
- Housing Regeneration and Development Delivery Plan

1.3. The HRA budget is prepared to maintain the HRA Business Plan, deliver our affordable homes aspirations and manage and maintain our homes on a daily basis. As a ring-fenced account this expenditure is balanced by income primarily generated through rents charged to tenants. Supporting the HRA Business Plan is a 30 year financial model which is submitted to and scrutinised/approved by WG annually (as part of the Major Repairs Allowance application).

Carmarthenshire County Council along with the other 10 local authorities (LAs) in Wales who retained their Housing Stock, exited the Housing Revenue Account Subsidy (HRAS) system on 1/4/15, which allows Local Authorities more flexibility in the management of their stock going forward.

Part of the agreement to exit included LAs with retained stock were required to adopt the new Social Housing Rents Policy set by the Welsh Government (WG). It aimed to develop a coherent and consistent rent policy framework that would apply to all social landlords, reflect local variations in affordability and housing market values, providing for a more equitable distribution of rents for social sector tenants across Wales, while at the same time ensuring the viability of individual social landlords. County Council approved the implementation of the policy on 24/02/15. This policy provided consistency for 4 years from 2015/16 to 2018/19. WG provided an interim policy for 2019/20 while they await the results of the Affordable Housing Supply Review. The result of this review was to retain the existing policy for a further 5 years which was implemented in 2020/21 with some additional/amended requirements. Below are the main points detailed in Social Housing Rents Policy and WG letter dated 27/10/23:-

- An annual rent uplift (total rent envelope) of up to CPI+1%, each year for 5 years from 2020-21 to 2024-25 using the level of CPI from the previous September each year. September 2023 was 6.7%.
- CPI+1% will be the maximum increase allowable in any one year but CPI+1% must not be regarded as an automatic uplift to be applied by social landlords. Landlords' decisions on rent should take into account the affordability of rents for tenants as set out below.
- The level of rents for individual tenants can be reduced or frozen or can rise by up to an additional £2 over and above CPI+1%, on condition that total rental income collected by the social landlord increases by no more than CPI+1%. This provision is designed to enable social landlords to restructure rents payable where necessary.
- Should CPI fall outside the range of 0% to 3%, the Minister with responsibility for housing will determine the appropriate change to rent levels to be applied for that year only. **As CPI was 6.7% in September 2023 this clause was activated** and the Government Minister for Climate Change has instructed that the maximum

increase in the rent envelope for any local authority does not exceed 6.7%. The Minister also commented that affordability remains at the heart of the rent settlement and excessive financial burdens should not be placed upon tenants in these very challenging times.

- Social landlords should advise the Welsh Government where they have concerns about the impact that rent policy has upon their business plan or financial viability, or on their ability to meet their obligations to tenants and lenders.
- As an intrinsic part of the five-year rent policy, social landlords will be expected to set a rent and service charge policy which ensures that social housing remains affordable for current and future tenants. As part of their annual decision on the level of rent uplift/reduction to be applied they should make an assessment of cost efficiencies, value for money and affordability for tenants which should be discussed at the Cabinet/Council.
- During the pandemic, governmental resources have been re-prioritised meaning this year's rent data-set collection was suspended. Therefore there is no up to date, robust data available to generate Target Rent Bands for the year ahead. WG have therefore considered the role of the Target Rent Bands in conjunction with representative bodies and individual stakeholders. Discussions revealed that whilst Target Rent Bands played a valuable role when they were introduced, the landscape today is very different and for most landlords they do not play a significant role in local rent setting. WG have therefore taken the decision to suspend them again for this year. The impact of this decision in next year's rent setting, and if there are unexpected and unintended matters arising from this decision, will be re-considered. This results in setting the 2024/25 rents without Target Rent Bands.

Additional commitments and initiatives introduced previously should continue with some further developments:-

- Balance the needs of tenants together with the ability of social landlords to continue to provide the additional non-core services and wider package of support that have proved vital for many tenants as the cost-of-living crisis continues.
- No evictions due to financial hardship for the term of the settlement, (financial year 2024-25), where tenants engage with landlords.
- Provide targeted support to those experiencing financial hardship to access support.
- Maximise the use of all suitable social housing stock, with a focus on helping those in the poorest quality transitional accommodation move into longer term homes that meet their needs.

- Continue focused communication to encourage tenants to talk to their landlord if they are experiencing financial difficulties and access support available.
- Build on existing engagement with tenants in rent setting decisions, including explaining how income from rent is invested and spent.
- Continued commitment to invest in existing homes to keep them safe, warm and affordable to live in.
- Work in partnership with tenants, Welsh Government, funders and other partners to develop a consistent approach to assessing affordability across the social housing sector in Wales.
- Continue to strengthen approaches designed to ensure you minimise all evictions and work effectively with partners to deliver on the commitment not to evict into homelessness.
- Undertake a standardised tenant satisfaction survey and provide the data for publication on a central website to assist tenants in scrutinising and comparing landlord performance. The next submission date, based on the revised core questions, is 28 February 2024 for publication in April.

WG want LA's to consider the "whole cost of living in a property", looking at not only rent and service charges but energy costs also in order to reduce the financial burden on tenants. In recognition of the greater stability and certainty due to the rent policy WG also want to strengthen joint working with LA's in a wider rental agreement. WG also want LA's to produce annual assessments of affordability, value for money and demonstrate finding efficiencies as part of monitoring compliance.

All local authority budgets have been put under increased pressure due to the cost of living crisis, which has followed the difficult covid period and the ongoing war in Europe.

Social housing has not been sheltered from the impacts of the above. Below is a schedule of the main budget components to be impacted significantly (items with * impacted positively):-

1. Capital Financing Charges*
2. Payaward 2023/24
3. Payaward 2024/25
4. Interest on cash balances*
5. Void loss assumption*
6. Revenue R&M
7. Central Support Costs
8. Additional staffing costs for R&M delivery
9. Energy costs relating to Service Charges
10. Additional cost of in year ODR's
11. Rents*

1.4 Capital investment

A capital investment of £231M was undertaken to deliver the Carmarthenshire Homes Standard+(CHS+) by 2015. This included £117M of unsupported borrowing. This investment was being funded by Major Repairs Allowance received from the WG, capital receipts from the sales of land and dwellings, HRA revenue funding, external grants and borrowing. This ensured the delivery of work programmes to all our tenants' homes (with the exception of where the work was declined by tenants). Since achieving the CHS+, a further £115M will have been spent on maintaining the standard and £80M on providing additional affordable homes in the HRA by the end of 2023/24.

The HRA Business Plan 2024-27 highlights the approach that will be taken over the next three years and will be presented by the Head of Homes and Safer Communities in this meeting. It includes further investment over the next 3 years of £61M to maintain the CHS+ and £52M for our Affordable Homes programme. This will be supported by an on-going cost certainty exercise to ensure our investment is targeted to maintain the CHS+ and deliver our Affordable Homes targets.

The timing and method of potential sale of HRA land is being kept under review to ensure that receipts are maximised to support the Business Plan however there are no anticipated sales in current plan and current land is retained for development of housing. Land sales are scrutinised on an individual basis, decisions on sale/retention depend on housing demand within that area.

The profile of capital expenditure required to maintain the CHS+ and invest in affordable homes is detailed in appendix B. The plan is extremely sensitive to change and is currently being fully reviewed every 6 months, with ongoing monthly monitoring to identify any potential issues.

1.5 Decarbonisation

Welsh Housing Quality Standard (WHQS) 2023 driving towards a Net Zero Wales

WHQS sets out Standards relating to the decarbonisation of social homes and aims to reduce carbon emissions from the Welsh housing stock. This Standard contributes towards governmental climate change goals expressed through the Net Zero Wales plan published in 2021 and updated in 2022. In time, it is anticipated that the Standard will apply to other types and tenures of housing, and this will be kept under regular review.

This will have a significant impact on future investment plans.

The HRA Business Plan details our proposed approach to decarbonisation of our HRA stock, headlines include:-

- Promoting Affordable Warmth
- Improving Energy Performance
- Alignment with Council's net zero principles

2. BUSINESS PLAN ASSUMPTIONS

2.1. There are many assumptions within the Business Plan, including future rental levels, interest rates, inflation, pay awards etc. Business Plan guidance from the WG hasn't been received yet (last year 12/12/22) and requires a submission of a viable plan by 31/03/2024.

Underpinning the HRA Business Plan is the 30 year financial model which has many assumptions including:

- **Rents** The WG Social Housing rents policy allows local authorities to increase rent by CPI plus 1%. As September 2023 CPI fell outside the 0%-3% parameters in the policy, the Minister for Climate Change set a maximum increase of 6.7%. It is proposed in this report that the rent envelope is increased by 6.5%.
- **Major Repairs Allowance (MRA)** is a grant from WG which is provided to support our works in maintaining the standard and is audited annually. This has not been increased for future years but has been varied for changing stock numbers. Our MRA is estimated to be £6.2million for 2024/25.
- **Capital Receipts** We have suspended our Right to Buy for tenants (WG has also subsequently suspended RTBs) so there are no planned receipts from sales of houses. There are planned receipts from 2026/27 in the current plan.
- **Grants** This is an increasingly important element of our financing. We are likely to receive over £9.3M in 2024/25 and £33M in total over the next 3 years. These include Social Housing Grant, Housing with Care Fund, Optimised Retrofit Programme plus others.
- **Void Loss** incurred on dwellings currently set on long term basis at 2%. Current performance has improved at 2.5% from 3.5% previously. We have assumed this will continue for 2024/25.
- **Central Support Costs** are based on services received by departments, these have been validated accordingly.
- **Stock Numbers** have been updated based on affordable homes delivery plan.
- **Interest on Balances** is estimated to be circa £600k based on an interest rate of 5% (average interest earned).

2.2.

Members will be aware that as part of the HRAS exit agreement in 2015 Local Authorities were required to agree a Borrowing Cap, which was a requirement put in place by the UK Government. This restricted what a Local Authority could borrow in respect of the HRA, for this Authority the limit was set at £228M. The minister for Housing and Regeneration wrote to LA's 29/10/2018 detailing that the Chancellor of the Exchequer had confirmed that the removal of HRA borrowing caps applied to Wales as well as England. This was a significant change in policy designed to encourage LA's to build at pace and scale and to deliver their affordable homes ambitions. This places a responsibility on LA's to develop Business Plans which are financially sustainable as well as ambitious. This has led to a review of how we fund our capital investment programme to release additional resources in a prudent manner. We are therefore now developing the New Build programme with a greater number of schemes being commissioned and developed by the Council internally.

However, although the borrowing cap has been released, it should be noted that there is a significant responsibility on the County Council to ensure any borrowing for the HRA is sustainable, prudent and affordable within the HRA financial Business Plan. An officer working group has been developed with WG to establish some key ratios to help manage these plans. Work is currently ongoing.

As most of the schemes delivering Housing projects have a significant lead-in time, there will be an ongoing review of what is needed to maintain CHS+, meet the requirements of WHQS 2023 and deliver our affordable housing ambitions, which will utilise the borrowing available as we develop our plans.

3. EXPENDITURE

The expenditure levels in the Business Plan have been set in line with the anticipated Business Planning guidance.

Maintenance and Stock Improvement

Revenue repairs and maintenance expenditure is forecast to be £18million in 2024/25. This is an increase on the 2023/24 budget (£17.2million) which reflects local building costs, forecast outturn for 2023/24 and changes in stock numbers.

The capital programme provides resources to: -

- maintain our stock to the CHS+ (including carrying out improvements to previously declined properties)
- deliver our Housing Regeneration and Development Delivery Plan commitments.

Maintain our Stock

For 2024/25 the capital programme to maintain the CHS+ is £18.8M. This gives an overall spend of £36.1M on stock improvement and maintenance (the total for 2023/24 was £38.3million). This will be further informed by stock condition data which will be gathered in 2024/25.

Affordable Housing Commitment

Housing Finance Grant 2 (HFG2) funding for new affordable housing ended in 2019/20. This funding was provided as a revenue source, requiring the authority to borrow the money and WG repaying the capital charges. It effectively supported £7million of capital expenditure, the revenue consequence of this is generating £246k annually.

We have been successful in securing other additional grants totalling £33M over 3 years to support our Affordable Homes delivery.

We have set aside £52million over the next three years as part of the capital programme to increase the supply of affordable homes. Within 2024/25 £17.4M has been identified for the housing development programme (including development costs).

The capital programme and funding sources for this programme up to 2026/27 are detailed in Appendix B.

Validation

The proposed Business Plan includes the following validations for 2024/25, which is in line with the proposed budget strategy:

- general payroll costs are +5% (average). It is recognised that the Chancellor of Exchequer has expressed a view regarding a pay freeze but currently impact of this is unclear and therefore not to allow for pay award would be imprudent.
- general inflation has been accommodated at +4%
- efficiency savings programme to be introduced delivering £330k over 3 years.

Capital Financing and Subsidy

The capital financing costs reflect the borrowing requirement inclusive of the exit from HRAS.

Details of the budget for Housing Revenue Account for the period up to 2026/27 is shown in Appendix A.

4. INCOME

4.1. As outlined in Paragraph 1.3 above, WG have confirmed the policy up to 2024/25 increases in rent being CPI plus 1%.

Carmarthenshire’s current average rent for 2023/24 is £99.43. In the private sector median rents are currently for 2 bedrooms are £155, 3 bedrooms are £183 and 4 bedrooms are £230.

4.2. Target Rents

Target rents bands have been removed for 2024/25 (as detailed in 1.3), actual rents including a 6.39% increase are detailed below: -

	Houses and Bungalows (£)					Flats (£)				Bedsits (£)
	1Bed	2Bed	3Bed	4Bed	5+Bed	1Bed	2Bed	3Bed	4+Bed	
Actual Rent 2024/25 with 6.39% increase for 53 weeks	94.97	105.52	116.06	126.60	137.18	85.90	95.49	105.01	114.58	76.37

This produces average rent of £105.90 for 2024/25

WG have advised LA’s that a 6.7% increase should be the maximum applied in 2024/25.

4.3.

Implementing the 6.5% overall increase for Carmarthenshire and implementing rental progression of £1, has the following impact:

For those properties at target rent the increase will be: -

Consumer Price Index (CPI for Sept 2023) @6.7%-0.31% = 6.39%

For those properties where rent is below target rent, the increase can be:

Consumer Price Index (CPI for Sept 2023) @6.7%-0.31% = 6.39%

plus a maximum of £1 progression in order to achieve an average rent increase of 6.5%.

Those rents above target are frozen until such time that they meet the target, there is only 1 property remaining. When a property becomes empty it is placed at the appropriate rent.

Based on applying the above for 2024/25 at 6.5% rent increase this would produce an average rent of £105.90 (increase of £6.47).

Details of the rent increases on individual households are below:-

Receive an increase of :-	6.5% increase
No increase	1
£4.00 to £4.99	70
£5.00 to £5.99	2,280
£6.00 to £6.99	5,920
£7.00 to £7.99	1,040
£8.00 to £8.99	15
	9,326

Table : No .of Householders affected by average increases.

34% of tenants are now in receipt of universal credit, 24% of tenants are on full Housing Benefit (HB), 15% are on partial HB and 27% receive no HB. Of those receiving no assistance in the form of universal credit or housing benefit there are approximately 817 of pensionable age.

The proportion of dwellings below the rent they should be paying is 12% as a result of the £1 progression implemented last year and the rent being changed as a result of properties becoming vacant. This was over 85% when we began the harmonisation process.

4.4. Garage Rental Income

The HRA currently receives a net rental income of £126k per annum. This equates to a weekly charge of £9.00 per week. Garage bases are £2.25 per week. It is proposed to increase these in 2024/25 by the same average increase as dwelling rents of 6.5%.

4.5. Service and Heating charges

Service charges are calculated in line with the policy adopted in 2011. Service charges are payments made by tenants that share communal areas or facilities within our blocks of flats, sheltered schemes, or supported housing projects. It is where we as the landlord provide additional services that are over and above the general rent, therefore Service Charges **will not** be subject to our general rent increase and are **excluded** as part of the rent setting policy.

The way that we determine Service Charges for the forthcoming year is to calculate this on the actual expenditure in the previous year. Therefore, no assumptions are made and again the tenants only pay for what they have received. These charges will vary annually as they are based on actual expenditure. We are directed by the Welsh Government Rent and Service Charge Standard 2020-2025 to set service charges which are reasonable and affordable. We are required to review service charges on an annual basis, ensure they provide value for money for our contract holders and are affordable. We are required to list their service charges separately to the rent to allow for transparency. It is necessary that tenants can clearly identify the rent charge and any services charges separately in their bills. Therefore, we make it clear that £X is rent and (a separate sum of) £Y is being charged for (specific) services, which amounts to £X+Y.

The current policy allows for a maximum increase of £3 per tenant per week and is applicable to approximately 1250 tenants. We are proposing an amendment to the maximum increase by introducing a gradual incremental removal of the Cap over a 3-year period to bring all service charges in line with full cost recovery. The cap will only come into effect where charges exceed the agreed weekly cap. This will be reviewed in year 2 to ensure the policy is delivering as intended. Service charge policy cap amendment is attached as appendix C.

4.6. Sewerage Treatment Works

We have 15 pumping stations serving approx. 154 properties, the cost of running and maintaining the stations falls on the HRA. We also have 8 cesspits. It is proposed for 2024/25 that current charges are increased as per our rent increase.

4.7. Commission on Collection of Water Rates

Dwr Cymru served notice of their intention to repatriate this service from April 2023 not only for Carmarthenshire but all the local authority and Registered Social Landlords (RSL's) in Wales which has resulted in losing an income stream of £350k.

4.8. Universal Credit

Universal Credit (UC) is a new monthly payment for people who are either unemployed, or working but on a low income. It will eventually replace six legacy benefits, including Housing Benefit. For Carmarthenshire, it was introduced in December 2018. We currently have approx. 3,171 tenants on Universal Credit.

We anticipate, unless things change, that a further 4,000 tenants could transfer over the next year. From a business point of view, evidence from other social housing providers has shown that rent arrears will increase in the short to medium term and we have allowed for this within this plan in terms of our bad debt provision.

To date, there has only been a slight increase in rent arrears overall. This is lower than we had been expecting and certainly compares very favourably with the experience of other social housing providers.

The CHS+ Business Plan presents more detail on this, including the actions that are being undertaken to mitigate the impact for Council tenants.

5. BALANCES

5.1. If a rental increase is set at 6.5%, the overall proposed budget will result in a surplus on the Housing Revenue Account of £293K for the year, this has been accommodated in the long-term plan leaving £12.6M in balances at the end of 2024/25. It should also be noted in Appendix A that balances are required to support the current strategy of funding our capital expenditure and continue to make our business plan affordable over a 30-year period.

6. PROPOSED RECOMMENDATIONS TO CABINET

- **To increase average housing rent by 6.5% (£6.47) per dwelling per week as per WG Social Housing Rents Policy.**
 - Properties at target rents will increase by 6.39% and
 - Properties where rent is below target rent, rent will increase by 6.39% plus a maximum progression of £1.00
 - Those rents above target are frozen until such time that they meet the target.
- **This will produce a sustainable Business Plan, maintain CHS+, resource our Housing Regeneration and Development Delivery Plan and is supported by Housing and Regeneration Strategic Team.**
- **To increase garage rents by 6.5% from £9.00 to £9.60 and garage bases from £2.25 to £2.40.**
- **Apply the Service Charge Policy to ensure tenants who receive the benefit from specific services pay for those services. Inclusive of amendments in Appendix C.**
- **To increase charges for using our sewerage treatment works in line with rent increase.**
- **To approve the Housing Revenue Account Budget for 2024/27 (2025/26 & 2026/27 being soft budgets) as set out in Appendix A.**
- **To approve the proposed Capital Programme and applicable funding for 2024/25 and the indicative spends for 2025/26 to 2026/27 as set out in Appendix B.**

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APPENDIX A - HRA REVENUE	Budget 2024/25	Budget 2025/26	Budget 2026/27
REVENUE SPENDING TO:	(£'000s)	(£'000s)	(£'000s)
Repair and maintain homes	17,979	18,728	19,524
Supervision and management	12,532	12,793	13,067
Support services e.g. legal and finance	1,866	1,903	1,941
Provision for Bad debts	350	357	364
Direct Revenue financing	5,000	5,000	5,000
Capital charges	15,266	16,144	16,536
TOTAL	52,992	54,924	56,432
	Budget 2024/25	Budget 2025/26	Budget 2026/27
REVENUE FUNDING FROM:	(£'000s)	(£'000s)	(£'000s)
Tenant rents	50,242	51,601	54,499
Service charges	1,051	1,293	1,318
Interest received	611	121	122
Housing Finance Grant 2	246	246	246
Revenue Efficiencies	80	100	150
Grants / Other	1,055	1,076	1,098
TOTAL	53,285	54,437	57,433
Surplus/(Deficit in year)	293 -	487	1,001
HRA end of year position			
Balance brought forward from last year	12,319	12,612	12,124
HRA Budgeted surplus(+) / deficit (-)	293 -	487	1,001
Balance carried forward	12,612	12,124	13,126

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APPENDIX B - HRA CAPITAL	Budget	Budget	Budget
	2024/25	2025/26	2026/27
	(£'000s)	(£'000s)	(£'000s)
Supporting Tenant and Residents:			
Improving the Estate Environment	650	700	700
Adaptations	2,000	2,000	2,000
Sheltered Housing Investment	270	300	650
Investing in Homes:			
Internal & External Works	2,170	2,220	2,220
Void Programme & Major Works to Homes	6,250	5,850	5,750
Estate Based Refurbishment	850	1,817	2,117
Risk Reduction Measures	820	820	820
Affordable Warmth & Decarbonisation			
Works to deliver Affordable Warmth & Decarbonisation	5,788	6,542	7,818
Delivering More Homes			
Council New Build Programme	9,160	10,762	10,240
Land Acquisition	1,600	2,500	2,800
Buying Private Sector Homes	3,000	2,000	1,750
Specialist Housing Projects	2,998	1,950	1,350
Programme Management	648	674	700
TOTAL	36,204	38,135	38,915
SOURCE OF CAPITAL FUNDING			
	Budget	Budget	Budget
	2024/25	2025/26	2026/27
	(£'000s)	(£'000s)	(£'000s)
Welsh Government Grant - MRA	6,225	6,225	6,225
External Grant Funding – IHP, SHG, ICF & Other Grants	9,308	10,970	12,334
Direct Revenue Financing	5,000	5,000	5,000
External Borrowing	15,671	15,940	3,731
Capital Receipts	0	0	11,625
TOTAL	36,204	38,135	38,915

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Appendix C – Service Charge Policy Cap Amendment

Scrutiny Committee Outcome/Recommendations:-

- to recommend to the Cabinet that **Option 2** be adopted as the Councils future Service Charge Policy but that it be subject to regular review.
- That the Committee’s concerns on the potential impact the current economic climate, cost of living crisis and the new policy could have on tenants’ ability to pay/fall into arrears be conveyed to Cabinet and that officers provide assistance /support to tenants to manage their budgets where necessary.

The below table outlines the recommended option available to consider for amendment in the existing Policy.

Option 2: Gradual incremental removal of the cap	
Summary	<p>Review and amend the existing policy with a view to introducing incremental increases to bring us up to full cost recovery and to ensure we are recovering all eligible service charges.</p> <p>The option could propose an increase of the cap over a 3-year period.</p> <ul style="list-style-type: none"> * Raise the cap yearly over 3 years by a third = £1 per year * Remove the cap completely in the fourth year <p>Rent & service charges financial years</p> <ul style="list-style-type: none"> * 2025/2026 = maximum increase of £4.40 per week (£4 +40p admin fee of 10% (amended policy) * 2026/2027 = maximum increase of £5.50 per week (£5 +50p admin fee of 10% (amended policy) * 2027/2028 = maximum increase of £6.60 per week (£6 +60p admin fee of 10% (amended policy) * 2028/2027 = Remove cap (amended policy) <p>The cap will only come into effect where charges exceed the agreed weekly cap amount.</p>
Benefits	<p>The contract-holders will remain protected with an incremental increase in the cap gradually increasing by a third over 3 years.</p> <p>Inflation has hit almost every sector, and with overheads and supply costs increasing, everyone can expect last year’s charges to be higher this time around, however with the cap remaining in place for 3 years this will soften the impact.</p> <p>The benefit to the wider tenants is that charges are applied equally across the board based on usage.</p> <p>Further education of Contract holders to understand usage and billing through our Tenancy Support and Pre-Accommodation Teams.</p>

Disadvantages	Some contract holders may see increased charges over and above the current £3 per week cap
Risks	<p>All increases must be “reasonable”. Price rises linked to inflation may be considered fair, as the costs of delivering these services have gone up.</p> <p>The average UK service charge is £1,500 a year according to the Home Owners Alliance. Inflation has hit almost every sector, and with overheads and supply costs increasing, everyone can expect last year’s charges to be higher this time around.</p> <p>Having an incremental arrangement will reduce the gap gradually and help maintain the HRA Business Plan income and expenditure. This is similar to how we close the gap for tenancies that are below target rent and up to a £2 progression can be applied.</p>
Timeline	Review the Policy to assess the current economic climate (potentially full removal of the cap by 28/27)

We also considered the following the options for the application or level of a service charge cap moving forward for council tenants.

- Option 1: Do Nothing - Keep the existing Service Charge Policy in place with a cap of any possible annual increase in its overall rental charge (including Service Charges) to a maximum rise of £3 per week.
- Option 3: Remove the Cap - Remove the cap completely from the existing policy with contract holders meeting the full cost of usage from 2024/25.

All policy documents will be explicit and reflect clear guidelines as to how we calculate rent and service charges. The service charge policy reflects what is utilised by our contract holders. All policies will align with one another.

- Rent Setting Policy
- HRA Business Plan
- Service Charge Policy

APPENDIX D

EXTRACT FROM MINUTES

COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE

WEDNESDAY, 13 DECEMBER 2023

4. HOUSING REVENUE ACCOUNT AND HOUSING RENT SETTING 2024/25

The Committee considered a report on the Housing Revenue Account (HRA) Budget and Housing Rent Setting for 2024/25, being presented as part of the budget consultation process, that brought together the latest proposals for the Revenue and Capital budgets for the Housing Revenue Account to be presented to the Cabinet and Council for determination.

The Committee was advised that the report had been prepared reflecting the latest proposals contained within the Housing Revenue Account (HRA) Business Plan, being the primary financial planning tool for delivering and maintaining the Carmarthenshire Homes Standard *Plus* (CHS+) for the future. The proposed investment within the current business plan delivered the CHS by 2015 (to those homes where the tenants agreed to have work undertaken) provided investment to maintain CHS+ and continued investment for the Housing Regeneration and Development Delivery Plan.

The report also detailed how rents would increase for 2024/25 with the HRA budget being set to reflect:-

- Social Housing Rent Policy (set by Welsh Government)
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan
- Housing Regeneration and Development Delivery Plan

The Committee was reminded that with regard to the setting of the Housing Rents, the Authority on the 24th February 2015 had adopted the Welsh Government's Social Housing Rent Policy for the four year period ending in 2018/19 providing consistency over that period. For 2019/20, the Welsh Government had provided an interim policy while it awaited the results of the Affordable Housing Supply Review. Following that review, the Welsh Government had decided to retain the policy for a further 5year period from 2020/21 with some additional/amended requirements, as detailed within the report.

This policy allowed local authorities to uplift the total rent envelope by CPI + 1% for each of the 5 years running from 2020/21 to 2024/25. It also allowed for the level of rent for individual tenants to rise by up to an additional £2 over and above CPI+1% for the rent harmonisation, on condition that the total rental income collected by the social landlord increased by no more than CPI+1%.

However, should CPI fall outside the range of 0% to 3%, the policy provides for the Minister with responsibility for Housing to determine the appropriate change to rent levels to be applied for that year only. As CPI was 6.7% in September 2023, that clause had been activated this year and the Welsh Government Minister for Climate Change had instructed the maximum increase in the rent envelope for any local authority should not exceed 6.7%

Having regard to the above, the report recommended an average housing rent increase of 6.5% (£6.47) per dwelling per week. If the Committee endorsed that increase, it would result in a £293k surplus on the Housing Revenue Account. However, that had been accommodated for within the long-term plan leaving £12.6m in balances at the end of 2024/25. It was also noted that, as Detailed in Appendix A, balances were required to support the current strategy of funding capital expenditure and continuing to make the business plan affordable over a 30year period.

The following issues / questions were raised on the report:

- Reference was made to the potential affect the proposed increases could have on some tenants in the current economic climate.

The Committee was advised that had been recognised as part of the budget preparations. Currently 34% of tenants were in receipt of Universal Credit, 24% received full housing benefit, 15% partial Housing Benefit and 27% received no benefits. It was also acknowledged that the levels of benefits would increase in April 2024 but that the UK Government had yet to announce the level of increase. However, that normally increased by the rate of CPI in the pre-ceding September which had stood at 6.7%

The Committee was further advised that the Council had processes and procedures in place to assist tenants facing financial difficulties from a range of different grant regimes to helping them access benefits payment to which they were entitled but not claiming. In that regard, the housing department's pre-accommodation team had assisted over 1,000 tenants' access over £800k of benefits. It was stressed though that the Council had a no eviction policy in respect of tenants who were unable to pay their rent. The department would also be employing estate managers who would be able to provide help and assistance to tenants. Most importantly, if tenants were facing financial difficulties, they should contact the department at an early stage to access the help and advice available to them.

UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO THE CABINET/COUNCIL:

- 5.1 to increase the average housing rent by 6.5% (£6.47) per dwelling per week as per the Welsh Government's Social Housing Rents Policy i.e.**
- **Properties at target rents will increase by 6.39%**
 - **Properties where rent is below target rent will increase by 6.39% plus a maximum progression of £1.00**

- Those rents above target are frozen until such time as they meet the target.

thereby producing a sustainable Business Plan, maintain CHS+ and resource the Housing Regeneration and Development Delivery Plan, as supported by the Housing and Regeneration Strategic Team;

- 5.2 To increase garage rents by 6.5% from £9.00 to £9.60 and garage bases from £2.25 to £2.40;
- 5.3 To apply the service charge policy to ensure tenants who received the benefit from specific services paid for those services;
- 5.4 To increase charges for using the Council's sewerage treatment works in line with the rent increase;
- 5.5 To approve the Housing Revenue Account Budget for 2024/27 (2025/26 & 2026/27 being soft budgets) as detailed in Appendix A;
- 5.6 To approve the proposed Capital Programme and applicable funding for 2024/25 and the indicative spends for 2025/26 to 2026/27, as set out in Appendix B to the report.

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CABINET 15th JANUARY 2024

Council's Revenue Budget Monitoring Report

Recommendations / key decisions required:

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

In respect of significant overspends on specific budget areas, Chief Officers and Heads of Service to critically review options available to them to address the ongoing impact.

Reasons:

To provide the Cabinet with an update on the latest budgetary position as at 31st October 2023, in respect of 2023/24.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Alun Lenny

Directorate: Corporate Services

Name of Director:
Chris Moore

Report Author:
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Designations:

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EXECUTIVE SUMMARY

Cabinet

15th January 2024

The revenue budget monitoring reports as at 31st October 2023 are attached and indicate that:

COUNCIL FUND REVENUE ACCOUNT (Appendix A)

Overall, the monitoring report forecasts an overspend for the year at departmental level of £10,900k, with a forecast overspend on the Authority's net revenue budget of £5,312k.

At a high level this is due to a combination of:

- Increased expenditure in adult social care to meet pent up demand as recruitment pressures have begun to ease a little across the sector.
- persistent overspends in service areas where budget reductions have been implemented, but challenges in delivery have made it impossible to keep pace with the level of savings required. Monitoring indicates £3.3m of savings undelivered for 2023/24 and a further £0.6m carried forward from the previous year.
- Significant overspends in Childrens Services, driven by increased levels of demand combined with complexity, not seen before the pandemic. There has been a higher number an increased cost of residential placements, increased agency costs and increased support for children with disabilities.

The capital financing underspend forecast at £3m is due to scheme delays, a reduced need to borrow and increased interest earned on positive cash balances, partially offset by in year direct revenue funding for a small number of projects as set out in the capital programme update.

The April NJC pay award has now finally been settled, with all staff having received backpay in full. The cost of this has now been built into departmental projections, with the £1.5m contingency budget shown explicitly as a partial offset.

The full year forecast reflects the impact which includes known financial positions at the point of preparation. As such the forecast does not contain the full impact of any additional in-year and grant adjustments. In line with our existing policies, forecast departmental overspends are met out of departmental reserves, where available.

Chief Executive's Department

The Chief Executive Department is anticipating an underspend of £382k for the year. There are overspends on Coroners costs, Land Charges income and some efficiencies within People Management that have yet to be achieved. This is offset by net underspends on Member pay and travelling, Industrial Premises income and staffing savings from vacant posts across the department.

Operational budgets

The Chief Executive's section has an anticipated underspend of £209k, primarily due to staff savings as a result of vacancies and maternity leave in the section.

There is a £282k overspend expected in the People Management section. This consists of a £114k overspend in People Services HR due to £108k of salary efficiencies not yet being met along with an overspend of £75k for unfunded posts to implement a new recruitment system. This is partially offset by savings on vacant posts during the year. There is also an overspend of £97k in payroll due to £80k of current and past year efficiencies not yet being met and agency staff costs to deal with the backlog in recruitment of £41k. This is partially offset by vacant posts during the year. There is an overspend of £99k within the TIC team due to additional support for office downsizing with funding yet to be confirmed (£64k) and a £35k income efficiency target not currently being met. There is an overspend of £27k in Organisational Development due to a prior year efficiency not currently being met. This is offset by an underspend on Business and Projects support of £26k due to a saving on supplies and services and a staff member working reduced hours. There is also an underspend on DBS of £25k, due to fewer checks being undertaken than budgeted for along with a few very small other underspends in the division.

Admin and Law are showing an underspend of £106k. Members pay, and travelling are underspent by £76k, and there is an additional £27k of income for work undertaken on behalf of the HRA. Central Mailing is also underspent by £26k due to a saving on franking machine leasing costs. Democratic Services support is also expecting to be underspent by £63k because of a saving on supplies and services, some additional income and staff vacancies. There is also a £14k underspend on Civic Ceremonial as a result of savings on expenses along with a reduction in vehicle hire costs. This is offset by an overspend on Land Charges of £109k due to a reduction in income, following a fall in demand for the service.

The Marketing and Media section are anticipating a £263k net underspend for the year, mainly due to staff vacancies during the year of £345k. This is offset by an overspend on set up and configuration of communications software within the contact centre of £52k and a reduction in income achieved from renting out office space at Llanelli Hwb due to a fall in demand of £30k.

Statutory Services are predicting an overspend of £29k. This is due to a £71k estimated overspend within Coroners. This is as a result of a significant increase in the number of cases being referred to the coroner along with a large increase in charges for toxicology and histology reports, postmortems, undertakers' fees and mortuary costs. This is offset by a saving of £43k for a vacant post within Elections which is unlikely to be filled in this financial year.

The Regeneration, Digital and Policy division is anticipating an underspend of £115k for the year. There is an overspend of £34k on Provision Markets due to a shortfall in income as a result of low occupancy levels, an overspend of £36k on Regeneration Management due to

cessation of staff time being able to be recharged to projects and a £36k overspend on Livestock Markets due to a shortfall in income being generated at Carmarthen and Llandovery marts. There is also an £85k shortfall on budgeted income within the corporate property section. Property Maintenance are reporting a £217k overspend mainly due to the Housing Disaggregation, a review of recharges needs to be undertaken to take account of revised operating costs.

These overspends are offset by a £136k underspend on the vacant Property division Head of Service post, £87k saving on Property Design following a review of projected income based on current vacancies and Industrial Premises and Commercial Properties anticipating an underspend of £66k and £16k respectively, both as a result of high occupancy rates, along with large savings across the division due to vacant posts during the year.

Communities

The Communities Department is projecting an overspend of £3,649k for the year.

The forecast assumes that vacant posts will remain vacant in line with the current recruitment freeze.

There are significant variances as the department continues to recover and respond to the post-pandemic phase.

Leisure and Culture are currently forecasting an overspend of £489k due in the main to set up costs and delayed opening of the new Attractor site which has resulted in a projected shortfall of income to budget in the Caban and car parking. A shortfall in Pay Validation of £234k has been reflected in this projection. The Division are working to mitigate this amount by year end.

The forecast out-turn for Social Care services is an overspend of £3,111k which includes £731k net cost of pay awards in excess of budget.

Underspends are largely due to difficulty in the recruitment of staff. Several initiatives have been launched to address this albeit success in recruitment to meet assessed need is likely to worsen the financial position. Overspends are due to increased demand for services e.g. LA/Private Homes and in areas where budget savings proposals remain difficult to deliver as Social Work teams have prioritised the safe delivery of key services, meaning that the department has been unable to progress some of the planned savings' proposals.

Older People's budgets are forecasting an overspend of £1,614k. Overspends are due to the utilisation of alternative methods of meeting increased demands in LA/Private Homes (E.g. Agency staff) (£1,219k); increased volume of care packages due to increased demand and numbers on Home Care waiting lists reducing (£689k) and pressures relating to the increased demand for Direct Payments (£159k). These are offset by on-going staff vacancies (-£397k).

Physical Disabilities services are forecasting an underspend of £313k. Demand for residential placements (-£285k) and supported living placements (-£268k) remains lower than pre-pandemic levels. These are offset by financial pressures relating to an increased demand for Direct Payments in previous years as an alternative to other service provisions remains (£367k).

In Learning Disability services, there is an overspend of £939k. Budgetary pressure remains on Residential (£388k) and Group Homes / Supported Living (£1,314k). These pressures

have been partially offset with savings due to the reduction of Day Services and Community Support (-£967k).

The overspend in Mental Health of £835k. Budgetary pressure remains on Residential (£482k) and Group Homes / Supported Living (£541k). These are partly offset with savings due to the reduction of Community Support (-£77k) and on-going staff recruitment difficulties (-£69k).

Support Services is forecasting an overspend of £35k.

Council Funded Housing and Public Protection Services are reporting a £50k overspend. Income receivable through the court system relating to the work of our financial investigation team is reduced/delayed £20k and general reduction in income due to reduced activity post covid £169k is broadly offset by reduced spend on employee costs (£234k) & Supplies & Services (£65k). Continued pressure on homelessness services, social lettings agency predicting £160k overspend.

The continued pressure on homeless/temporary accommodation services circa £160k will probably be mitigated by additional targeted grant income. This will become clearer during the financial year.

Corporate Services

The Corporate Services Department is anticipating a £812k underspend for the year.

There is a £432k underspend on pre LGR pension costs along with a £146k underspend on Council Tax Reduction Scheme, and a £96k underspend on Rates Relief due to lower than budgeted take up of both schemes.

There are also underspends on salaries due to vacancies across the department.

This is offset by an overspend in Revenues, primarily due to an increase in bank charges as a result of a rise in card payments, and also an overspend in Local Taxation due to an increase in postage costs in recent years.

Department for Education and Children

The Department for Education and Children is forecasting a net overspend of £6,770k at year end which includes £370k net cost of pay awards in excess of budget. The Director budget still currently retains £283k growth budget to be allocated to specific service pressures once pressures are reviewed in terms of longevity. The Department's Business Support team are forecasting a £58k underspend in relation to part year vacant posts, pending review of service needs once relocated.

The Education Services division is reporting a net overspend of £2k. An overspend within ALN is mainly due to increased Out of County provision £272k, which is partially offset by other savings in relation to vacant posts & utilisation of grant income. Within Education Other Than at School (EOTAS), mainly the PRU settings, an overspend of £167k is due to additional staffing costs for the increased demand and more complex nature of behaviour issues. Early years provision for 3 year olds in non-maintained settings is reporting an underspend of £308k as a WG grant is currently funding what would have otherwise utilised core budget.

The Access to Education division is reporting a net overspend of £734k which is mainly within the Schools Meals service being £468k for primary schools lunch provision and £228k primary free breakfast provisions. Workforce pressures, pay award impact, increased food costs & UPFSM rollout across primary schools contribute to the challenges of providing the service within the meal price across all schools, ranging from providing 15 to 600 meals per site. Ongoing costs of closed school premises forecasts a £121k overspend. This is partially reduced by a £84k underspend within School Admissions as a result of part year vacant posts, some of which have recently been recruited to and others currently being recruited to.

Strategy and Learner Support division reports a net underspend of £127k due to utilisation of grant funding and part year vacant posts which will contribute to funding pressures across other areas of the department.

Children's Services division forecast a net overspend of £6,504k with pressures across a number of areas. Commissioning and Social Work £1,119k overspend is a mix of increased agency cover costs £962k and increased demand for assistance for clients £346k, partially offset by grant income.

The Commissioned Residential placements budget is sufficient to cover the expected level of provision but there are currently a number of highly complex placements creating an overspend of £2,889k.

£453k of the fostering & other looked after services overspend of £1,138k relates to specialist support packages for 2 children with the remaining £685k funding an increased number of foster placements and additional payments in excess of the existing budget.

Adoption Services £136k overspend is due to increased staffing costs £73k and costs in relation to Inter Agency Adoption fees, Adoption Allowances and Therapy / Counselling costs in line with ongoing service demands.

Residential units £225k overspend is due to ongoing challenges around LHB contribution and staffing pressures generating significant agency expenditure. The new setting additional costs of £514k are forecasted to be grant funded for this year. Short breaks and direct payments are both meeting an increase in demand generating an overspend of £1,040k.

There is also an overspend of £257k forecast in relation to an increase in the number of Unaccompanied Asylum Seeker Children as part of the UK sponsor scheme resulting in more expensive placement costs in excess of the fixed income received. These pressures are partially offset by forecast underspends of £387k in relation to maximisation of grant income and part year vacant posts in other service areas.

Schools Delegated Budgets

Schools working budgets are forecasting a net overspend in year of £8.8m, with a mix of supporting their formula funding to enable appropriate provision, continued covid recovery/catch up and some schools utilising their balances for additional maintenance or initiatives that they would not otherwise have had resources to fund.

This level of utilisation of school reserves will reduce the brought forward balance of £11.1m net surplus to £2.3m by year end.

Place and Infrastructure

The Place & Infrastructure Department is forecasting an overspend of £1.675m for the financial year, which includes a £716k deficit in pay budgets due to the pay award.

The Service Improvement and Transformation division is forecasting an overspend of £214k which is mainly due to the deficit in pay budgets as a result of the pay award in Building Cleaning (£180k) and the departmental business support team (£48k).

The Waste and Environmental Services division is forecasting an overspend of £664k which is due to a £775k pressure from the delivery of the interim phase of the waste strategy having increased costs as a result of contingency measures put in place. Cleansing are reporting a £135k overspend, of which £53k deficit is due to the pay award and £100k efficiency not being met. Grounds Maintenance are also overspent by £62k mainly due to the pay award agreement. These pressures are offset by a £202k underspend due to a realignment review and part year savings of Head of Service post, £91k underspend on Green Waste Collection as a result of increased customer base, £49k saving from staff vacancies in Environmental Enforcement where future needs are being addressed.

Highways and Transportation are forecasting a £1.066m overspend for the year. The main variances are £300k due to storm damage to highways which suffered support issues from the recent storms, loss of income on Parking Services of £277k and a £908k overspend on School Transport. The School Transport overspend is due to increased transport costs for operators which subsequently escalate the tendered contract prices for the statutory provision of home to school transport. Transport operators are continuing to experience driver shortages, global supply chain shortages for vehicles and parts and a period of very high fuel prices which make for a challenging operating environment. These overspends are partly offset by a £173k underspend on Traffic Management due to staff vacancies during the year, staff time recharged to grants and a net increase in Traffic Regulation orders income. The Transport departmental account is underspent by £91k due to a vacant post, other areas such as Transport Strategic Planning (£48k), Road Safety (£47k), School Crossing Patrols (£31k) and Highway Lighting (£40k) are underspent due to time recharged to grants and staff vacancies during the year.

The Place and Sustainability Division is forecasting a £269k underspend, largely due to vacant posts within the team and planning application income which may vary as the year progresses.

HOUSING REVENUE ACCOUNT (Appendix B)

The HRA is predicting to be overspent by £286k for 2023/24. This will be reviewed as the significant issues identified become clearer from a financial perspective.

Variances in Repairs and Maintenance (R&M) costs (+£1.56m) reflect the managers current position that there is increased demand on allocated resources, there will continue to be upwards pressure if demand continues at current levels.

Supervision and Management cost will be over by approximately £740k primarily due to additional investment in physical works on estates £150k, impact of increased energy costs £200k and the rental costs associated with providing Temporary Accommodation £260k. There is increased pressure on housing management costs including legal £50k, compensation costs £179k and other items detailed in the report. There will be savings due to vacant posts on employee costs -£365k.

Reduced expenditure on the capital programme for HRA and the weighted average debt rate will result in a decrease in capital charges £489k.

Rental/service charge income will be £652k better off due to a reduction in void loss.

There is a variance in additional income of £395k primarily reflecting activity related to Temporary Accommodation (£260k) and other costs recoverable (£135k).

All of the above will result in a relatively small reduction in HRA balances/reserves but these will benefit from significantly higher interest rates than predicted resulting in additional income of £480k.

Lists of the main variances are attached to this report.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

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

Signed: **Chris Moore**

Director of Corporate Services

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

3. Finance

Council Fund

Overall, the Authority is forecasting an overspend of £5,312k at this point in time.

HRA

The HRA is predicting to be overspent by £286k for 2023/24.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
 Signed: Chris Moore Director of Corporate Services

1. Scrutiny Committee request for pre-determination	Not applicable
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:	
Scrutiny Committee Outcome/Recommendations:	

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

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED NO	Include any observations here
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Section 100D Local Government Act, 1972 – Access to Information

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2023/24 Budget		Corporate Services Department, County Hall, Carmarthen

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

CABINET 15th JANUARY 2024

COUNCIL'S BUDGET MONITORING REPORT 2023/24

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

Table 1

Forecasted for year to 31st March 2024

Department	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	60,744	-35,589	-4,515	20,640	63,777	-39,003	-4,515	20,258	-382	-114
Communities	210,644	-93,712	14,233	131,166	215,189	-94,607	14,233	134,815	3,649	2,321
Corporate Services	73,035	-39,833	-1,681	31,520	71,441	-39,052	-1,681	30,708	-812	-920
Education & Children (incl. Schools)	222,802	-44,998	25,009	202,813	244,860	-60,286	25,009	209,583	6,770	6,546
Place and Infrastructure	100,434	-44,010	12,447	68,871	108,981	-50,883	12,447	70,545	1,675	898
Departmental Expenditure	667,659	-258,142	45,493	455,010	704,247	-283,831	45,493	465,910	10,900	8,730
Corporate Contingency				1,510				0	-1,510	0
Capital Charges/Interest/Corporate				-19,513				-22,513	-3,000	-2,250
Levies and Contributions:										
Brecon Beacons National Park				152				152	0	0
Mid & West Wales Fire & Rescue Authority				13,014				13,014	0	0
West Wales Corporate Joint Committee				168				168	0	0
Net Expenditure				450,341				456,731	6,390	6,480
Transfers to/from Departmental Reserves										
- Chief Executive				0				191	191	56
- Communities				0				0	0	0
- Corporate Services				0				406	406	460
- Education & Children (incl Schools)				0				0	0	0
- Place and Infrastructure				0				-1,675	-1,675	-898
Net Budget				450,341				455,654	5,312	6,098

Chief Executive Department
Budget Monitoring - as at 31st October 2023

CABINET 15th JANUARY 2024

Division	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Chief Executive	951	-4	-845	102	739	0	-845	-106	-209	-141
People Management	4,759	-1,714	-2,619	426	5,687	-2,360	-2,619	709	282	257
Admin and Law	5,106	-884	711	4,933	4,974	-858	711	4,827	-106	-67
Marketing & Media	2,743	-604	-1,432	707	2,417	-541	-1,432	444	-263	-203
Statutory Services	1,532	-410	281	1,404	1,763	-612	281	1,432	29	49
Regeneration, Digital & Policy	45,651	-31,972	-612	13,067	48,197	-34,633	-612	12,953	-115	-9
GRAND TOTAL	60,744	-35,589	-4,515	20,640	63,777	-39,003	-4,515	20,258	-382	-114

Chief Executive Department - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Chief Executive							
Chief Executive Business Support Unit	709	-4	502	0	-204	Underspend on salaries due to one staff member being on maternity leave, three vacant posts, no commitment due to recruitment freeze.	-111
Other variances					-5		-30
People Management							
TIC Team	246	-101	304	-61	99	Additional support for office downsizing, funding to be confirmed (£64k). Income efficiency target (£35k) not likely to be delivered in 2023/24.	95
Business & Projects Support	262	0	236	0	-26	£18k salary efficiency target not met. Offset by savings on Supplies and Services and staff member working reduced hours.	-18
Payroll	913	-386	1,029	-404	97	Salary efficiency targets not met (£80k) along with £41k in year overspend on agency staff to deal with volume of recruitment work being undertaken. This is partially offset by vacant posts during the year.	72
People Services – HR	913	-291	1,012	-276	114	£108k salary efficiency savings not met. £75k temp unfunded posts to implement new recruitment system. This is partially offset by vacant posts during the year.	94
Organisational Development	507	-42	703	-211	27	Income efficiency target not achieved	31
DBS Checks	143	0	121	-2	-25	Underspend based on this and past year's expected volume of checks required.	-25
Other variances					-4		9
Admin and Law							
Democratic Services	2,237	-304	2,161	-331	-103	Underspend on members pay & allowances (£76k) along with additional income from the HRA (£27k)	-101
Democratic Services - Support	550	-8	514	-36	-63	Underspend on supplies & services (£16k), short term vacant posts during the year (£42k), additional income for work undertaken by Partneriaeth (£5k)	-35
Civic Ceremonial	28	0	14	0	-14	Underspend on members hospitality/expenses, & transport cost savings following reducing from two vehicles to one.	-12
Land Charges	105	-287	124	-197	109	Shortfall in income due to low demand for searches due to downturn in the housing market	105
Central Mailing	49	0	27	-4	-26	Saving on franking machine leasing costs	-24
Other variances					-9		0
Marketing & Media							
Marketing and Media	790	-69	715	-61	-67	Underspend due to three vacant posts not being filled due to recruitment freeze	-58
Translation	576	-56	481	-56	-95	Underspend on salaries, one staff member on maternity leave, one vacant post that will now to be filled in the current financial year, along with smaller underspends on supplies & services	-80
Customer Services Centres	1,267	-380	1,132	-376	-131	Underspend on salaries due to short term vacant posts (£183k), offset by an overspend on set up and configuration of new communications software.	-97
Yr Hwb, Rhydaman a Llanelli	110	-99	90	-48	30	Shortfall in income mainly due to decreased demand for desk space rental	32

Chief Executive Department - Budget Monitoring - as at 31st October 2023
Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Statutory Services							
Coroners	366	0	437	0	71	Large increase in number of cases being referred to the Coroner in general. Corresponding increase in volume and cost of toxicology and histology reports. Post mortem fees have doubled in the last 2 years due to increase in rates charged. Undertakers fees increased by 11.5%, Mortuary Fees increased by 5%.	99
Electoral Services - Staff	281	0	239	0	-43	Vacant post. Not being filled in current year.	-50
Regeneration, Digital & Policy							
Regeneration Management	311	0	347	0	36	Overspend due to cessation of staff time that we are able to charge to grants	38
Information Technology	5,786	-970	5,703	-963	-76	6 vacant posts which will not now be filled as a result of the recruitment freeze.	-23
Welsh Language	141	-11	117	-11	-24	Part year vacant post not currently being filled due to recruitment freeze	-9
Property	1,016	-95	916	-10	-15	Shortfall of £85k in external income offset by £66k staffing savings due to 3 vacant posts in early part of the year. 1 post currently vacant not currently being replaced due to recruitment freeze. £34k underspend on non salary budgets.	-19
Commercial Properties	54	-486	126	-574	-16	Reasonably high occupancy rates currently	-5
Provision Markets	719	-584	660	-491	34	Low occupancy rates has resulted in a shortfall of £93k in anticipated income. This is offset by savings made in premises related costs.	40
Administrative Buildings	4,647	-888	4,426	-728	-61	£42k savings on employee costs due to vacancies and recruitment freeze. £19k savings estimated on premises related running costs.	-4
Industrial Premises	613	-1,638	857	-1,947	-66	Relatively High occupancy rates currently	-67
The Beacon	252	-151	253	-138	13	Decrease in demand for office space.	-4
Livestock Markets	65	-120	20	-38	36	Potential shortfall in income at Llandoverly and Carmarthen Marts pending receipt of turnover figures from the respective operators	27
Property Division Business Unit	136	0	0	0	-136	Vacant HOS post awaiting further review of new divisional structure	-136
Property Maintenance Operational	12,151	-12,507	15,881	-16,019	217	£18k deficit due to pay award. Following Housing Disaggregation a review of recharges needs to be undertaken to take account of revised operating costs.	194
Property Design - Business Unit	2,634	-3,010	2,853	-3,317	-87	Review of projected income based on current vacancies	-55
Other variances					29		14
Grand Total					-382		-114

Department for Communities
Budget Monitoring - as at 31st October 2023

CABINET 15th JANUARY 2024

Division	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Adult Services										
Older People	76,961	-26,538	3,701	54,125	78,272	-26,235	3,701	55,738	1,614	675
Physical Disabilities	9,123	-1,910	276	7,489	9,282	-2,381	276	7,176	-313	-370
Learning Disabilities	48,410	-11,960	1,475	37,925	49,171	-11,782	1,475	38,864	939	811
Mental Health	12,043	-4,443	234	7,834	12,806	-4,371	234	8,669	835	665
Support	11,260	-7,631	1,114	4,743	11,130	-7,466	1,114	4,778	35	246
Homes & Safer Communities										
Public Protection	3,651	-1,417	532	2,766	3,510	-1,263	532	2,779	13	110
Council Fund Housing	28,678	-28,288	521	910	30,695	-30,268	521	947	37	-61
Leisure & Recreation										
Leisure & Recreation	20,519	-11,525	6,380	15,374	20,324	-10,841	6,380	15,863	489	244
GRAND TOTAL	210,644	-93,712	14,233	131,166	215,189	-94,607	14,233	134,815	3,649	2,321

Department for Communities - Budget Monitoring - as at 31st October 2023
Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Adult Services							
Older People							
Older People - Residential Care Homes (Local Authority Provision)	10,354	-4,554	11,140	-4,389	951	Staff agency costs remain high due to a mixture of general higher dependency of residents, vacancies and sickness. In the coming months we will developing an in-house agency pilot for the Llanelli based homes that will deliver a more flexible pool of casual staff. It is hoped that this will be rolled out in April 2024 with a view, if successful, of deploying across the County in the summer of 2024. We will continue to monitor sickness closely and consistently as well as being more efficient in the way we recruit.	472
Older People - Residential Care Homes	31,792	-14,062	32,061	-14,062	269	Numbers on waiting lists are reducing as assessed needs are being met in alternative ways. However care packages are increasing as capacity develops in care sector.	249
Older People - Direct Payments	1,349	-313	1,508	-313	159	Financial pressures from previous years remain.	204
Older People - Private Home Care	10,038	-2,638	10,868	-2,638	829	Numbers on waiting lists are reducing as assessed needs are being met in alternative ways. However care packages are increasing as capacity develops in care sector.	981
Older People - Reablement	2,225	-527	1,974	-600	-324	Staffing vacancies	-386
Older People - Private Day Services	247	0	145	0	-103	Provision of day services is reduced compared to pre-pandemic levels.	-103
Older People - Other variances					-167		-743
Physical Disabilities							
Phys Dis - Residential Care Homes	1,652	-314	1,367	-314	-285	Demand led - projection based on care packages as at October 2023	-261
Phys Dis - Group Homes/Supported Living	1,520	-174	1,252	-174	-268	Demand led - projection based on care packages as at October 2023	-320
Phys Dis - Direct Payments	3,164	-603	3,531	-603	367	Financial pressures from previous years remain.	212
Phys Dis - Other variances					-127		-0

Department for Communities - Budget Monitoring - as at 31st October 2023
Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Learning Disabilities							
Learn Dis - Employment & Training	2,195	-410	1,691	-209	-303	Provision of LD day services is reduced compared to pre-pandemic levels.	-283
Learn Dis - Residential Care Homes	13,970	-4,524	14,358	-4,524	388	Progress being made in the right sizing of individual packages and in developing alternatives to residential care. This is mitigated by an increase in demand and complexity in those with a learning disability or mental health issue. In the meantime, high cost independent providers are being commissioned and the current budget allocation does not reflect this demand.	515
Learn Dis - Group Homes/Supported Living	11,515	-2,295	12,829	-2,295	1,314	Progress being made in the right sizing of individual packages and in developing alternatives to residential care. This is mitigated by an increase in demand and complexity in those with a learning disability or mental health issue. In the meantime, high cost independent providers are being commissioned and the current budget allocation does not reflect this demand.	808
Learn Dis - Community Support	3,568	-162	3,229	-162	-338	Demand led - projection based on care packages as at October 2023	-102
Learn Dis - Adult Placement/Shared Lives	3,095	-2,104	3,136	-2,341	-195	Provision of respite care is reduced compared to pre-pandemic levels and part-year vacant posts	-69
Learn Dis - Other variances					72		-59
Mental Health							
M Health - Residential Care Homes	6,986	-3,394	7,468	-3,394	482	Progress being made in the right sizing of individual packages and in developing alternatives to residential care. This is mitigated by an increase in demand and complexity in those with a learning disability or mental health issue. In the meantime, high cost independent providers are being commissioned and the current budget allocation does not reflect this demand.	390
M Health - Group Homes/Supported Living	1,707	-446	2,249	-446	541	Progress being made in the right sizing of individual packages and in developing alternatives to residential care. This is mitigated by an increase in demand and complexity in those with a learning disability or mental health issue. In the meantime, high cost independent providers are being commissioned and the current budget allocation does not reflect this demand.	531
M Health - Other variances					-188		-256
Support							
Other Variances - Support	11,260	-7,631	11,130	-7,466	35		246

Department for Communities - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Homes & Safer Communities							
Public Protection							
PP Business Support unit	163	0	143	0	-20	Underspend on salaries - Staff Vacancy	-23
Noise Control	230	0	196	-0	-34	Underspend on salaries - Staff Vacancy	-21
Animal Welfare	90	-87	82	-44	36	Under achievement of income	39
Licensing	378	-358	373	-303	50	Short fall in income - income target increases year on year, but the number of licensable businesses remains largely the same.	48
Safeguarding, Licensing & Financial Investigation	97	0	45	0	-52	Underspend on salaries	-53
Fair Trading	236	-68	230	-4	58	Underachievement of an unrealistic income target. Income dependent on criminal case progressing through the court system and the award of fees and costs recoverable.	73
Financial Investigator	126	-527	185	-567	20	Shortfall in salary budget	54
Other Variances					-45		-6
Council Fund Housing							
Independent Living and Affordable Homes	124	-45	131	-79	-27	Underspend on salaries due to grant funding and underspend on Supplies & Services	-0
Home Improvement (Non HRA)	661	-284	693	-376	-61	Underspend on salaries - Staff vacancy	-3
Penybryn Traveller Site	188	-137	205	-130	24	Under achievement of Income	9
Non HRA Re-Housing (Inc Chr)	177	0	138	0	-39	Underspend on salaries - Staff vacancy	-12
Social Lettings Agency	887	-879	825	-653	164	Reduction in forecast income. Mainly commission to retain landlords in the scheme.	0
Other variances					-24		-55
Leisure & Recreation							
Millennium Coastal Park	334	-94	334	-83	11	Forecast shortfall in income for Parking Fees & Season Tickets	-5
Burry Port Harbour	24	-143	37	-127	29	Legal / Mtce costs relating to Burry Port Marina not budgeted £14k plus forecast shortfall in income for Parking Fees	26
Pendine Outdoor Education Centre	525	-375	375	-197	28	Forecast shortfall in income for Board & Accommodation to budget with smaller group bookings	51
Embrey Beach Kiosk	0	-80	0	-46	34	Forecast shortfall in income from Beach Kiosk Sales due mainly to the bad summer weather over school holidays	34
Carmarthen Leisure Centre	1,955	-1,674	1,965	-1,644	40	Pay validation £30k plus forecast income shortfall of £10k	-28
Handover Swimming Pool	478	-212	497	-185	47	Pay validation plus forecast income shortfall	34
Swendraeth Sports Centre	0	0	-43	0	-43	Accrual for NNDR no longer required	-43
Actif Communities	384	-39	356	-41	-30	In year vacancy	-25
Actif health, fitness and dryside	242	-156	206	-109	11	Slight shortfall on higher income target set	18

Department for Communities - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Llanelli Leisure Centre	1,567	-1,075	1,597	-1,043	63	Pay validation £26k plus forecast income shortfall linked to sports hall booking cancellations due to roof leaks	40
Outdoor Recreation - Staffing costs	287	0	348	0	61	Forecast overspend on Employees due to shortfall of validation £20k plus long term sickness cover	-18
Pembrey Country Park	1,144	-1,352	1,139	-1,392	-44	Forecast to overachieve budgeted income for Admission and Season Tickets however lost over £40k income due to Wi-Fi issues, £72K essential expenditure on campsite works and alternative Wi-Fi solution	-37
Pembrey Country Park Restaurant	651	-524	712	-546	40	Pay validation, price of food increase, ambitious income setting targets, and loss of income due to Wi-Fi issues affecting position at mid-year point with aim to recover by year-end	18
Carmarthen Library	581	-32	584	-17	19	Pay validation £12k plus utilities	3
Llanelli Library	530	-32	580	-19	63	Forecast overspend on Employees - in part Pay validation, utilities £14k, income shortfall £13k; offset with vacancies in Libraries general	9
Community Libraries	275	-7	261	-6	-12	In year vacancies	-25
Libraries General	1,258	-1	1,180	-1	-78	In year vacancies	-3
Carmarthen Museum, Abergwili.	198	-31	159	-35	-43	In year vacancies	-8
Museums General	412	-1	438	-0	26	Unable to achieve vacancy factor	8
Laugharne Boathouse	158	-129	163	-90	43	Forecast to not fully achieve income budgeted due to weather & limitations of staffing structure. Staff capacity stretched through the opening of MOLS and the restructuring period, which is now concluded.	21
Lyric Theatre	622	-445	617	-399	42	Predicted shortfall in income to budget, offset by other theatres income (managed as one overall target)	46
Ammanford Miners Theatre	86	-17	82	-25	-12	Predicted to over achieve income to budget	-6
Entertainment Centres General	585	-98	616	-142	-13	In year vacancies	-9
Attractor - Hostel	687	-656	673	-396	247	Budget set at steady state year and occupation. Current forecast includes income shortfall as we build to expected room occupation rates; circa £40k shortfall in parking income (pending barrier / enforcement); £80k income shortfall with Adventure Golf opening 2024. Forecast also includes a £12k pay validation shortfall along with £42k 'one off' set up costs.	211
Attractor - Externals	5	-65	5	-42	23	Forecast shortfall in income for Parking Fees	19
Leisure Management	398	-4	341	-4	-57	In year vacancies	-44
Other Variances					-4		-44
Grand Total					3,649		2,321

Corporate Services Department
Budget Monitoring - as at 31st October 2023

CABINET 15th JANUARY 2024

Division	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	14,147	-3,055	-852	10,240	13,474	-2,818	-852	9,805	-436	-429
Revenues & Financial Compliance	58,888	-36,779	-830	21,279	57,967	-36,234	-830	20,903	-376	-491
GRAND TOTAL	73,035	-39,833	-1,681	31,520	71,441	-39,052	-1,681	30,708	-812	-920

Corporate Services Department - Budget Monitoring - as at 31st October 2023
Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Financial Services							
Accountancy	1,942	-510	1,940	-476	32	£35k overall shortfall on income targets consisting of a £22k shortfall on deputyship income and £13k of other smaller income shortfalls. £29k net underspend on vacant posts during the year; £26k net overspend on supplies and services.	52
Bank Charges	64	0	52	0	-12	Forecast underspend on Bank Charges	-25
Miscellaneous Services	8,111	-131	7,556	-20	-444	£432k underspend on pre LGR pension costs. £12k underspend on Subscriptions	-442
Other variances					-12		-14
Revenues & Financial Compliance							
Procurement	643	-37	581	-37	-62	Underspend on staff, due to 2 being on maternity leave, one on reduced hours and 2 vacancies during the first quarter of the year.	-62
Business Support Unit	150	0	128	0	-22	Vacant post during year. Will not be filled in 2023/24.	-11
Corporate Services Training	55	0	25	0	-30	Underspend based upon current demand for courses.	-30
Local Taxation	1,040	-776	1,156	-725	168	Large overspend on postage costs following price increases in recent years of £115k, along with a reduction in anticipated income received from recovering court costs based on 2022/23 figures.	147
Council Tax Reduction Scheme	18,385	0	18,238	0	-146	Underspend anticipated based on current levels of demand.	-225
Rent Allowances	34,823	-35,040	34,409	-34,599	27	Projection based on 2022/23 claims.	27
Rates Relief	251	0	155	0	-96	Low take-up anticipated based on current demand.	-97
Housing Benefits Admin	1,766	-755	1,347	-661	-325	Net shortfall on grants income receivable of £94k compared with budget, offset by 10.5FTE current vacant posts within the section due to difficulties with recruitment.	-312
Revenues	1,089	-148	1,235	-175	118	£116k overspend on bank charges due to significant increase in the number of card payments in recent years.	92
Other variances					-7		-19
Grand Total					-812		-920

Department for Education & Children
Budget Monitoring - as at 31st October 2023

CABINET 15th JANUARY 2024

Division	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Schools Delegated Budgets	155,160	-18,492	0	136,668	163,945	-18,492	0	145,453	8,785	8,513
Transfer from Reserves				0		-8,785		-8,785	-8,785	-8,513
Director & Strategic Management	1,690	0	-109	1,581	1,349	0	-109	1,240	-342	-395
Education Services Division	15,766	-4,704	20,122	31,184	17,425	-6,362	20,122	31,186	2	20
Access to Education	12,359	-7,954	1,403	5,808	13,747	-8,609	1,403	6,542	734	1,145
Strategy & Learner Support	6,608	-3,972	828	3,464	6,762	-4,253	828	3,336	-127	-27
Children's Services	31,218	-9,875	2,764	24,108	41,632	-13,784	2,764	30,612	6,504	5,804
TOTAL excluding schools	67,642	-26,506	25,009	66,145	80,915	-33,008	25,009	72,916	6,770	6,546
GRAND TOTAL	222,802	-44,998	25,009	202,813	244,860	-60,286	25,009	209,583	6,770	6,546

Department for Education & Children - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Director & Strategic Management							
Director & Management Team	1,282	0	999	0	-283	Growth budget to be allocated as the relevant recruitment and reviews progress.	-335
Business Support	408	0	350	0	-58	Any temporary in year underspend will support other service pressures. Part year vacant posts pending review of service needs once relocated.	-60
Education Services Division							
Early Years Non-Maintained 3 year old Provision	941	-542	633	-542	-308	WG are currently providing grant for non maintained settings, releasing core budget on a temporary basis to support pressures in other services	-308
School Improvement	777	0	1,163	-340	46	Partneriaeth RCG Income less than anticipated for 2023/24	54
Additional Learning Needs	4,756	-2,525	4,822	-2,542	49	£272k pressure in relation to Out of County placements, partially offset by part year vacant posts and utilisation of grant income	114
Education Other Than At School (EOTAS)	5,099	-565	5,475	-774	167	Increased agency costs due to staff absences across the 4 settings	109
Music Services for Schools	348	0	1,400	-1,022	30	Increased staff cover costs relating to long term absence	20
Other variances					17		31
Access to Education							
School Admissions	485	0	401	0	-84	Part year vacant posts currently being recruited to	-96
School Modernisation	144	0	311	-46	121	Ongoing costs for closed school premises following school reorganisations	100
School Meals & Primary Free Breakfast Services	11,729	-7,954	13,034	-8,563	696	Updated costs & income levels for primary school meals has reduced the forecast overspend to £468k which is down to the meal price being insufficient to cover costs per meal, paid and UPFSM funded. Primary breakfast contributions for care element shortfall £96k & increased costs of food & labour £132k	1,140
Strategy & Learner Support							
Youth Support Service & Participation	2,311	-1,294	2,311	-1,368	-74	Part year vacant posts and using core staff to utilise grant income	-29
Data & Education Systems	1,079	-30	1,030	-30	-49	Part year vacant posts and using core staff to utilise grant income	-7
Other variances					-4		9
Children's Services							
Commissioning and Social Work	8,019	-115	9,554	-530	1,119	Increased agency staff costs forecast £962k re additional demand & difficulty recruiting permanent staff - forecast has increased due to extending of agency staff to March 2024 and also 2 additional agency Social Workers. Increased demand for assistance to clients and their families £346k, which again is a further increase compared to August. This is partly offset by additional grant income.	536
Corporate Parenting & Leaving Care	1,035	-91	948	-91	-87	Maximisation of grant income supporting priorities the service had already identified and have staff working on	-77

Department for Education & Children - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Fostering & Other Children Looked After Services	4,843	0	6,120	-139	1,138	Increased costs associated with providing specialist support and fostering placements for young people / children looked after, some with highly complex needs £453k, Special Guardianship Orders (SGO's) £62k, Fostering £762k. This is partly offset by additional WG grant £139k	892
Unaccompanied Asylum Seeker Children (UASC)	0	0	1,603	-1,346	257	Increase in number of Unaccompanied Children resulting in more expensive placement costs in excess of the fixed income received. Additional grant income identified since August return	322
Commissioned Residential Placements (CS)	469	0	3,369	-12	2,889	Several ongoing highly complex placements in 2023/24	2,770
Residential Settings	1,421	-361	2,728	-1,444	225	£225k Garreglwyd - agency staff costs forecast due to difficulty recruiting & sickness cover. £514k forecast overspend for new setting Ty Magu / Ross Avenue, which is being offset by £514k WG grant	191
Respite Settings	1,094	0	1,178	0	84	Increased staffing costs £54k re meeting service demand, vacancy / absence cover and impact of increased pay award in excess of budget, increased vehicle costs in relation to additional vehicles needed £20k and also additional premises maintenance costs forecast £10k in relation to essential works needed following outcome of recent playground inspection at Llys Caradog	19
Adoption Services	591	0	1,136	-409	136	Overspend in relation to increased staffing costs, including agency staff and travelling costs re ongoing service demands £73k. Also, additional costs in relation to Inter Agency Adoption fees, Adoption Allowances and Therapy / Counselling costs, again in line with service demands £63k	151
Short Breaks and Direct Payments	657	0	1,880	-184	1,040	Increased demand for Direct Payments with further pressures linked to post covid & lack of commissioned services available £376k. Also increased demand for 1-2-1 support under Short Breaks due to lack of available location based services £664k	1,229
Other Family Services incl Young Carers and ASD	1,023	-643	1,021	-687	-46	Maximisation of grant income, partially offsetting overspends elsewhere within the division	-53
Children's Services Mgt & Support (inc Eclipse)	1,366	-164	1,287	-208	-123	Part year vacant posts recently recruited to	-107
School Safeguarding & Attendance	827	-512	759	-575	-131	Maximisation of grant income, partially offsetting overspends elsewhere within the division	-74
Other Variances					4		6
Grand Total					6,770		6,546

**Place and Infrastructure Department
Budget Monitoring - as at 31st October 2023**

CABINET 15th JANUARY 2024

Division	Working Budget				Forecasted				Oct 2023 Forecasted Variance for Year £'000	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Service Improvement and Transformatio	5,031	-4,117	478	1,392	5,250	-4,123	478	1,606	214	-4
Waste & Environmental Services	30,004	-4,926	1,341	26,420	31,368	-5,626	1,341	27,083	664	262
Highways & Transportation	57,865	-31,474	10,247	36,638	65,010	-37,553	10,247	37,704	1,066	802
Place and Sustainability	7,533	-3,493	381	4,422	7,353	-3,582	381	4,152	-269	-162
GRAND TOTAL	100,434	-44,010	12,447	68,871	108,981	-50,883	12,447	70,545	1,675	898

Place and Infrastructure Department - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Service Improvement & Transformation							
Facilities Management - Building Cleaning	4,731	-4,017	4,972	-4,059	199	£180k budget deficit following the pay award	0
Business Support	120	-35	175	-35	55	£48k budget deficit following the pay award	-3
Departmental - Core	117	0	87	0	-30	£25k vacant post not estimated to be filled in this financial year due to recruitment freeze	-1
Other variances					-9		0
Waste & Environmental Services							
Environmental Infrastructure	134	0	99	0	-35	Part-year saving due to Head of Service post being vacant until July 2023	-33
Waste & Environmental Services Unit	-145	0	-312	-0	-167	Net £149k underspend on pay costs due to a realignment review & recruitment freeze.	-86
Environmental Enforcement	566	-19	518	-20	-49	Underspend relates to vacated post, maternity leave and flexible retirement. Future needs are being addressed.	-55
Public Conveniences	230	-9	244	-9	14	Increase in Danfo contract cost over and above validation	3
Cleansing Service	2,660	-103	2,801	-108	135	£53k deficit in pay budgets due to pay award and £100k efficiency not met	-9
Waste Services	21,198	-1,400	22,279	-1,707	775	Delivery of the interim phase of the waste strategy has increased costs due to contingency measures put in place. Outturn includes draw-down from reserves.	571
Green Waste Collection	671	-602	643	-665	-91	£183k pay budget deficit following pay award.	-72
Grounds Maintenance Service and urban parks	3,953	-2,696	4,077	-2,758	62	Increased customer base and £5k budget deficit following pay award	-43
Closed Landfill Sites	292	0	325	0	33	Deficit in pay budget due to pay award	-1
Other variances					-14	Increased electricity costs in both sites.	-13
Highways & Transportation							
Departmental - Transport	41	0	-50	0	-91	Vacant post, management review underway	-41
Departmental Pooled Vehicles	0	0	14	0	14	Under-utilisation of pool vehicles	14
Civil Design	1,308	-1,943	1,262	-1,910	-13	Based on current income projections	0
Transport Strategic Planning	442	0	395	0	-48	Vacant posts during the year	-8
School Transport	13,683	-994	14,863	-1,267	908	Increased transport costs for operators which subsequently escalate the tendered contract prices for the statutory provision of home to school transport. Transport operators are continuing to experience driver shortages, global supply chain shortages for vehicles and parts and a period of very high fuel prices make for a challenging operating environment. £57k deficit budget on Passenger Assistants as a result of the pay award.	664

Place and Infrastructure Department - Budget Monitoring - as at 31st October 2023

Main Variances

CABINET 15th JANUARY 2024

Division	Working Budget		Forecasted		Oct 2023 Forecasted Variance for Year £'000	Notes	Aug 2023 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Traffic Management	557	-262	897	-776	-173	Staff vacancies during the year, staff time recharged to grants and net increase in Traffic Regulation orders income	-79
Car Parks	2,268	-3,593	2,064	-3,112	277	Parking income not achieving income targets due to reduced footfall in town centres together with year on year validation applied to budget. Parking fees increase of 5% due to be implemented from March 2024.	357
Nant y Ci Park & Ride	17	-7	36	-7	19	Overspend following the cessation of the service after the start of the financial year due to statutory notice periods.	18
Storm Damage	0	0	-2	302	300	As a result of the recent storms, two sections of the highway suffered support issues with estimated reconstruction costs of £300k; A485 Alltwalis culvert replacement £100k and C2043 Bwlchnewydd road collapse £200k. Awaiting decision from WG on additional funding from Resilient Roads Fund.	0
Road Safety	251	-11	194	0	-47	Staff time recharged to grants	-59
School Crossing Patrols	160	0	129	0	-31	Several posts have become vacant and will not be refilled - in line with the National Safety Criteria to ensure posts exist at locations a patrol is required only.	-34
Highway Lighting	3,096	-1,029	3,203	-1,176	-40	Vacant post estimated to be filled from January 2024	-31
Other variances					-9		1
Place and Sustainability							
Place & Sustainability Unit	585	-18	655	-151	-62	Underspend on supplies & services	-56
Building Control	706	-560	662	-411	104	Shortfall in building reg fee income due to an increase in competitors and the current economic climate. Projection is based on actual income in the first 7 months which may vary as the year progresses	88
Strategic Policy & Placemaking	775	0	741	-0	-34	Underspend on salaries due to maternity leave and vacant post during the year - filled from November 2023	-76
Development Management	1,967	-1,169	1,870	-1,312	-240	£190k underspend on net pay costs due to vacancies within the year & current recruitment freeze; £142k additional planning application income forecast based on actual income received in the first 7 months of the year, this may vary as the year progresses.	-125
Net Zero Carbon Plan	188	0	117	0	-70	Vacant post won't be filled this year due to recruitment freeze, and maternity leave from November 2023	-32
SAB - Sustainable Drainage approval Body Unit	139	-134	138	-110	23	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects	31
Other Variances					10		8
Grand Total					1,675		898

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Housing Revenue Account - Budget Monitoring as at 31st October 2023

	Working Budget	Forecasted	Oct 23	Notes	Aug 23
	£'000	£'000	Variance for Year £'000		Forecasted Variance for Year £'000
Expenditure					
Repairs & Maintenance					
Responsive	3,053	4,862	1,809		1,735
Minor Works	3,917	3,568	-349		-1,610
Voids	5,191	5,191	-0	There has been a significant increase in routine repair demands from tenants with predicted overspend on responsive repairs (£1.8m up from £1.735m) and a reduction in the underspend on minor works (from £1.6m to £349k). Additional electrical periodic testing will result in overspend on servicing of £157k while grounds maintenance charges are likely to come in £40k under budget.	20
Servicing	2,127	2,284	157		-63
Drains & Sewers	165	150	-15		-49
Grounds	891	851	-40		0
Property & Strategic Projects	1,065	1,065	-0		0
Unadopted Roads	123	123	0		0
Supervision & Management					
Employee	7,377	7,012	-365	Savings from vacant posts .	-307
Premises	1,757	2,368	611	Additional forecast energy costs in sheltered schemes £200k. Additional Estate improvement works predicted to be £150k over original budget . Re-alignment of most of the Temporary Accommodation function from Council Fund to HRA (in line with advice received) increasing expenditure with corresponding increase in Other Income £261k.	602
Transport	47	55	7		27
Supplies	904	1,392	488	Additional spend related to legal costs in housing management £50k, compensation costs £179k, fees/project costs £170k and office refurbishments £39k. General Office Supplies of postage, photocopying etc £50k	490
Recharges	-2,078	-2,078	-0		-0
Provision for Bad Debt	606	606	0		0
Capital Financing Cost	15,001	14,512	-489	Capital HRA programme is predicting a £5m underspend on the revised budget of £33.9m. This, in conjunction with increased grant funding in 2022/23 and 2023/24 has decreased the borrowing requirement in year from £8.4m to approximately £5.9m. The impact on mid-year CFR and therefore interest is significant, reducing capital charges by £568k. This does assume an interest rate of 4.01% which may change if other elements of the capital programme on Council Fund vary.	0
Central Support Charges	2,403	2,403	0		0
Direct Revenue Financing	10,000	10,000	0		0
Total Expenditure	52,549	54,363	1,814		845

Housing Revenue Account - Budget Monitoring as at 31st October 2023

	Working Budget £'000	Forecasted £'000	Oct 23 Variance for Year £'000	Notes	Aug 23 Forecasted Variance for Year £'000
Income					
Rents	-46,247	-46,815	-568	Void loss has reduced in year from a budget of 3.5% to 2.3% and is forecast to continue at this level for the remainder of the financial year, saving over £0.5m in foregone rental income.	-499
Service Charges	-981	-1,065	-84		Impact of fewer voids
Supporting People	-70	-70	0		0
Interest on Cash Balances	-137	-618	-481	Interest rate significantly above 0.9% budgeted, assumed current year average of 4.25% by year end	0
Grants	-296	-296	0		0
Insurance	-171	-171	0		1
Other Income	-49	-444	-395	Transfer of the Temporary Accommodation function from Council Fund to HRA with increased income £261k offset by increase in expenditure in Supervision & Management premises. Additional fees and costs recoverable.	-187
Total Income	-47,951	-49,479	-1,528		-764
Net Expenditure	4,598	4,884	286		81

HRA Reserve	£'000
Balance b/f 01/04/2023	16,998
Budgeted movement in year	-4,598
Variance for the year	-286
Balance c/f 31/03/2024	12,114

CABINET 15th January 2024

CAPITAL PROGRAMME 2023/24 UPDATE

Purpose: To report the latest projected outturn of the capital programme for the financial year.

Recommendations / key decisions required:

1. That the capital programme update report is received.
2. That the new projects are noted and agreed, to be funded from current year capital charges underspends.

Reasons:

1. To provide an update of the latest budgetary position for the 2023/24 capital programme, as at the 31st October 2023.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Alun Lenny (Resources)

Directorate: Corporate Services

Name of Head of Service:
Randal Hemingway

Report Author:
Randal Hemingway

Designations:

Head of Financial Services

Tel: 01267 224886

Email addresses:

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**EXECUTIVE SUMMARY
CABINET
15th January 2024**

CAPITAL PROGRAMME 2023/24 UPDATE

The current capital programme is based on information available as at the end of October 2023.

Appendix A shows a forecasted net spend of £89,434k compared with a working net budget of £142,641k, giving a **-£53,207k** variance.

The net budget includes the original H.R.A. and General Fund capital programmes approved by Council on 1st March and slippage from 2022/23. Some of the budgets have also been amended to account for differences in actual grant allocations compared with the anticipated allocations at the time the programme was approved, and new grant awards received during the year to date.

It should be noted that following a department reorganisation, the property services projects which have previously been reported as part of the Department of Place and Infrastructure are now reported as part of the Chief Executive Department portfolio.

Appendix B details the main variances within each department.

New Projects and virements to note and approve for the current year:

Leisure:

Projects supported from funds from the Development Fund
£195k for Pembrey Country Park Electrical Infrastructure Upgrade
£150k for Pendine Miniature Golf Course.

There is an additional £5k for Burry Port Car Park Development funded from Revenue.

Place and Infrastructure:

New grant awarded from the WG for Flood Defence Works of £16k for Pen Y Fan, Llanelli.

Approved £45k to be slipped from the 2023-24 decarbonisation budget, to match fund the 2024-25 grant relating to installation of Heat Source Pumps in schools.

Education:

A virement of £25k from the deferred grant funding for the provision of feminine hygiene hardware to the capital maintenance – education budget for eligible works undertaken at Ysgol Gyfun Emlyn (which sits under the Chief Executive budget).

Chief Executive:

A virement of £25k from Provision of Feminine Hygiene Hardware (from Education) to the Capital maintenance budget for NCE School works.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **Randal Hemingway** Head of **Financial Services**

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

3. Finance

The capital programme shows an in-year forecasted variance of -£53,207k against the 2023/24 approved budget as at 31st October 2023.

7. Physical Assets

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

CONSULTATIONS

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

Signed: Randal Hemingway Head of Financial Services

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	N/A
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:	
Scrutiny Committee Outcome/Recommendations:	

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

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE/CONSULTED**
NO

Include any observations here

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2023/24 Capital Programme		Corporate Service Department, County Hall, Carmarthen. On-line via corporate website – Minutes of County Council Meeting 1 st March 2023.

Capital Programme 2023/24							
Capital Budget Monitoring - Report for October 2023							
	Working Budget			Forecasted			Variance for Year
Department	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	
Public Housing	33,836	-15,472	18,364	28,949	-15,619	13,330	-5,034
Private Housing	3,451	-468	2,983	3,451	-468	2,983	0
Leisure	4,754	-1,264	3,490	2,803	-147	2,656	-834
Social Care	2,243	-337	1,906	2,178	-321	1,857	-49
Place & Infrastructure	47,674	-23,242	24,432	20,536	-11,305	9,231	-15,201
Education & Children	29,983	-10,373	19,610	18,300	-2,796	15,504	-4,106
Chief Executive	10,536	0	10,536	6,440	-24	6,416	-4,120
Regeneration	106,383	-45,063	61,320	71,477	-34,020	37,457	-23,863
TOTAL	238,860	-96,219	142,641	154,134	-64,700	89,434	-53,207

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Capital Programme 2023/24								
Capital Budget Monitoring - Report for October 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	33,836	-15,472	18,364	28,949	-15,619	13,330	-5,034	
Sewage Treatment Works Upgrading	20	0	20	30	0	30	10	
Internal and External Works (Property)	13,755	0	13,755	12,478	0	12,478	-1,277	The main variances are £1,617k Voids, -£1,349k Planned M&E Works and -£1,218k Risk Reduction Measures. The underspends in Planned M&E Works and Risk Reduction Measures are owing to a severe lack of resource within the Team which is restricting the ability to delivery on the projects. The overspend on Voids is due to additional expenditure on decant properties. This will be funded from underspends within the HRA capital programme.
Environmental Works (Housing Services)	350	0	350	281	0	281	-69	
Adaptations and Equalities Works (Building Services)	2,000	0	2,000	2,000	0	2,000	0	
Programme Delivery and Strategy	1,916	0	1,916	414	0	414	-1,502	Main variances are CHS programme -£1,086k and Stock Condition Survey -£416k.
Housing Development Programme (New builds & Stock Increase Programme)	14,080	0	14,080	12,031	-147	11,884	-2,196	This main variances are -£1,185k due to slippage of the Tyisha development (slip to 2024/25), -£1,611k in Council New build and £750k in the Strategic Regeneration Schemes. The overspend in Strategic Regeneration Schemes is due to accelerated works on 5-8 Spilman Street and Brynmefys.
Retrofit and Decarbonisation	1,715	0	1,715	1,715	0	1,715	0	
MRA and IHP Grants Income	0	-15,472	-15,472	0	-15,472	-15,472	0	
- Private Housing	3,451	-468	2,983	3,451	-468	2,983	0	
Disabled Facilities Grant (DFG)	2,688	-100	2,588	2,688	-100	2,588	0	
ENABLE - Adaptations to Support Independent Living	368	-368	0	368	-368	0	0	
Empty Properties Initiatives	379	0	379	379	0	379	0	
Care & Repair Small Repairs Scheme	16	0	16	16	0	16	0	
- Leisure	4,754	-1,264	3,490	2,803	-147	2,656	-834	
Leisure Centres	1,995	0	1,995	2,002	0	2,002	7	
Oriol Myrddin Redevelopment	1,802	-1,000	802	106	0	106	-696	Slip to 2024/25. Project now secured all funding, scheduled to start on site in January 2024.
Libraries & Museums	409	-264	145	261	-147	114	-31	Slip to 2024/25. Two-year scheme on car parking at Abergwili Museum.
Country Parks	548	0	548	434	0	434	-114	Slip to 2024/25. £30k against the Cycling Hub, and £84k against Morfa Bacas Path.
- Social Care	2,243	-337	1,906	2,178	-321	1,857	-49	
PLACE & INFRASTRUCTURE (Including Fleet)	47,674	-23,242	24,432	20,536	-11,305	9,231	-15,201	
Countryside Recreation & Access	176	-105	71	177	-105	72	1	
Coastal Protection & Flood Defence Works	1,412	-899	513	1,423	-899	524	11	
Fleet Replacement	4,496	0	4,496	1,638	0	1,638	-2,858	Slip to 2024/25.
Murray Street Multi Storey Car park	177	0	177	83	0	83	-94	Slip to 2024/25 - Needed for ongoing works.
Bridge Strengthening & Replacement	809	0	809	828	0	828	19	
Road Safe Improvements and Grant Project	727	0	727	727	0	727	0	
Highways Infrastructure	1,937	0	1,937	2,167	0	2,167	230	Increased programme costs due to material increases - accommodate as negative slippage. Fund from future year allocation.

Capital Programme 2023/24							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for October 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
Integrated Waste Strategy	370	0	370	54	0	54	-316	Slip to future years.
Refuse and Recycling Strategic Transformation	5,730	0	5,730	100	0	100	-5,630	Slip to 2024/25, vehicles likely to be procured in 2024/25.
Road Safety Projects	2,214	-2,180	34	2,214	-2,180	34	0	
Junction Improvements	451	-100	351	139	-100	39	-312	Slip to 2024/25.
Cross Hands ELR	620	0	620	620	0	620	0	
Public Transport Infrastructure	964	-932	32	962	-932	30	-2	
Towy Valley Path	18,377	-11,751	6,626	1,117	0	1,117	-5,509	Agreed land purchases and associated fees due to be completed shortly, potential to rise as more deals are agreed. Slip to 2024/25.
SRIC - Safe Routes in Communities	881	-881	0	881	-881	0	0	
Electric Vehicle Infrastructure	420	-263	157	518	-263	255	98	
Resilient Roads	568	-500	68	568	-500	68	0	
Active Travel Cycle and Walking Projects	740	-740	0	740	-740	0	0	
Other Infrastructure Projects	6,605	-4,891	1,714	5,580	-4,705	875	-839	Slip to 2024/25.
EDUCATION & CHILDREN	29,983	-10,373	19,610	18,300	-2,796	15,504	-4,106	
Schools: General Projects	994	0	994	675	0	675	-319	Main variance is -£279k Mobile Classrooms provision - slip to 2024/25.
Sustainable Communities For Learning - Match Funding Delivery Fund	10,299	-7,500	2,799	0	0	0	-2,799	Waiting for WG approval on project under design. Will be assigned to specific projects when approval is received.
Sustainable Communities for Learning - Band A - Design Stage Schemes	291	0	291	151	0	151	-140	Delays with acquiring land for Laugharne Primary School.
Sustainable Communities for Learning - Band A - WG FBC Approved Schemes	515	0	515	591	0	591	76	Snagging/defects ongoing.
Sustainable Communities for Learning - Band B - Design Stage Schemes	676	0	676	825	0	825	149	The main variances are £250k Heol Goffa - scheme out to tender and £336k Bryngwyn School Refurbishment - reviewing costs. These are offset by underspends in other areas due to MEP review.
Sustainable Communities for Learning - Band B - WG FBC Approved Schemes	6,346	0	6,346	6,361	0	6,361	15	
Infant Class Size	36	0	36	94	0	94	58	To be funded from MEP reserves.
Welsh Language Immersion Centres	0	0	0	17	0	17	17	
School Buildings - Education Capital Maintenance and Other Initiatives	5,465	0	5,465	5,409	0	5,409	-56	Savings on ventilation measures.
Additional Learning Needs (ALN + ASD) Projects	1,838	-1,338	500	1,442	-1,261	181	-319	Slip to future years.
Community Focused Schools 2023-25	2,166	-1,345	821	2,166	-1,345	821	0	
Traffic Management Projects (Inc. Bus Bays)	650	0	650	46	0	46	-604	-£621k slip to 2024/25. Overspends of £17k - Dyffryn Taf £4k and Nantgaredig School Car Park £13k to be funded from the provisions budget.
Flying Start Capital Expansion Programme	190	-190	0	223	-190	33	33	
Ty Magu Safe Accommodation for Children	517	0	517	300	0	300	-217	

Capital Programme 2023/24								
Capital Budget Monitoring - Report for October 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
CHIEF EXECUTIVE	10,536	0	10,536	6,440	-24	6,416	-4,120	
IT Strategy Developments	1,890	0	1,890	853	0	853	-1,037	Slip to 2024/25.
Block 3, St David's Park	1,203	0	1,203	1,203	0	1,203	0	
Glanamman Industrial Estate Redevelopment	76	0	76	25	0	25	-51	Slip to 2024/25. Needed for flooding and drainage works.
Rural Estates Capital Schemes	0	0	0	15	-15	0	0	
Capital maintenance	4,595	0	4,595	3,300	-9	3,291	-1,304	Slip to 2024/25.
Main Administrative Buildings Works	2,772	0	2,772	1,044	0	1,044	-1,728	Ty Elwyn works -£952k, slip to 2024/25, County Hall works -£776k slip to 2024/25 and 2025/26.
REGENERATION	106,383	-45,063	61,320	71,477	-34,020	37,457	-23,863	
Llanelli Coast JV	221	0	221	224	-3	221	0	
SPF (Shared Prosperity Fund) - Sustainable Communities Anchor	0	0	0	800	-800	0	0	
Swansea Bay City Region Projects	72,226	-31,413	40,813	59,201	-31,713	27,488	-13,325	Slip to 2024/25. On schedule to be completed in Autumn 2024.
Rural Employment Spaces JV	0	0	0	0	0	0	0	
Business Grants & Strategic Capital Projects	5,069	0	5,069	814	0	814	-4,255	Pendine International Visitors Destination £86k to be funded from Leisure Nominal Funding. Remainder of underspend to slip to 2024/25.
Employment Sites	5,068	0	5,068	5,038	59	5,097	29	Balance to be funded via Joint Venture.
Town Centres	694	0	694	96	-48	48	-646	Slip to 2024/25.
Transforming Towns Strategic Projects	3,833	0	3,833	3,549	-16	3,533	-300	Slip to 2024/25 - Delays with purchasing properties.
Arfor Innovation Fund	300	-300	0	300	-300	0	0	
Business Support for Renewable Energy Initiatives	456	0	456	92	0	92	-364	Slip to 2024/25.
Ten Town Growth Plan	1,000	0	1,000	144	0	144	-856	Slip to future years.
Transforming Towns - Place Making (TTPM)	1,680	-925	755	7	0	7	-748	Slip to 2024/25, project delayed.
Levelling Up Fund - Carmarthen Hwb	15,836	-12,425	3,411	949	-949	0	-3,411	Slip to 2024/25.
SPF - Place - Tackling Town Centres	0	0	0	263	-250	13	13	
TOTAL	238,860	-96,219	142,641	154,134	-64,700	89,434	-53,207	

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CABINET

15TH JANUARY 2024**COUNCIL TAX REDUCTION SCHEME 2024/25****Purpose:**

This report seeks formal adoption of the Council Tax Reduction scheme (which replaced Council Tax Benefit in April 2013) for 2024/25

The scheme can be approved subject to the regulations being approved and coming into force.

The draft regulations are not expected to change and will be the version provided for the Senedd debate on the 16th January 2024 which if approved would come into force on 19th January 2024.

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

It is recommended that for 2024/25 subject to the regulations being approved and coming into force on 19th January that Council

- 1. Formally adopts the standard all-Wales Council Tax Reduction scheme provided for in the**
 - a. Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013, and**
- 2. Implements the annual up-rating figures (used in entitlement calculations) and other technical amendments, included in the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024 due to come into effect 19th January 2024 and these Regulations apply in relation to a council tax reduction scheme made for the financial year beginning on 1 April 2024. and**
- 3. Continues to exercise its discretion with regard to the limited discretionary elements of the prescribed scheme as outlined in the Executive Summary.**

Reasons:

- a) Welsh Government has made regulations that retain the 2013/14 Council Tax Reduction scheme (with limited amendments) for 2014/15 and subsequent years.
- b) There is an obligation upon authorities to formally (re-)adopt a Council Tax Reduction scheme by 31st January each year otherwise the "Default Scheme" will apply which means Council will be unable to exercise its discretion with regard to the limited discretionary elements in the prescribed scheme.
- c) If the Council wishes to exercise its powers in relation to the limited areas of discretion available to it, it is required to do so as part of the formal scheme adoption process.

Cabinet Decision Required	YES
Council Decision Required	YES - 19 th January 2024

CABINET MEMBER PORTFOLIO HOLDER

Cllr Alun Lenny, Cabinet Member for Corporate Resources

Directorate: Corporate Services	Designations:	Tel & Email addresses:
Name of Head of Service: Helen Pugh	Head of Revenue and Financial Compliance	<u>HLPugh@Carmarthenshire.gov.uk</u>
Report Author: Ann Thomas	Revenue Services Manager	<u>AnThomas@carmarthesnhire.gov.uk</u>

**EXECUTIVE SUMMARY
CABINET
15TH JANUARY 2024**

COUNCIL TAX REDUCTION SCHEME 2024/25

- As part of the Welfare Reforms introduced in recent years the former Council Tax Benefit scheme (CTB) was abolished with effect from April 2013. In its place is a localised Council Tax Reduction (CTR) scheme which in Wales has been devolved to Welsh Government, although with significantly less funding than the cost of the former CTB scheme.
- The standard scheme introduced by Welsh Government for 2013/14 and (with minor amendments) subsequent years, is a uniform all-Wales scheme, albeit with limited areas of local discretion available to authorities.
- Despite being an all-Wales scheme, individual Councils are required by the Prescribed Requirements Regulations to formally adopt a Council Tax Reduction Scheme by 31st January each year.
- The limited areas of local discretion, and the policy adopted by Council in respect of those discretions, are shown below for information. There is no recommendation for change:

Discretion: to disregard part or the whole amount of War Disablement pensions and War Widows Pensions when calculating income.

Policy: The Council exercises its discretion and fully disregards War Disablement pensions, War Widows Pensions and analogous payments, when calculating income for the purposes of assessing entitlement to Council Tax Reduction.

Discretion: The ability to increase the standard extended payment period of 4 weeks given to people after they return to work, when they have been in receipt of a relevant qualifying benefit.

Policy: The Council does not exercise its discretion in relation to extended payments and therefore continues to adopt the 4 week period within the standard scheme.

Discretion: The ability to backdate the application of Council Tax Support awards for working age and/or pension age, customers beyond a standard period of 3 months prior to the claim.

Policy: The Council does not exercise its discretion in relation to backdating applications and therefore continues to adopt the 3 month maximum period within the standard scheme.

Discretion: The ability to provide more than the minimum information prescribed as part of the notifications of decisions procedures.

Policy: The Council does not exercise its discretion in relation to the provision of additional information and continues to provide the information prescribed as part of the notifications decisions procedures.

- The scheme will be materially unchanged for 2024/25 however, in addition to the normal annual up-rating of certain financial figures used for assessing individual entitlement and some technical adjustments (as is being provided for in ***The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024***), the statutory instrument makes a number of other amendments as follows;

- Widowed Parents Allowance and Bereavement Support back payments
 - The proposed amendment to the 2013 CTRS Regulations will ensure no applicant living in Wales is negatively impacted because they have received a Widowed Parents Allowance (WPA) back payment or a retrospective Bereavement Support Payment (BSP).
 - The amendment makes provision to disregard certain payments received from the calculation of an applicant's capital under the scheme.
 - The amendment proposes that any backdated BSP award would be aligned with the existing provision for BSP awards and disregarded for a period of 12 months. Any WPA back payments will continue to be disregarded from a person's capital.

- Post Office Compensation payments
 - The UK Government has announced funding to enable the Post Office to deliver compensation schemes and arrangements for various cohorts of postmasters. These include the Horizon Shortfall Scheme, compensation arrangements for postmasters whose convictions were overturned and a compensation scheme for postmasters who did not receive remuneration during a suspension period.
 - An amendment will ensure no applicant living in Wales is negatively impacted because they receive any compensation or support payment made in connection with the failings of the Post Office Horizon system.
 - The amendment makes provision to disregard any compensation or support payment received from the calculation of an applicant's capital. The amendment also applies to a non dependant's deduction under the scheme.

- The Vaccine Damage Payment scheme
 - The Vaccine Damage Payment Scheme (VDPS) incorporated COVID-19 from December 2020, and the scheme is now processing these claims. The majority of VDPS awards are already disregarded relating to compensation for personal injury. However, this does not currently apply to the partners of vaccinated individuals who receive a payment derived from a VDPS award.
 - The proposed amendment to the 2013 CTRS Regulations will ensure that no applicant living in Wales is negatively impacted because they receive a payment under the Vaccine Damage Payments Act 1979 in respect of a partner.
 - The amendment makes provision to disregard a payment received from the calculation of an applicant's capital under the scheme.

- The Infected Blood Inquiry
 - The Infected Blood Inquiry published its first interim report in July 2022: this made a number of recommendations for a framework for compensation and redress for the victims of infected blood. The report recommended that interim compensation payments of £100,000 be made to infected persons and bereaved partners who registered with a UK infected blood support scheme.
 - Where an infected person or their bereaved partner died before the interim payment could be made, the Government agreed that the interim payment of £100,000 would be made to that person's estate.
 - An amendment to the 2013 CTRS Regulations will ensure that no applicant living in Wales is negatively impacted because they receive an interim infected blood compensation payment from their deceased parent's estate.
 - The amendment makes provision to disregard a payment received from the calculation of an applicant's capital under the scheme.

- Minor technical and consequential amendments
 - Some further minor technical amendments are proposed to the 2013 CTRS Regulations to align provisions in Wales with England and housing benefit provisions. These ensure an applicant who is a pensioner and responsible for a young person who is in receipt of an Armed Forces Independence Payment is taken into account when calculating eligibility.
 - The amendment also ensures that the list of matters which must be disregarded in relation to non-dependant deductions in relation to working-age people also applies to pensioners.
 - A consequential amendment will also reflect changes to the legislative landscape as a result of The Tertiary Education and Research (Wales) Act 2022 which becomes operational from April 2024.
 - The amendment ensures that where access funds are paid to students on a discretionary basis by the Commission for Tertiary Education and Research, such funds are taken into account when determining eligibility for Council Tax Reduction.

DETAILED REPORT ATTACHED?	YES
----------------------------------	------------

IMPLICATIONS

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

Signed: **Chris Moore**

Director of Corporate Services

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

1. Policy, Crime & Disorder and Equalities

The Council Tax Reduction scheme retained for 2014/15 and subsequent years will continue to assess claimants' entitlement on their full Council Tax liability, as happened under the 2013/14 scheme and the former UK-wide Council Tax Benefit scheme.

A local equalities impact assessment was undertaken by the Council in anticipation of the original draft 2013/14 scheme which if implemented, would have reduced all claimants' entitlement. In the event the final 2013/14 scheme was more generous with claimants' entitlement being based on the full charge as will be the case for subsequent years, unless changed. It has not therefore been considered necessary to undertake a further EIA.

The only changes to the scheme other than the normal annual up-rating of the financial figures used to assess applicant's entitlement, and some technical adjustments are the following:

- Certain backdated Bereavement Support Payment award would be aligned with the existing provision for Bereavement Support Payment awards and disregarded for a period of 12 months. Any Widowed Parents Allowance back payments will continue to be disregarded from a person's capital.
- Any Post Office compensation or support payment received will be disregarded from the calculation of an applicant's capital and a non dependant deduction.
- Payments under the Vaccine Damage Payments Scheme will be disregarded from the calculation of an applicant's capital.
- The amendment makes provision to disregard a payment received from the Infected Blood Inquiry from the calculation of an applicant's capital.

- Some further minor technical amendments are proposed to the 2013 CTRS Regulations to align provisions in Wales with England and housing benefit provisions. These ensure an applicant who is a pensioner and responsible for a young person who is in receipt of an Armed Forces Independence Payment is taken into account when calculating eligibility. The amendment also ensures that the list of matters which must be disregarded in relation to non-dependant deductions in relation to working-age people also applies to pensioners.
- A consequential amendment will also reflect changes to the legislative landscape as a result of The Tertiary Education and Research (Wales) Act 2022 which becomes operational from April 2024
- The amendment ensures that where access funds are paid to students on a discretionary basis by the Commission for Tertiary Education and Research, such funds are taken into account when determining eligibility for Council Tax Reduction.

Council has no power to vary these amendments.

2. Legal

Under the Prescribed Requirements Regulations the Council is obliged to make a Council Tax Reduction Scheme each year.

The legislation provides for a default scheme to apply in the absence of the Council making a scheme; the Council is nevertheless under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.

The National Assembly for Wales on the 26th November 2013 approved the Regulations governing the operation of Council Tax Reduction Schemes in Wales for 2014/15 and subsequent years.

The Council Tax Reduction Schemes amending Regulations for 2024/25 have been laid on 5th December 2023 and are scheduled for debate on 16th January 2024 and if approved by Welsh Government will come into force on 19th January 2024. They will up-rate figures contained in the main regulations that are used to calculate a claimant's entitlement to a reduction under a council tax reduction scheme and introduce further technical / procedural amendments. Council has no power to vary these.

3. Finance

The scheme for 2024/25 continues to have financial implications for authorities.

The former Council Tax Benefit system was fully funded by the Westminster Government however less funding was given to Welsh Government with regard to the replacement scheme.

The initial funding distributed to Councils by Welsh Government has not increased since the new scheme was introduced in 2013/14. Accordingly individual authorities must make up on-going shortfalls due to higher expenditure as a result of any additional caseload and/or higher Council Tax levels.

The Council's proposed provisional budget provision for 2024/25 is £18 936 050

The additional cost to the Council to continue exercising its discretionary powers and disregarding War Widow and War Disablement Pensions (and other analogous payments) is estimated as £14k.

CONSULTATIONS

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

Signed: **Chris Moore** Director of Corporate Services

1. Scrutiny Committee 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

As there are no proposed changes to the scheme other than those over which Council has no jurisdiction, no public consultation exercise has been undertaken.

There is no requirement to consult and no formal consultation has been undertaken in respect of statutory instrument in ***The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024***.

CABINET MEMBER PORTFOLIO
HOLDER AWARE/CONSULTED

Yes

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

Title of Document	Locations that the papers are available for public inspection
The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013	One Drive - Council Tax Reduction folder https://carmarthenshire.sharepoint.com/sites/SP_CFPO_RB/Benefits/Forms/AllItems.aspx?id=%2Fsites%2FSP%5FCFPO%5FRB%2FBenefits%2FCouncil%20Tax%20Reduction%20Scheme%202024%2D25&viewid=0bd8faa6%2D931d%2D4a3b%2Db433%2D3f77bbf1e75e
Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2014	CFP - Council Tax Reduction folder http://www.legislation.gov.uk/wsi/2014/66/contents/made
Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2023	<p><u>SL(6)425 - Rheoliadau Cynlluniau Gostyngiadau'r Dreth Gyngor (Gofynion Rhagnodedig a'r Cynllun Ddiwygio) (Cymru) 2024</u></p> <p>SL(6)425 - The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024 (senedd.wales)</p> <p>[laid before the National Assembly for Wales on 5th December 2023:]</p>

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APPENDIX A

Council Tax Reduction Scheme 2024-25 – Detailed Report

1. Introduction

- 1.1 With effect from April 2013, the Council Tax Benefit system was replaced with a localised Council Tax Reduction scheme. In Wales, the replacement scheme was devolved to Welsh Government but continues to be administered by local authorities.
- 1.2 The former Council Tax Benefit system was fully funded by the Westminster Government, however, less funding was given to Welsh Government with regard to the replacement scheme. However Welsh Government made a late decision to make up the shortfall which meant that up to 100% reduction would still be available to qualifying claimants.
- 1.3 The initial funding distributed to Councils by Welsh Government has not increased since the new scheme was introduced in 2013/14. Accordingly individual authorities must now make up any on-going shortfalls due to higher expenditure as a result of any additional caseload and/or higher Council Tax levels.

2 Council Tax Reduction scheme – 2014/15 Onwards

- 2.1 The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 are the regulations that govern the operation of Council Tax Reduction Schemes in Wales for 2014/15 and subsequent years. These were approved by Welsh Government on the 26th November 2013. Also approved were the default regulations which would apply if an authority failed to adopt the scheme.
- 2.2 The Prescribed Scheme regulations and Default Regulations are extensive and detailed, comprising almost 300 pages and are not therefore appended to this report.
- 2.3 The scheme is subject to the annual up-rating of certain figures used by authorities to assess individual customers' entitlement and is also subject to periodic technical adjustments. These amendments are contained in ***The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024***.
- 2.4 These regulations have been laid in the Welsh Assembly on 5th December 2024 and will be debated by Welsh Government on 16th January 2024. If approved, they will come into force on 19th January for 2024/25. These complex regulations will update the main regulations and therefore form part of the 2024/25 scheme.

- 2.5 This statutory instrument amends the previous Regulations to uprate certain figures used to calculate entitlement to a council tax reduction, and the amount of any such reduction awarded in the 2024/25 financial year.
- 2.6 These will include Personal Allowances as well as carer and disabled premiums, and the financial figures in respect of these allowances have been increased in line with the cost of living crisis. They have been uprated in line with the Consumer Price Index September figure from the previous year (2023), which is 6.7%.
- 2.7 The financial figures in respect of pensioner rates have been amended and are aligned with Housing Benefit. These have been calculated with assistance from the Department for Work and Pensions.
- 2.8 The financial figures for the income bands and deductions made in respect of non- dependants have also been uprated.
- 2.9 In addition to uprating the financial figures, the statutory instrument makes a number of other amendments as follows.

Widowed Parents Allowance and Bereavement Support back payments

- 2.10 The proposed amendment to the 2013 CTRS Regulations will ensure no applicant living in Wales is negatively impacted because they have received a Widowed Parents Allowance (WPA) back payment or a retrospective Bereavement Support Payment (BSP).
- 2.11 The amendment makes provision to disregard certain payments received from the calculation of an applicant's capital under the scheme.
- 2.12 The amendment proposes that any backdated BSP award would be aligned with the existing provision for BSP awards and disregarded for a period of 12 months. Any WPA back payments will continue to be disregarded from a person's capital.

Post Office Compensation Payments

- 2.13 The UK Government has announced funding to enable the Post Office to deliver compensation schemes and arrangements for various cohorts of postmasters. These include the Horizon Shortfall Scheme, compensation arrangements for postmasters whose convictions were overturned and a compensation scheme for postmasters who did not receive remuneration during a suspension period.
- 2.14 An amendment will ensure no applicant living in Wales is negatively impacted because they receive any compensation or support payment made in connection with the failings of the Post Office Horizon system.
- 2.15 The amendment makes provision to disregard any compensation or support payment received from the calculation of an applicant's capital. The

amendment also applies to a non dependant's deduction under the scheme.

The Vaccine Damage Payment Scheme

- 2.16 The Vaccine Damage Payment Scheme (VDPS) incorporated COVID-19 from December 2020, and the scheme is now processing these claims. The majority of VDPS awards are already disregarded relating to compensation for personal injury. However, this does not currently apply to the partners of vaccinated individuals who receive a payment derived from a VDPS award.
- 2.17 The proposed amendment to the 2013 CTRS Regulations will ensure that no applicant living in Wales is negatively impacted because they receive a payment under the Vaccine Damage Payments Act 1979 in respect of a partner.
- 2.18 The amendment makes provision to disregard a payment received from the calculation of an applicant's capital under the scheme.

The Infected Blood Inquiry

- 2.19 The Infected Blood Inquiry published its first interim report in July 2022, this made a number of recommendations for a framework for compensation and redress for the victims of infected blood. The report recommended that interim compensation payments of £100,000 be made to infected persons and bereaved partners who registered with a UK infected blood support scheme.
- 2.20 Where an infected person or their bereaved partner died before the interim payment could be made, the Government agreed that the interim payment of £100,000 would be made to that person's estate.
- 2.21 An amendment to the 2013 CTRS Regulations will ensure that no applicant living in Wales is negatively impacted because they receive an interim infected blood compensation payment from their deceased parent's estate.
- 2.22 The amendment makes provision to disregard a payment received from the calculation of an applicant's capital under the scheme.

Minor Technical and consequential amendments

- 2.23 Some further minor technical amendments are proposed to the 2013 CTRS Regulations to align provisions in Wales with England and housing benefit provisions. These ensure an applicant who is a pensioner and responsible for a young person who is in receipt of an Armed Forces Independence Payment is taken into account when calculating eligibility. The amendment also ensures that the list of matters which must be disregarded in relation to

non-dependant deductions in relation to working-age people also applies to pensioners.

- 2.24 A consequential amendment will also reflect changes to the legislative landscape as a result of The Tertiary Education and Research (Wales) Act 2022 which becomes operational from April 2024.
- 2.25 The amendment ensures that where access funds are paid to students on a discretionary basis by the Commission for Tertiary Education and Research, such funds are taken into account when determining eligibility for Council Tax Reduction.

3. Discretionary Powers

3.1. Although a national scheme has been approved by Welsh Government, within the Prescribed Requirements Regulations there continues to be limited discretion given to Councils to apply additional discretionary elements that are more generous than the national scheme. It should be noted however, that there are no additional monies available from Welsh Government to fund the discretionary elements.

3.2. There are four areas of discretion available to authorities, as follows:

- a) Discretion to increase the amount of War Disablement Pensions, War Widows Pensions and analogous payments, that are disregarded when calculating income of the claimant;

[Note: The Council, in common with all other authorities in Wales, has previously, exercised its discretion and fully disregarded War Disablement pensions, War Widows Pensions in the calculation of Housing Benefit and Council Tax Benefit.

This approach has been retained by the Council for the Council Tax Reduction scheme. The estimated cost to the Authority for 2024/25 is approximately £14k.]

- b) The ability to increase the standard extended reduction period of 4 weeks given to persons after they return to work where they have previously been receiving a Council Tax Reduction that will cease as a result of their return to work;

[Note: The 4 week “run on” was an established feature of the former Council Tax Benefit scheme, the existing Housing Benefit scheme and is retained for the all-Wales, standard Council Tax Reduction scheme.

If the Council were to increase this period it would deviate from the established arrangements, create a serious anomaly with the on-going Housing Benefit system and increase the cost to the Council]

- c) The ability to backdate the application of Council Tax Reduction with regard to late claims prior to the new standard period of three months before the claim;

[Note: The previous Council Tax Benefit regulations allowed maximum backdating of 6 months for working age customers, 3 months for pension age customers]

- d) The ability to provide more than the minimum information prescribed as part of the notifications of decisions procedures.

[Note: The Regulations already provide for the provision of detailed information to be included in the notification of decisions including the ability to advise of the impact and consequences of failure to notify a change in circumstances.

- 3.3. In relation to its discretionary powers, the Council has to date, adopted the following approach since Council Tax Reduction scheme was introduced:

Council:

- a) exercises its discretion and fully disregards War Disablement pensions, War Widows Pensions and analogous payments when calculating income for the purposes of assessing entitlement to Council Tax Reduction
- b) does not exercise its discretion in relation to extended payments and therefore adopts the 4 week period specified within the standard scheme,
- c) does not exercise its discretion in relation to backdating applications and therefore adopts the 3 month maximum period specified within the standard scheme
- d) does not exercise its discretion in relation to the provision of additional information, and continues to provide the information prescribed as part of the notifications decisions procedures

4. Adoption of Scheme

- 4.1. Under the requirements of the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 the Council is obliged to make a Council Tax Reduction scheme. Furthermore, in order to do so, the regulations require the Council to determine its approach to the discretion powers available to it.

- 4.2. It is therefore recommended that subject to the regulations being approved and coming into force for 2024/25:

a) Council adopts a scheme in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and any subsequent amendments that may be required by legislation from time to time, in particular:

i. Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Amendment) (Wales) Regulations 2024

and

b) Council adopts the discretionary powers as follows:

- i. Council exercises its discretion and for the purposes of assessing entitlement to Council Tax Reduction disregards in full War Disablement Pension, War Widows & Widowers Pensions and any analogous payments as permitted under the Regulations.
- ii. Council does not exercise its discretion in relation to extended payments and therefore applies the 4 week period specified within the standard scheme.
- iii. Council does not exercise its discretion in relation to backdating applications and therefore adopts the 3 month maximum period specified within the standard scheme.
- iv. Council does not exercise its discretion in relation to the provision of additional information and continues to provide the information prescribed as part of the notifications decisions procedures.

SUBJECT:
LICENSING ACT 2003
REVIEW OF LICENSING POLICY AND
CUMULATIVE IMPACT ASSESSMENTS

Purpose:

- There is a statutory obligation to review the Licensing Policy every five years and Cumulative Impact Assessments every three years.

Recommendations / key decisions required:

- Select option three as the most appropriate policy option for the CIAs to best promote the licensing objectives within Carmarthenshire.
- To approve a Statement of Licensing Policy that reflects the chosen option.

Reasons:

- The licensing policy must reflect the most appropriate course of action to promote the licensing objectives, taking into account the evidence summarised in the consultation document and the potential impact of CIAs on licensed premises in those identified areas.

Cabinet Decision Required YES - 15th January 2024

Council Decision Required YES - 14th February 2024

CABINET MEMBER PORTFOLIO HOLDER:-
Councillor A Vaughan Owen (Climate Change, Decarbonisation and Sustainability)

Directorate: Communities	Designations:	Tel No./Email Address:
Name of Head of Service:		Tel. 01554 899285
Jonathan Morgan	Head of Housing and Public Protection	jmorgan@carmarthenshire.gov.uk
Report Author:		Tel. 01267 228717
Emyr Jones	Licensing Lead	eorjones@sirgar.gov.uk

EXECUTIVE SUMMARY

CABINET

15TH JANUARY 2023

LICENSING ACT 2003

REVIEW OF LICENSING POLICY AND CUMULATIVE IMPACT ASSESSMENTS

Purpose

Legislation requires the licensing policy to be reviewed every five years and Cumulative Impact Assessments (CIAs) every three years, to ensure that they are still appropriate.

Consultation

The review process requires the authority to undertake a consultation exercise which took place between the 30th of May and the 8th of August 2023. In addition to reviewing the existing Cumulative Impact Assessments in force for Station Road, Llanelli and Lammas Street, Carmarthen, the consultation also sought views regarding the adoption of a further Cumulative Impact Assessment for **Nott Square, King Street and Queen Street, Carmarthen**.

Consideration of this additional CIA follows a request made by Carmarthen Town Council because of the levels of Crime and Disorder being reported to them. Nott Square, King Street and Queen Street, Carmarthen are already identified at paragraph 6.12 of the existing Licensing Policy as Hot Spot areas of alcohol related Crime and Disorder.

The outcome of the consultation process is summarised in the attached consultation report. Members are asked to balance the benefits of the additional regulatory controls offered by the CIA's, against the desirability of supporting investment in licensed premises within the identified areas.

In view of this and in light of the evidence submitted the following options are being considered:

Options

Options	Pros	Cons
Option 1: Retain the existing CIAs within the updated policy without creating a new CIA for Nott Square, King Street and Queen Street, Carmarthen.	<ul style="list-style-type: none"> Does not increase regulatory controls on licensed premises in Nott Square, King Street and Queen Street, Carmarthen. Aligns with the recently adopted PSPO in Llanelli The retained CIAs will continue to have a positive impact on crime and disorder in those areas. Aligns with the aims of the Transforming Tyisha project and is supported by officers leading that project. Exceptions* in the CIAs permit new licences to be approved where they will not undermine the licensing objectives and will support economic regeneration. 	<ul style="list-style-type: none"> Not adopting a CIA for Nott Square, King Street and Queen Street, Carmarthen will result in the concerns expressed by the Police, local businesses, local members and residents not being addressed in the Policy. The existing enforcement powers available to the Licensing Authority and Police are not sufficient to address the cumulative impact of the high concentration of licensed

		premises in Nott Square, King Street and Queen Street, Carmarthen.
<p>Option 2: Remove all CIAs from the updated policy.</p>	<ul style="list-style-type: none"> • Reduces regulatory control in affected areas. • Reduces barriers to new licensed premises in affected areas. • Reduced costs / resources needed for CIA policy review and consultation. 	<ul style="list-style-type: none"> • Likely to result in an increase in licensed premises, outside of the exceptions policy*. Experience suggests this is likely to increase crime and disorder in the area. • Doesn't reflect the evidence provided by the Police, local residents and businesses during the consultation. • Would be contrary to the aims and objectives of the Tyisha project.
<p>Option 3: Adopt a new CIA for Nott Square, King Street, Queen Street, Carmarthen and retain the existing assessments within the updated Policy, to include an 'exceptions' policy as per current Statement of Licensing Policy.</p>	<ul style="list-style-type: none"> • Retaining the existing CIA for station Road Llanelli aligns with the aims of the Transforming Tyisha project and also the new PSPO in addressing ongoing alcohol related ASB in that part of Llanelli. • Retaining the existing CIA for Llamas Street, Carmarthen will address the ongoing issues of alcohol related ASB in that part of Carmarthen and aligns with the views of the Police, local members, Carmarthen Town Council and residents. • Adopting a CIA for Nott Square would help address the increase in alcohol related ASB in that part of the town and aligns with the views of the Police, local members, Carmarthen Town Council, businesses and residents. • Exceptions policy* would permit the approval of licenses where applicants can demonstrate that the proposed licensed premises would not contribute to the alcohol related disorder and support economic regeneration in the CIA. 	<ul style="list-style-type: none"> • Increase regulatory controls in those areas. • Creates barriers to new licensed premises and changes to existing licenses in affected areas.

***Exceptions Policy**

Example exceptions paragraph from Licensing Policy

An exception might arise where an application proposes:

- (a) To effect a real reduction in capacity
- (b) To replace vertical drinking with seated consumption and waiter service.
- (c) To transfer an operation from one premises to another, where the size and location of the second premises is likely to cause less detrimental Impact and will promote the licensing objectives.
- (d) The substitution of existing licensable activity at a premises with licensable activities which would have less impact on the area and would be more likely to further the licensing objectives.

DETAILED REPORT ATTACHED?

YES

- **Licensing Policy Consultation Report**
- **Licensing Policy Statement – Licensing Act 2003**
- **Matrix report of consultation responses**

IMPLICATIONS

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

Signed: **Jonathan Morgan** Head of Housing and Public Protection

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

1. Policy, Crime & Disorder and Equalities

The proposed amendments to the Licensing Policy promote the prevention of crime and disorder. The Policy complies with the Authority's duty under section 17 of the Crime and Disorder Act.

An equalities impact assessment is being prepared.

2. Legal

Legal services are satisfied that the proposed amendments comply with the Licensing Act 2003 and the statutory guidance issued by the Secretary of State.

Failure to approve the policy would bring the cumulative impact assessments in Station Road and Lammas Street to an end and undermine the council's promotion of the crime prevention objective in the Licensing Act 2003.

CONSULTATIONS

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

Signed: Jonathan Morgan Head of Housing and Public protection

1. Scrutiny Committee request for pre-determination	N/A
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s)

Local Members were consulted through correspondence.

3. Community / Town Council

Town and Community Councils were consulted through correspondence.

4. Relevant Partners

Relevant partners were consulted through correspondence and consultation meetings.

5. Staff Side Representatives and other Organisations

N/A

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE/CONSULTED**

YES

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Consultation Responses	Review of Licensing Policy 2023	3, Spilman Street , Carmarthen
Home Office Guidance	Review of Licensing Policy 2023	3, Spilman Street , Carmarthen

Licensing Policy

Consultation Report

2023

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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Conclusions.....	23
<i>Appendix A – Licensing Policy survey</i>	28
<i>Appendix B – Police consultation Response</i>	46
A Separate Matrix Table with Analysis of General Comments from the Survey has been prepared.	

CARMARTHENSHIRE COUNTY COUNCIL
Licensing Policy Consultation

INTRODUCTION & CONTEXT

On a periodic basis – at least once every five years – the local authority is legally required to review its Licensing Policy under the Licensing Act 2003 to ensure fitness for purpose. The current policy was adopted by the authority in March 2021 following a limited consultation exercise due to the impact of the Coronavirus pandemic.

Consultation is an intrinsic part of this process: the policy must be responsive to local needs, it should take under advisement comments from myriad stakeholders and seek evidence that will help evaluate progress against its statutory objectives.

This report, incorporating the results of the public consultation and the authority's response in summary form, will go to the Licensing Committee and then on to Cabinet and finally to full Council.

This report:

- 1) Outlines the approach and consultation methods deployed;
 - 2) Summarises results and key findings;
 - 3) Considers free-text responses from residents, licence holders, organisations and town and community councils;
 - 4) Provides a conclusion
-

1) OUTLINE OF APPROACH AND CONSULTATION METHODS

A mixed-methods approach to ascertaining views on Carmarthenshire's Licensing Policy was employed to gather quantitative and qualitative data for analytical and evaluative purposes. Specifically, the consultation focused on identifying whether alcohol related anti-social behaviour continues to be a problem in Lammas Street, Carmarthen and Station Road, Llanelli and whether there is evidence to support retaining the Cumulative Impact Assessments (CIAs) for Lammas Street, Carmarthen and Station Road, Llanelli. The consultation also sought views regarding the adoption of a further Cumulative Impact Assessment for Nott Square, King Street and Queen Street, Carmarthen.

In accordance with the Licensing Act 2003, a number of statutory consultees were engaged throughout the consultation. This included:

- the chief officer of police
- the fire authority
- persons/bodies representative of local premises licence holders

- persons/bodies representative of local club premises certificate holders
- persons/bodies representative of local personal licences
- persons/bodies representative of businesses and residents in the area

More generally, the following mechanisms and consultation channels were utilised:

Publicity

The consultation was publicised through the Council's press office, through means including: information on the Council's website; online consultation portal and through social media feeds. We also raised awareness of the consultation with the Disability coalition and ageing well forums.

Workshop

The licensing committee on the 27th of July 2023 was used as an opportunity to take members of committee through the consultation document.

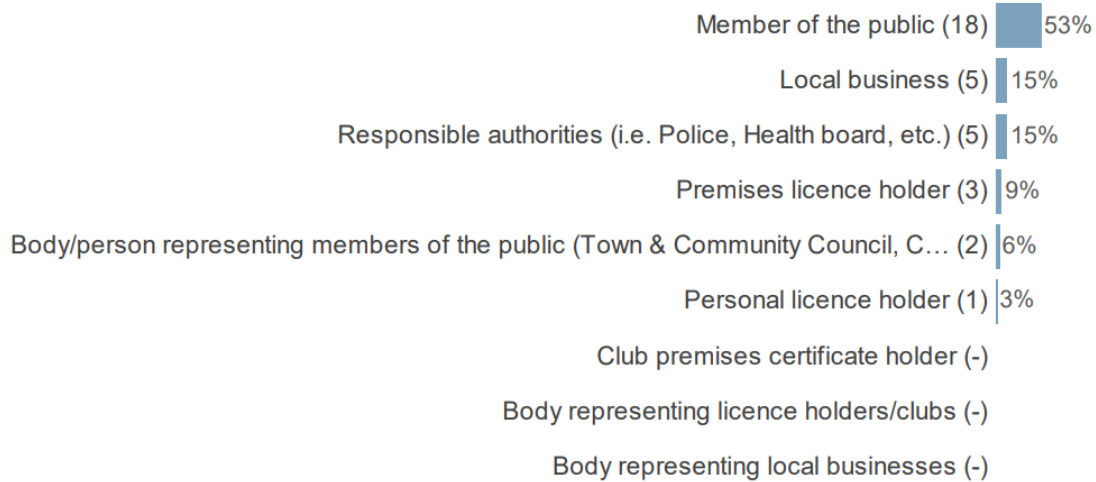
Survey

Surveys are a cost-effective method for finding out stakeholders' views and can be administered in a variety of different ways. An electronic and paper survey was thus selected as the principal method for gathering data. The survey contained a number of fixed-response (closed) and free-response (open) questions. Furthermore, the survey encouraged respondents to upload/attach evidence to support their submission.

The on-line survey was made available through Carmarthenshire County Council's consultation page. In addition to listed statutory consultees, links to the survey were circulated to county councillors and town and community councils, licence holders, licensing solicitors, MPs and AMs. Taken as a whole, consultation invites were sent to over 1000 individuals and organisations.

The consultation exercise resulted in **35 submissions** from a wide section of the community.

Are you responding as a..



2) KEY FINDINGS FROM THE SURVEY

In order to illustrate the key findings of the survey, this section will be structured by considering each survey question in turn along with a summary of the submissions of respondents and example comments. Comments from the consultation are listed along with analysis in a separate matrix table.

1. Respondents were asked whether they believe that certain issues are problematic in their local area. Respondents were asked to what extent are specific alcohol-related issues a problem in their local area. A summary is provided in the table below:

	Serious problem	Moderate problem	Minor problem	Not a problem
Anti social behaviour	50.00%	25.00%	7.00%	18.00%
Alcohol related violence	19.00%	50.00%	12.00%	19.00%
Alcohol related litter	61.00%	18.00%	3.00%	18.00%
Street drinking	39.00%	32.00%	11.00%	18.00%
Noise disturbance	42.00%	31.00%	10.00%	17.00%
Criminal damage	20.00%	36.00%	16.00%	28.00%
other	31.00%	8.00%	0.00%	61.00%

It is worth noting that in comparison with responses to the 2020 consultation exercise there has been a significant % increase in terms of concerns regarding Anti social behaviour (previously 22.2%), Alcohol related violence (previously 5.6%), Street drinking (previously 5.6%) and Noise disturbance (previously 22.2%) being a serious

problem. The majority of the locations identified by respondents to this part of the survey correspond with the cumulative impact assessment areas under consideration.

Respondents were also encouraged to provide any other businesses, activities or events which should be included in the policy. 51.9% of respondents indicated that the policy should include additional businesses and events. A total of 14 respondents took the opportunity to note that Festivals / events (n=7) and restaurants / food business (n=3) should be included.

Are there any types of business, activities or events that should be encouraged by the policy? e.g Festivals, restaurants, late night takeaways or bars.



Respondents were asked whether they agree that the Licensing policy hot spots should remain and whether additional areas needed to be added. At present the Licensing Policy identifies areas as hot spots of alcohol related crime and disorder.

The hot spot areas have been identified by Dyfed Powys Police and are intended to highlight areas within the county where applicants and existing licence holders are strongly advised to have appropriate measures in place to prevent crime and disorder on these streets. The areas include:

Ammanford - Quay Street, Wind Street.

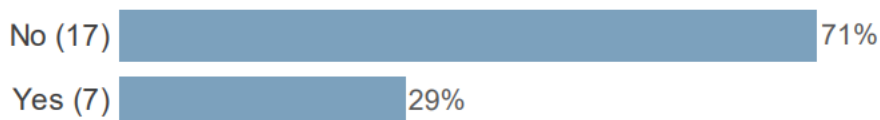
Carmarthen - Coracle Way, Lammas Street, Water Street, Priory Street, Queen Street, King Street, Nott Square.

Llanelli - Murray Street, Station Road, Stepney Street, Ann Street.

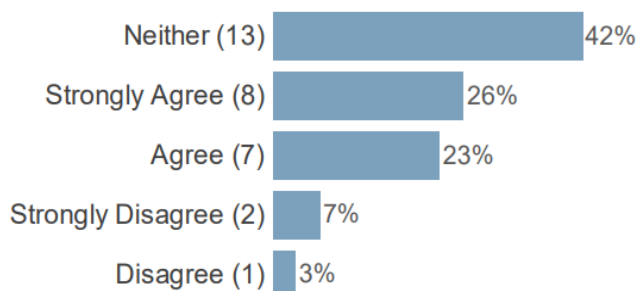
Please tell us: (Should these areas remain?)



Please tell us: (Should any others be added?)



To what extent do you agree that there continues to be a problem with alcohol related anti-social behaviour in Lammas Street, Carmarthen?



As pictured in the chart above, 49% of respondents either agreed (23%) or strongly agreed (26%) that Lammas Street, Carmarthen continues to have a problem with alcohol related anti-social behaviour. This amounted to 15 out of 31 of responses to this question. It was also seen that 42% of responses neither agreed nor disagreed with the statement. It was seen that 10% disagreed that there continues to be a problem.

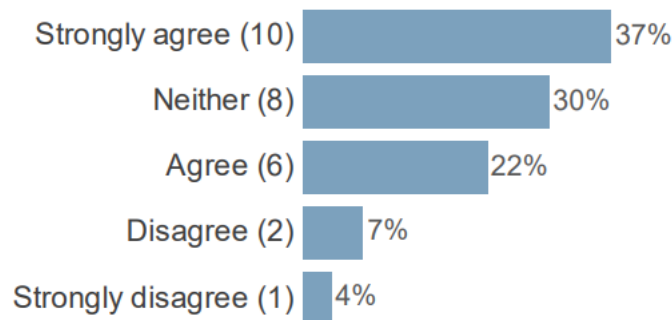
The following question asked residents to indicate on a likert scale their agreement to these statements.

- A Cumulative impact assessment is still needed for Lammas Street, Carmarthen
- The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.

- The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises.
- The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).

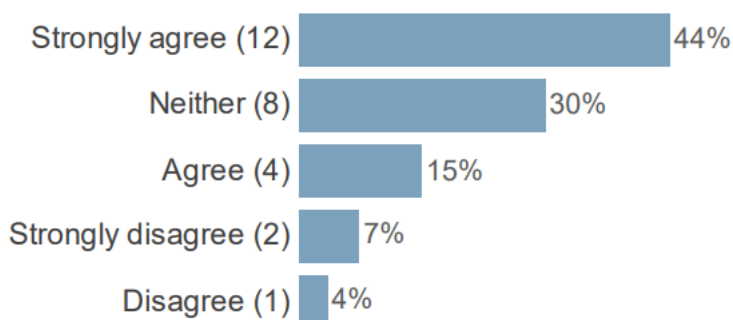
Firstly, 59% (n=16) of respondents agreed that a Cumulative Impact Assessment is still needed for Lammas Street, Carmarthen. It was seen that 37% (n=10) of participants strongly agreed with this statement whilst 22% (n=6) agreed. Conversely, 11% (n=3) of respondents felt that there is no need for a Cumulative Impact Assessment for Lammas Street. The results can be seen in the bar chart below.

Q24a) A Cumulative Impact Assessment is still needed for Lammas Street, Carmarthen



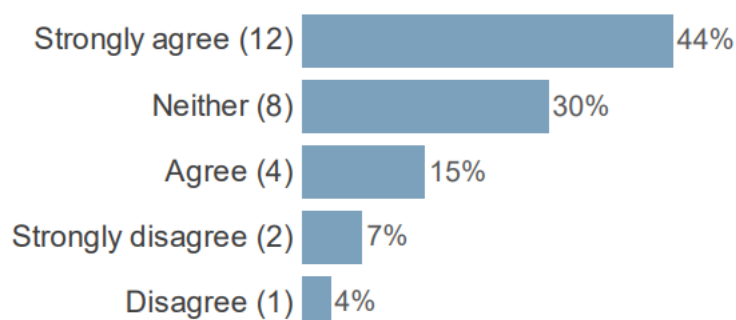
Q24b) The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.

When examining respondents thoughts on whether they agreed that the assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises, it was seen that 44% strongly agreed. Moreover, 15% of respondents agreed with this statement. 30% of participants noted that they neither agreed nor disagreed with the statement. Whilst 4% (n=1) disagreed and 7% (n=2) that the assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises on Lammas Street. The results can be seen in the table below.



Q24c) The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises.

59% of respondents strongly agreed or agreed that the Cumulative Impact Assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises on Lammas Street. Most of the respondents 'strongly agreed' with the question (44%) whilst another 15% agreed. 30% of participants noted that they neither agreed nor disagreed. 10% of the respondents noted that they disagree. Results can be seen in the table below.

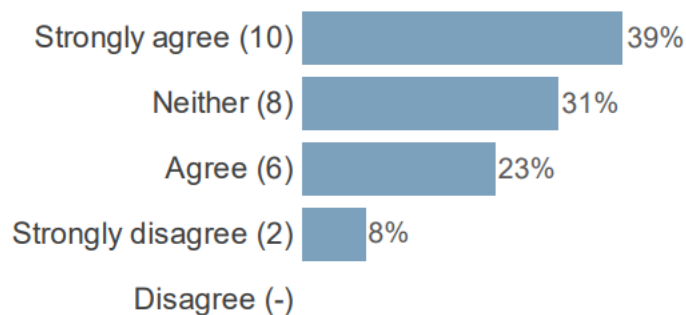


Overall, it was seen that respondents strongly agree that there is a need for a Cumulative Impact Assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises on Lammas Street.

Q24d) The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).

62% of respondents strongly agreed or agreed that the Cumulative Impact Assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises) on Lammas Street. Most of the respondents 'strongly agreed' with the question (39%) whilst another 23% agreed. 31% of

participants noted that they neither agreed nor disagreed. 8% of the respondents noted that they strongly disagreed. Results can be seen in the table below.



Overall, it was seen that respondents agree that there is a need for a Cumulative Impact Assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises) on Lammas Street.

Respondents strongly agree that there is a need for a Cumulative Impact Assessment (CIA) to continue to apply to Lammas Street, Carmarthen and that the assessment should continue to apply to premises selling alcohol for consumption both on and off the premises as well as premises providing Late Night Refreshment.

72% of respondents to the survey indicated that alcohol related Anti Social Behaviour (ASB) is still a problem in Lammas Street Carmarthen.

Here are some examples of responses submitted relating to Lammas Street –

“The problems have reduced which demonstrates that this is working, there remain issues with anti-social behaviour, criminal damage and litter so it hasn’t all been resolved but is worse in other parts of the town that don’t have a cumulative impact assessment.”

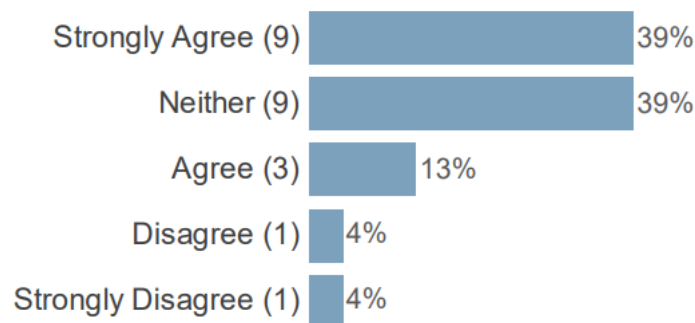
“People gathered after a night drinking in one place leads to fighting and rubbish. Lammas Street is often a mess due to damaged windows and litter”.

“As a Town and County Councillor for the area since 2017 I would like to relay the following observation and comment with regards the review of the effectiveness of the existing Cumulative Impact Assessment area in Carmarthen and the possibility of an additional Assessment in the Nott Square, King Street and Queen Street area of town. I think it important for the review to take into account that from my perspective the establishment of the existing CIA in the Lammas Street area has been a great success. Complaints of Anti-social behaviour and alcohol related disturbances, assaults, criminal damage and noise etc have reduced to such an extent that complaints are now few and tend to be associated with gatherings in the vicinity of the

late night take away premises. Given the very noticeable difference I would therefore very much support the current arrangements to continue.”

This is supported by the Dyfed Powys Police submission at page 44 of this report which indicates that during 2021 to 2023, Lammas Street has significant numbers of ASB incidents (13), Alcohol Related Crimes(24) and Alcohol related safety welfare issues(46). Complaint data supplied by EH indicates that they receive complaints regarding the noise from licensed premises and regarding persons congregating outside licensed premises. Licensing complaint data shows the section receiving 22 referrals/ complaints regarding licensed premises in Lammas Street since 2020. Whilst the number of licensed premises has remained static since the introduction of the CIA in 2019, the section has since received enquiries regarding licensing other premises in the street from operators who have then chosen to license late night venues in other parts of the town. Observations by licensing officers working in Lammas Street confirm the statements made by respondents to the survey, that at certain peak times, including the early hours of the morning, persons congregate in the street outside the licensed premises, including takeaways.

Q29. To what extent do you agree that there continues to be a problem with alcohol related anti-social behaviour in the specific area of Station Road, Llanelli?



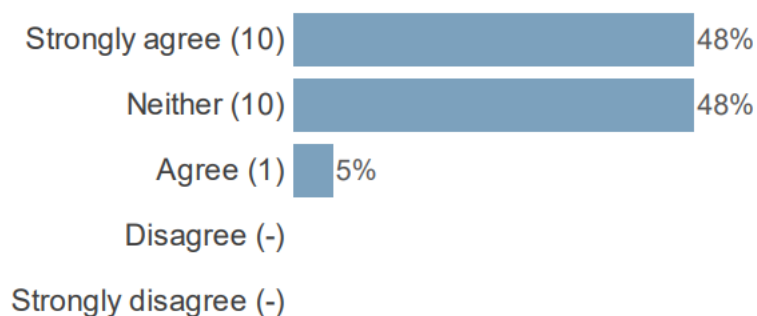
As pictured in the chart above, 52% of respondents either agreed (13%) or strongly agreed (39%) that Station Road, Llanelli continues to have a problem with alcohol related anti-social behaviour. This amounted to 12 out of 23 of responses to this question. It was also seen that 39% of responses neither agreed nor disagreed with the statement. It was seen that 8% disagreed that there continues to be a problem. That the majority of respondents consider there continues to be a problem with alcohol related anti-social behaviour on Station Road, Llanelli.

The following question asked respondents to note to what extent did they agree or disagree with the following statements:

- A cumulative impact assessment is still needed for the specific area of Station Road, Llanelli.
- The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.
- The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises.
- The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).

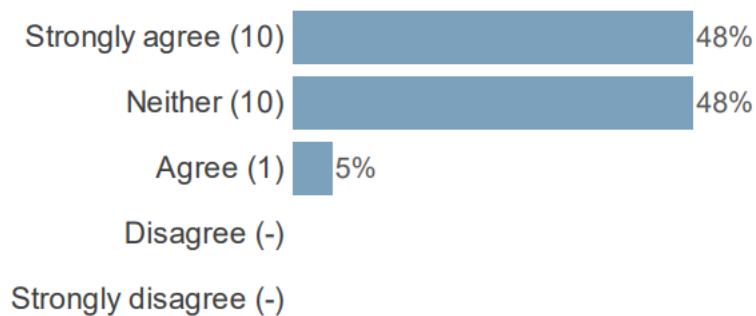
Firstly, it was seen that 53% (n=11) of the respondents agreed that the cumulative impact policy is still needed for the specific area of Station Road, Llanelli. Of the 53% that agreed, 48% strongly agreed with this statement. 10 individuals (48%) noted that they did not agree nor disagree with the statement whilst 0% disagreed. Results can be seen in the bar graph below.

Q34a) A cumulative impact assessment is still needed for the specific area of Station Road, Llanelli



Secondly, when asked if respondents agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises, it was seen that 53% (n=10) and 5% (n=1) of respondents strongly agreed and agreed, respectively. A high percentage of respondents (48%; n=10) neither agreed nor disagreed with the question. 0% of participants indicated that they disagree with the statement. Moreover, not one respondent noted that they strongly disagree with the question. The results are displayed in the bar chart below.

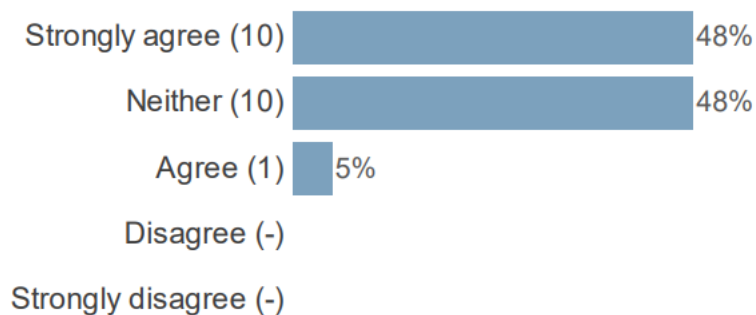
Q34b) The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.



Overall, it was seen that respondents agreed that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises on Station Road, Llanelli.

Q34c) The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises.

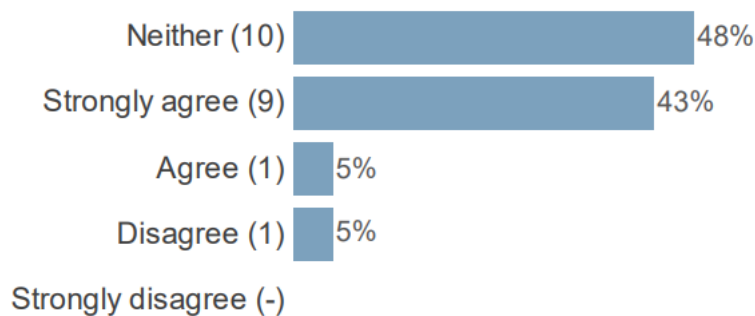
The majority of participants (53%) either strongly agreed 48% or agreed 5% that the cumulative impact policy should continue to apply to premises that wish to sell alcohol for consumption off the premises on Station Road, Llanelli. It was seen that 48% of respondents neither agreed or disagreed with the proposal. One participant 5% noted that they disagreed with the question. Results are demonstrated in the table below.



Overall, it was seen that respondents agreed that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises on Station Road, Llanelli.

Q34d) The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).

A high percentage of respondents (48%) neither agreed nor disagreed that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises) Station Road, Llanelli. It was seen that an equal number of respondents (10) either strongly agreed 43% or agreed 5% . Only one participant (5%) noted that they disagreed with the question. Results are demonstrated in the table below.



Overall, it was seen that respondents agreed that the cumulative impact assessment should continue to apply to premises that wish provide late night refreshment (e.g. Take away premises) in Station Road, Llanelli.

Respondents strongly agree that there is a need for a Cumulative Impact Assessment to continue to apply to a portion of Station Road, Llanelli and that the assessment should continue to apply to premises selling alcohol for consumption both on and off the premises as well as premises providing Late Night Refreshment.

52% of respondents to the survey indicated that alcohol related ASB is still a problem in Station Road, Llanelli. In addition, 48% of respondents strongly agreed that the cumulative impact assessment is still needed for the specific area of station road and no respondents disagreed with the need for the assessment to continue.

Here are some examples of responses relating to Station Road, Llanelli

“The underlying issues are not yet fixed let alone to be considered for relaxation”

“Issues continually raised by public in area relating to drunk and disorderly on streets.”

“Accosted by drunks and people high on substances continually”

“Live in area ,alcohol consumption witnessed from early morning to late evening”

“The Transforming Tyisha team would support the continuation of the cumulative impact assessment within the Station Road area of Llanelli. We feel that the implementation of these restrictions falls in line with the aims and objectives set out by the project at it’s outset. The Transforming Tyisha Project was established following the completion of a Planning for Real exercise. This exercise allowed members of the community to raise the concerns and issues they felt should be addressed as part of a regeneration project. This exercise presented a number of themes within which the community would seek improvement. These included housing and environmental conditions, community cohesion, crime, disorder and anti-social behaviour. We feel that the implementation of the cumulative impact assessment will ensure proactive steps are being taken for the management of issues relating to waste, noise, crime and anti-social behaviour. The proactive steps to reduce these issues falls in line with the goal of the project as set out”.

“These concerns are persistently raised within our community meetings, and during conversations with residents. Further to this, we continue to receive updates regarding issues outside our working hours from Dyfed Powys Police”

“A number of street drinking incidents have been witnessed by our Community Wardens. This has included groups of adults within the PSPO area drinking alcohol. We feel that the restriction of sale for off premises consumption creates a barrier to this behaviour, that could dissuade those from partaking in consumption of alcohol within the areas immediately around Station Road, Llanelli. In turn this dissuasion should assist in the reduction of associated issues. This includes the substantial issue of littering related to alcohol containers. In restricting the sale of alcohol for off premises restriction, the number of alcohol containers available in the area will reduce, and as such the littering of these containers should reduce”.

“The Safer Communities Partnership (SCP) is working closely with the police due to concerns about alcohol-related crime and ASB in an area of Llanelli Town Centre, which includes Station Road, and the SCP is currently looking to introduce a new Public Spaces Protection Order. The SCP would therefore support any interventions aiming to prevent both cumulative impact in the geographic area and it continuing to be a hotspot area”.

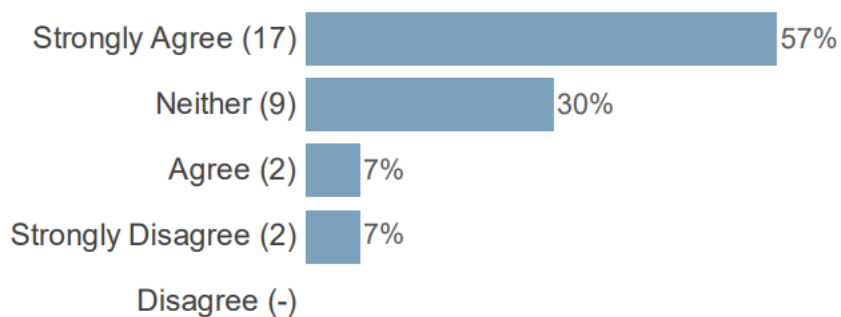
The submissions made by respondents and detailed in the matrix table are supported by the submission from Dyfed Powys Police which can be found at Appendix B. The Police submission indicates that the street suffers with significant levels of alcohol related crime and disorder. The submission prepared by Sgt Ashton also notes that “Station Road is the most called to street in the entire Dyfed Powys Police area.”

The CIA is also within the Llanelli Public Spaces Protection Order (PSPO) area and the Police submission details alcohol seizures within Station Road under the

provisions of the PSPO. The response from the Safer Communities partnership confirms that an updated PSPO is to be introduced, as a result of continuing problems with alcohol related crime and ASB in this part of Llanelli.

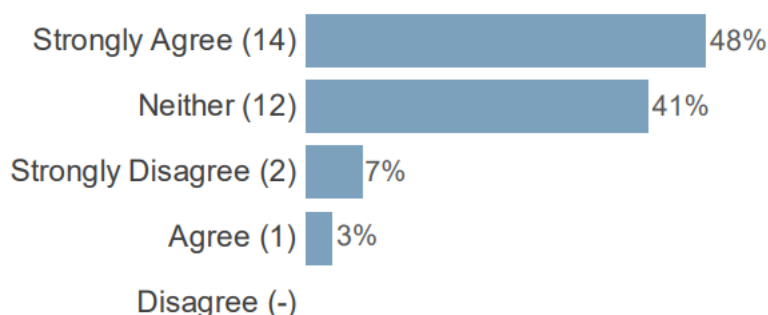
The licensing section has received 28 complaints and referrals regarding licensed premises in Station Road between 2021 and 2023. Since the CIA was introduced the Licensing Committee has referred to the assessment when determining licence applications for premises located within this portion of Station Road, Llanelli.

Q39a. To what extent do you agree that there is a problem with alcohol related anti-social behaviour in Nott Square, Carmarthen?



As pictured in the chart above, 64% of respondents either agreed (7%) or strongly agreed (57%) that Nott Square, Carmarthen has a problem with alcohol related anti-social behaviour. This amounted to 19 out of 30 of responses to this question. It was also seen that 30% of responses neither agreed nor disagreed with the statement. It was seen that 7% disagreed that there is a problem.

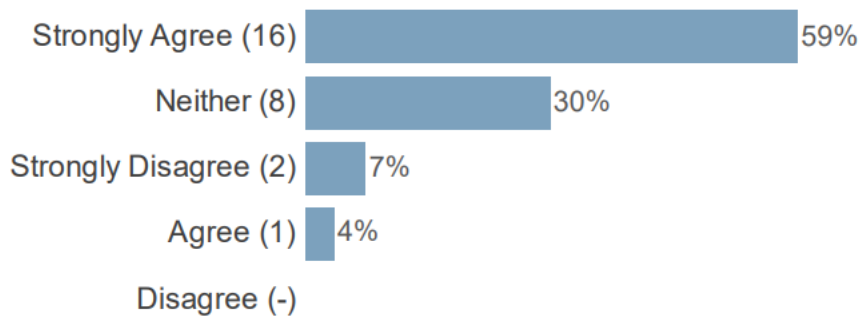
Q39b To what extent do you agree that there is a problem with alcohol related anti-social behaviour in King Street, Carmarthen?



As pictured in the chart above, 51% of respondents either agreed (3%) or strongly agreed (48%) that King Street, Carmarthen has a problem with alcohol related anti-social behaviour. This amounted to 15 out of 29 responses to this question. It was

also seen that 41% of responses neither agreed nor disagreed with the statement. It was seen that 3% disagreed that there is a problem.

Q39c To what extent do you agree that there is a problem with alcohol related anti-social behaviour in Queen Street, Carmarthen?



As pictured in the chart above, 64% of respondents either agreed (4%) or strongly agreed (59%) that Queen Street, Carmarthen has a problem with alcohol related anti-social behaviour. This amounted to 17 out of 27 responses to this question. It was also seen that 30% of responses neither agreed nor disagreed with the statement. It was seen that 4% disagreed that there is a problem.

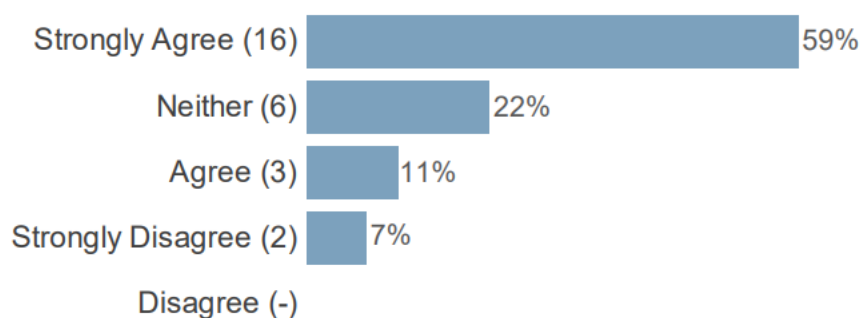
The following question asked respondents to note to what extent did they agree or disagree with the following statements:

- A cumulative impact assessment is needed for Nott Square, King Street and Queen Street, Carmarthen
- A cumulative impact assessment should apply to premises that wish to sell alcohol for consumption on the premises.
- A cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises.
- A cumulative impact assessment should apply to premises that wish to provide late night refreshment (e.g. Take away premises).

Q52 cumulative impact assessment is needed for Nott Square, King Street and Queen Street, Carmarthen

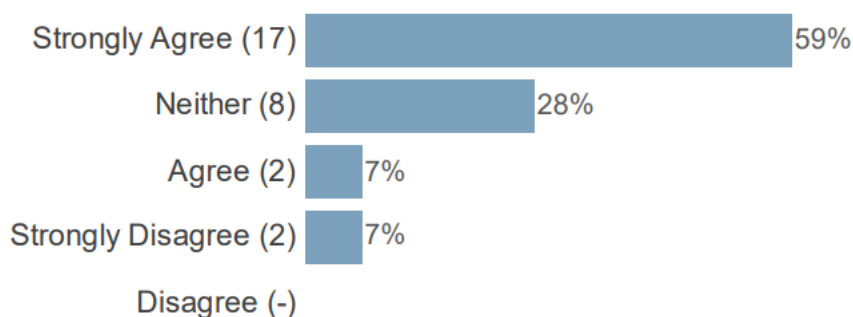
Q52a Nott Square, Carmarthen

Firstly, it was seen that 70% (n=19) of the respondents agreed that a cumulative impact assessment is needed for Nott Square, Carmarthen. Of the 70% that agreed, 59% strongly agreed with this statement. 6 individuals (22%) noted that they did not agree nor disagree with the statement, whilst 7% strongly disagreed. Results can be seen in the bar graph below.



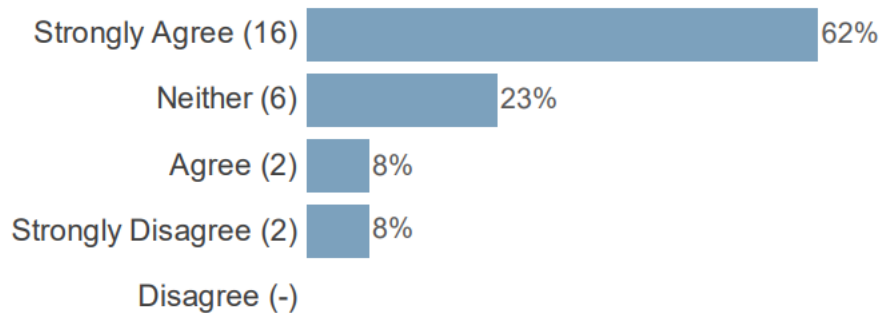
Q52b King Street, Carmarthen

Firstly, it was seen that 66% (n=19) of the respondents agreed that a cumulative impact assessment is needed for King Street, Carmarthen. Of the 66% that agreed, 59% strongly agreed with this statement. 8 individuals (28%) noted that they did not agree nor disagree with the statement whilst 7% strongly disagreed. Results can be seen in the bar graph below.



Q52c Queen Street, Carmarthen.

Firstly, it was seen that 70% (n=18) of the respondents agreed that a cumulative impact assessment is needed for Queen Street Carmarthen. Of the 70% that agreed, 62% strongly agreed with this statement. 6 individuals (23%) noted that they did not agree nor disagree with the statement whilst 8% strongly disagreed. Results can be seen in the bar graph below.

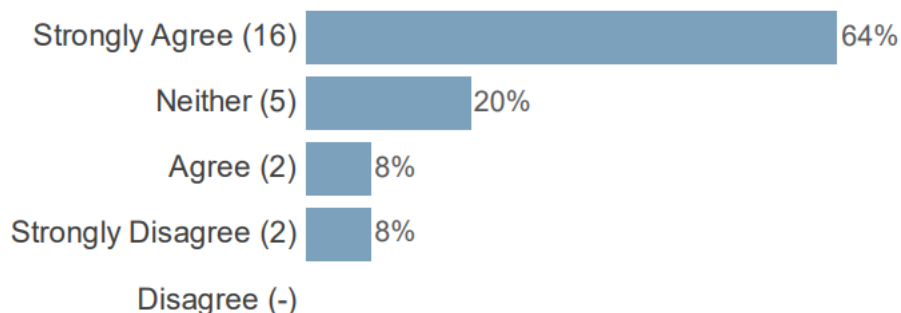


Q62 A cumulative impact assessment should apply to premises that wish to sell alcohol for consumption on the premises.

When asked if respondents agree that the cumulative impact assessment should apply to premises that wish to sell alcohol for consumption on the premises, the following responses were received :-

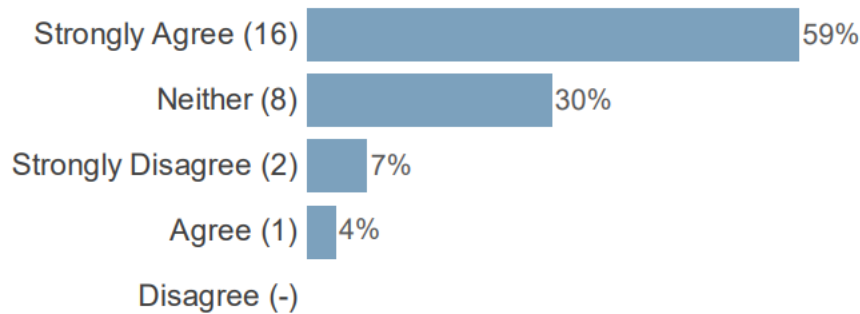
Q62a Nott Square, Carmarthen

It was seen that 64% (n=16) and 8% (n=2) of respondents strongly agreed and agreed, respectively. 20% of respondents (n=5) neither agreed nor disagreed with the question. 8% of participants indicated that they strongly disagree with the statement. The results are displayed in the bar chart below.



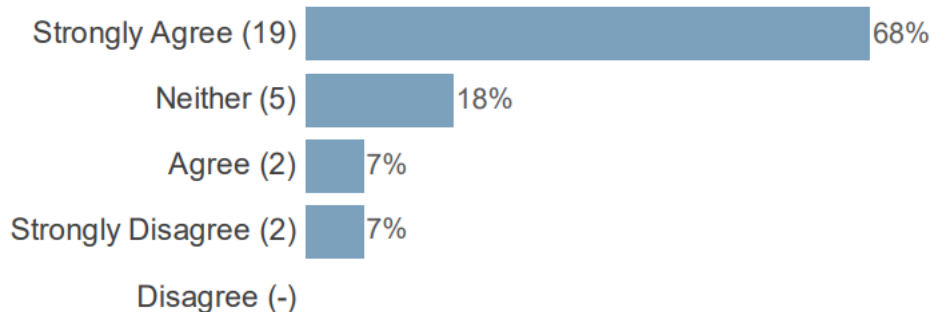
Q62b King Street, Carmarthen

It was seen that 59% (n=16) and 4% (n=2) of respondents strongly agreed and agreed, respectively. 30% of respondents (n=8) neither agreed nor disagreed with the question. 7% of participants indicated that they strongly disagree with the statement. The results are displayed in the bar chart below.



Q62c Queen Street, Carmarthen

It was seen that 75% (n=21) and 7% (n=2) of respondents strongly agreed and agreed, respectively. 18% of respondents (n=5) neither agreed nor disagreed with the question. 7% of participants indicated that they strongly disagree with the statement. The results are displayed in the bar chart below.

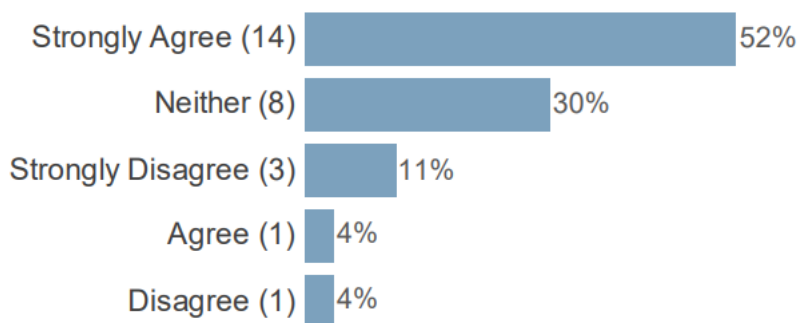


Overall, it was seen that respondents agreed that a cumulative impact assessment should apply to premises that wish to sell alcohol for consumption on the premises in Nott Square, King Street and Queen Street, Carmarthen

Q66 A cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises.

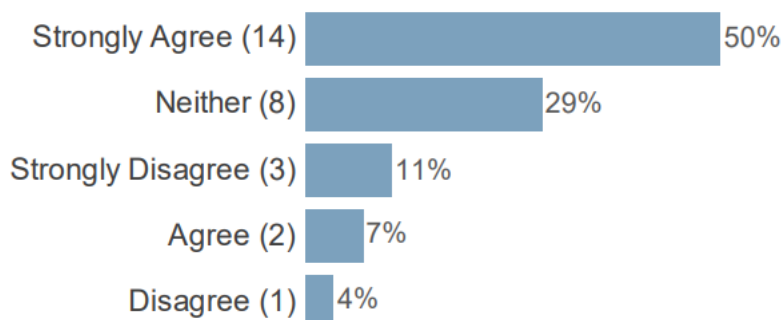
Q66a Nott Square, Carmarthen

56% of respondents strongly agreed or agreed that the cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises in Nott Square, Carmarthen. Most of the respondents 'strongly agreed' with the question (52%) whilst another 4% agreed. 30% of participants noted that they neither agreed nor disagreed. 15% of the respondents noted that they disagree. Results can be seen in the table below.



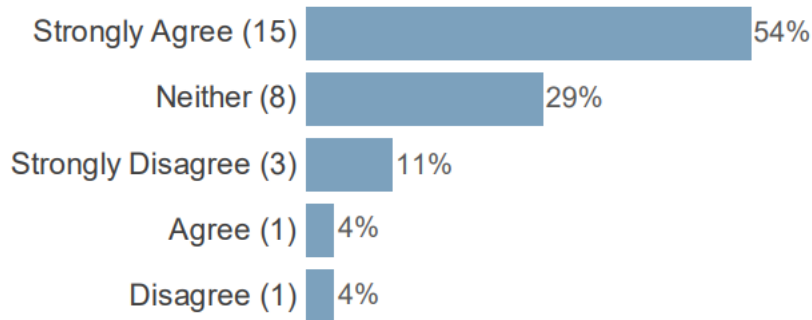
Q66b King Street, Carmarthen

57% of respondents strongly agreed or agreed that the cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises in King Street, Carmarthen. Most of the respondents 'strongly agreed' with the question (50%) whilst another 7% agreed. 29% of participants noted that they neither agreed nor disagreed. 15% of the respondents noted that they disagree. Results can be seen in the table below.



Q66c Queen Street, Carmarthen

58% of respondents strongly agreed or agreed that the cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises in King Street, Carmarthen. Most of the respondents 'strongly agreed' with the question (54%) whilst another 4% agreed. 29% of participants noted that they neither agreed nor disagreed. 15% of the respondents noted that they disagree. Results can be seen in the table below.

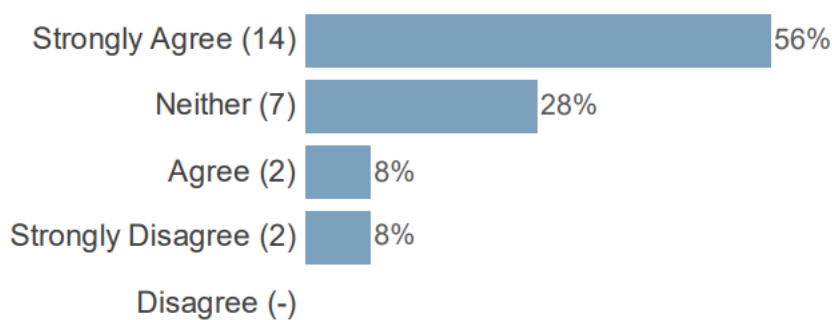


Overall, it was seen that respondents agreed that a cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises in Nott Square, King Street and Queen Street, Carmarthen

Q70 A cumulative impact assessment should apply to premises that wish to provide late night refreshment (e.g. Take away premises).

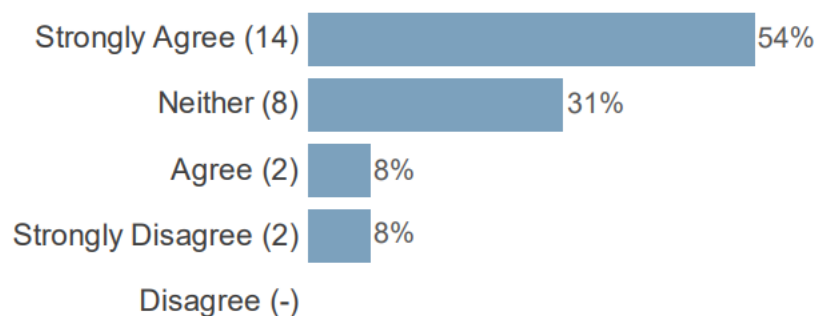
Q70a Nott Square , Carmarthen

64% of respondents strongly agreed or agreed that the Cumulative Impact Assessment should apply to premises that wish to provide late night refreshment (e.g. Take away premises) in Nott Square, Carmarthen. Most of the respondents 'strongly agreed' with the question (56%) whilst another 8% agreed. 28% of participants noted that they neither agreed nor disagreed. 8% of the respondents noted that they strongly disagree. Results can be seen in the table below.



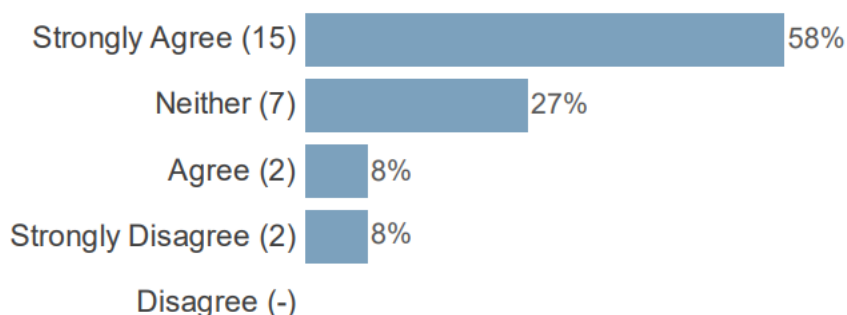
Q70b King Street, Carmarthen

62% of respondents strongly agreed or agreed that the Cumulative Impact Assessment should apply to premises that wish to provide late night refreshment (e.g. Take away premises) in King Street, Carmarthen. Most of the respondents 'strongly agreed' with the question (56%) whilst another 8% agreed. 31% of participants noted that they neither agreed nor disagreed. 8% of the respondents noted that they strongly disagree. Results can be seen in the table below.



Q70c Queen Street, Carmarthen

66% of respondents strongly agreed or agreed that the Cumulative Impact Assessment should apply to premises that wish to provide late night refreshment (e.g. Take away premises) in King Street, Carmarthen. Most of the respondents 'strongly agreed' with the question (58%) whilst another 6% agreed. 27% of participants noted that they neither agreed nor disagreed. 8% of the respondents noted that they strongly disagree. Results can be seen in the table below.



Overall, it was seen that respondents agreed that a cumulative impact assessment should apply to premises that wish provide late night refreshment (e.g. Take away premises) in Nott Square, King Street and Queen Street, Carmarthen

Respondents to the survey agree that there is a need for a Cumulative Impact Assessment to apply to Nott Square 70%, King Street 66% and Queen Street 70%. Respondents also agreed that the assessment should apply to premises selling alcohol for consumption both on and off the premises as well as premises providing Late Night Refreshment.

Respondents to the survey indicated that alcohol related ASB is still a problem in Nott Square 64% King Street 51% and Queen Street 64%.

Here are some examples of the responses received:-

“concentration of Licensed Premises with late hours of operation and residential units which means that there are potential sources and receivers present in the same vicinity”

“It has become very difficult to sleep at night because of loud music and disruptive behaviour”.

“The constant sound/threat of violence and aggression is seriously negatively impacting my health”

“Residents have already complained and provided proof of excessive noise and antisocial behaviour”

“Loads of aggression caused by alcohol on this street, intimidating unpleasant atmosphere at night”

“Drunk people on this street until dawn, loud aggressive noise, fighting, litter and refuse”

“Drunk people outside the late night venues, alcohol related refuse covers the streets on weekend mornings, lots of fighting”

“High concentration of clusters of worse-for wear people with the potential for anti-social behaviour/criminal damage. the longer they're hanging around the higher the likelihood of urine and vomit deposits”

“As a Town and County Councillor for the area since 2017 I would like to relay the following observation and comment with regards the review of the effectiveness of the existing Cumulative Impact Assessment area in Carmarthen and the possibility of an additional Assessment in the Nott Square, King Street and Queen Street area of town. I think it important for the review to take into account that from my perspective the establishment of the existing CIA in the Lammas Street area has been a great success. Complaints of Anti-social behaviour and alcohol related disturbances, assaults, criminal damage and noise etc have reduced to such an extent that complaints are now few and tend to be associated with gatherings in the vicinity of the late night take away premises. Given the very noticeable difference I would therefore very much support the current arrangements to continue. Unfortunately the same cannot be said of the Notts Square/Queen Street and King Street area which over recent years has become the new “hot spot” area of complaint of rowdiness, noise, and alcohol related violence, criminal damage, public nuisance and littering in town, Most, but not all of the complaints I have received over recent years relate primarily to one particular licensed premises but such a significant number of similar club like premises operating in such a condensed street environment inevitably brings issues of antisocial behaviour, noise and alcohol related issues. The cumulative effect of such a concentration of similar premises within such a small area operating over a similar and relatively short period of time, is, I believe, clear to see and should be able to be evidenced by the various agencies. With that in mind, and given the undoubted success of the existing Impact Assessment area in Lammas Street, I would strongly support the continuation of the existing Assessment Area in Carmarthen and also to establish an additional Culminative Assessment Area in the Nott Square, King Street and Queen Street Area.”

The licensing section indicate that there are currently 23 premises licences in force for this area of Carmarthen Town. Since 2017 the number of licences in force has increased and there have also been a number of applications to extend the permitted hours or to increase the licensed area of premises in this location.

Nott Square, King Street and Queen Street are listed in section 6 of the existing licensing policy as hotspots of alcohol related crime and disorder.

It is also worth noting the character of the areas under consideration, both King Street and Queen Streets are narrow one way streets with a mixture of commercial and residential properties. There are currently 22 licensed premises adjacent to these streets. Nott Square is a relatively compact space with an area measuring approximately 950 square meters which is roughly equivalent to 15% of the area of a standard football pitch. There are currently 5 licensed premises which open on to this small square. Many of the licensed premises in this area have permitted hours extending into the early hours of the morning and the area is a hub for the night time economy within the town.

The majority of these licensed premises do not have external areas within their boundaries for their customers to use. This requires customers who wish to smoke to have to do so in the adjoining street. Licensing Officers undertaking compliance visits during the evening and early hours of the morning have noted customers of several licensed premises as well as members of the public gathering outside, which adds to the noise in the street. Examples of this have been captured by licensing officers on body worn video.

Between 2017 and 2021 inclusive, the licensing section had received 16 complaints and referrals in relation to licensed premises in these locations, between 2022 and August 2023 the section has received 78 complaints and referrals regarding licensed premises in these locations.

Whilst undertaking compliance visits licensing staff have witnessed violent incidents taking place in this area of town and have also see individuals who have been injured as a result of violent altercations, which have not been notified to the Police and listed on weekly incident reports shared by the Police with the licensing section.

The Police submission supports the adoption of a cumulative impact assessment for this part of Carmarthen. It details levels of alcohol related ASB and alcohol related crime in this part of Carmarthen which are similar to those listed for Lammas Street which is an existing cumulative impact assessment area. It is also significant to note that 79% of crimes (23 crimes) occurring in Nott Square between July 2022 and 2023 occurred in the street and 21% (6 crimes) in licensed premises. The Police submission also lists incidents of alcohol related safety welfare, again the levels noted for this part of Carmarthen Town are significant and second only to Lammas Street, the existing cumulative impact assessment. The police report acknowledges "The statistics provided in relation to alcohol crime and incidents are likely to represent an under estimation of the true nature and extent of the problem. The picture is confused by

the fact that different sources of information suggest different conclusions. Police data particularly can underestimate the amount of alcohol related violent crime taking place. It is estimated that less than a quarter of violent offences resulting in treatment in Accident and Emergency Departments are reported to the Police”.

Respondents to the consultation have indicated that a cumulative impact assessment should apply to late night refreshment premises, e.g. Takeaway premises. Whilst there are no late-night takeaway premises within this part of the town currently, there is evidence within the responses relating to Lammas Street, Carmarthen which highlight the effect of the operation of such premises within an area with high concentrations of persons leaving licensed premises.

Environmental Health have noted in their consultation response that they have received 17 complaints regarding licensed premises between 2018 and 2022 inclusive. 16 of those complaints were submitted in 2021 and 2022.

4) Conclusion

A separate options paper will be prepared and will reference that:-

1. As a result of the consultation exercise there is sufficient evidence to retain the Cumulative Impact Assessments in relation to Lammas Street, Carmarthen and Station Road, Llanelli.
2. As a result of the consultation exercise there is sufficient evidence to support the introduction of a Cumulative Impact Assessment in relation to Nott Square, King Street and Queen Street, Carmarthen.

Appendix A – Licensing Policy Survey

**Dewiswch pa iaith y byddai'n well gennych ei ddefnyddio/
Please choose which language you would prefer to use**

-
- Cymraeg/Welsh
- Saesneg/English

Licensing Act 2003 Review of Licensing Policy Consultation Document 2023

PART ONE

ABOUT YOU:

Are you responding as a..

- Premises licence holder
- Personal licence holder
- Club premises certificate holder
- Member of the public
- Local business
- Body representing licence holders/clubs
- Body/person representing members of the public (Town & Community Council, County Councillors etc)
- Body representing local businesses
- Responsible authorities (i.e. Police, Health board, etc.)

Are you responding as an individual or on behalf of the premises/club?

- Individual
- On behalf of the premises/club

Name of Organisation/Business/Body:

Part Two:

To what extent are the following alcohol-related issues a problem in your local area?

	Serious Problem	Moderate Problem	Minor Problem	Not a Problem
Anti Social Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol related violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol related litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please identify the location and briefly outline the nature of the anti social behaviour issue:

Street _____

Town/Village _____

Nature of problem _____

Please identify the location and briefly outline the nature of the alcohol related violence issue:

Street _____

Town/Village _____

Nature of Problem _____

Please identify the location and briefly outline the nature of the alcohol related litter issue:

Street _____
—
Town/Village _____
—
Nature of Problem _____
—

Please identify the location and briefly outline the nature of the street drinking issue:

Street _____
—
Town/Village _____
—
Nature of Problem _____
—

Please identify the location and briefly outline the nature of the noise disturbance issue:

Street _____
—
Town/Village _____
—
Nature of Problem _____
—

Please identify the location and briefly outline the nature of the criminal damage issue:

Street _____
—
Town/Village _____
—
Nature of Problem _____
—

Please describe the nature of the 'other' alcohol-related issue:

Please identify the location and briefly outline the 'other' alcohol-related issue:

Street

—

Town/Village

—

Nature of Problem

—

Are there any types of business, activities or events that should be encouraged by the policy? e.g Festivals, restaurants, late night takeaways or bars.

Yes

No

Please state the type of business, activity or event that should be encouraged by the policy.

—

Where do you believe they should be located and why? Please outline your reasons below.

—

Hot Spots of Alcohol Related Crime and Disorder

At present the Licensing Policy identifies areas as hot spots of alcohol related crime and disorder. The hot spot areas have been identified by Dyfed Powys Police and are intended to highlight areas within the county where applicants and existing licence holders are strongly advised to have appropriate measures in place to prevent crime and disorder on these streets. (Please refer to [section 6.12](#) of the Licensing Policy for further information).

These areas are:

Ammanford - Quay Street, Wind Street.

Carmarthen - Coracle Way, Lammas Street, Water Street, Priory Street, Queen Street, King Street, Nott Square.

Llanelli - Murray Street, Station Road, Stepney Street, Ann Street.

Please tell us:

Should these areas remain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Should any others be added?	<input type="checkbox"/>	<input type="checkbox"/>

Please outline the reasons that these areas should remain:

Please outline the reasons that these areas should be removed:

Please tell us which areas should be added and give your reasons for this:

Cumulative Impact Assessments (Previously Cumulative Impact Policies)

The Council's licensing policy identifies two specific locations within the County which are subject to Cumulative Impact Assessments :-

- 1) Lammas Street, Carmarthen. ([See Plan](#))
- 2) A specific section of Station Road, Llanelli ([See Plan](#))

There is a presumption that additional licences or variations of existing licences for the sale of alcohol, late night refreshment and regulated entertainment will not be granted for premises in the defined areas.

The assessments were adopted as a result of clear evidence from residents and other organisations that the licensed premises in that area were a source of late-night noise, alcohol related anti-social behaviour and crime and disorder. The assessments allow for exceptions to be made in certain circumstances.

The legislation now requires Licensing Authorities to review each Cumulative Impact Assessment at least every three years to ensure that there is evidence that it is still required.

Please follow this link to [section 10](#) of the current Licensing Policy which sets out details of the existing Cumulative Impact assessments.

For further detailed information please follow this link to sections [14.20 – 14.48](#) of the Statutory Guidance issued by the Home Office relating to Cumulative Impact Assessments.

Cumulative Impact Assessment Lammas Street, Carmarthen. (See Plan)

To what extent do you agree that there continues to be a problem with alcohol related anti-social behaviour in Lammas Street, Carmarthen?

Strongly Agree
 Agree
 Neither
 Disagree
 Strongly Disagree

Please tell us why?

Where in Lammas street is it a problem?

What time is it a problem?

Why do you think it is a problem?

To what extent do you agree with the following statements...

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
A cumulative impact assessment is still needed for Lammas Street, Carmarthen (<i>For information on cumulative impact assessments see paragraphs 14.20 - 14.48 of the S182 guidance published by the Home Office</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. (<i>Please see paragraph 14.27 of the statutory guidance</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You agree that a cumulative impact assessment is still needed for Lamma Street, Carmarthen. Please provide your reasons and evidence to support your answer.

You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents).

You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents).

You agree that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises). Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents)

Cumulative Impact Assessment Station Road, Llanelli. (See Plan)

To what extent do you agree that there continues to be a problem with alcohol related anti-social behaviour in the specific area of Station Road, Llanelli.

Strongly Agree Agree Neither Disagree Strongly Disagree

Please tell us why?

Where in Station road, Llanelli is it a problem?

What time is it a problem?

Why do you think it is a problem?

To what extent do you agree with the following statements...

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
A cumulative impact assessment is still needed for the specific area of Station Road, Llanelli (<i>For information on cumulative impact assessments see paragraphs 14.20 - 14.48 of the S182 guidance published by the Home Office</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. (<i>Please see paragraph 14.27 of the statutory guidance</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You agree that a cumulative impact assessment is still needed for the specific area of Station Road, Llanelli. Please provide your reasons and evidence to support your answers.

—

You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents).

—

You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents)

—

You agree that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).Please outline your reasons and evidence for requiring the above.(e.g. Examples of incidents)

Cumulative Impact Assessment Nott Square, King Street and Queen Street, Carmarthen. (See Plan)

The Licensing Authority has been asked to consider whether Nott Square, King Street and Queen Street Carmarthen should be covered by a Cumulative Impact Assessment.

To what extent do you agree that there is a problem with alcohol related anti-social behaviour in Nott Square, Kings Street and Queen Street, Carmarthen.

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Nott Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nott Square

Please tell us why?

Where in Nott Square, Carmarthen is it a problem?

What time is it a problem?

Why do you think it is a problem?

King Street

Please tell us why?

Where in King street, Carmarthen is it a problem?

What time is it a problem?

Why do you think it is a problem?

Queen Street

Please tell us why?

Where in Queen street, Carmarthen is it a problem?

What time is it a problem?

Why do you think it is a problem?

Cumulative Impact Assessment Nott Square, King Street and Queen Street, Carmarthen (continued)

To what extent do you agree that a Cumulative Impact Assessment is needed for Nott Square, King Street and Queen Street, Carmarthen as highlighted on the plan?

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Nott Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nott Square

Please tell us why?

Please specify what part of Nott square.

Please provide your reasons and evidence that such a policy is / is not required for Nott Square.

King Street

Please tell us why?

Please specify what part of King Street.

Please provide your reasons and evidence that such a policy is / is not required for King Street.

Queen Street

Please tell us why?

Please specify what part of Queen Street.

Please provide your reasons and evidence that such a policy is / is not required for Queen Street.

To what extent do you agree that a cumulative impact assessment should apply to premises that wish to sell alcohol for consumption on the premises?

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Nott Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)

—

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)

—

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)

—

To what extent do you agree that a cumulative impact assessment should apply to premises that wish to sell alcohol for consumption off the premises? (Please see paragraph 14.27 of the statutory guidance).

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Nott Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)

To what extent do you agree that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).

	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree
Nott Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)

Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)

Any further comments...

Is there anything else that you want us to take into account when reviewing the Licensing Policy?

Yes

No

Please outline the matter you wish us to consider:

Please give us the reasons and provide evidence below:

Part 3: Your Details

How we will use your information

We are collecting personal data about you on this form to comply with requirements in the Licensing Act 2003 on carrying out consultations.

This personal data will only be used for the purpose of this consultation exercise by the Licensing team and will not be shared with any other Council service or external organisation. When we publish a report on this consultation this will not contain your personal details.

To find out more about how we will use your information, including your Data Protection rights, please contact the Licensing Section on 01267 228717.

The following demographic questions are asked within the survey so that we can find out the views of people with different characteristics, such as those listed in the Equality Act 2010.

Your responses cannot be traced back to you as an individual.

Age: What is your age group?

- | | | | |
|-----------------------------------|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 65-74 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> 75-84 | |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 55-64 | <input type="checkbox"/> 85+ | |

Pregnancy and maternity/paternity: Please indicate if any of the following apply to you (please tick all that apply).

- | | |
|---|--|
| <input type="checkbox"/> I am expecting a baby | <input type="checkbox"/> I am currently on paternity leave |
| <input type="checkbox"/> I have had a baby in the last six months | <input type="checkbox"/> None of these |
| <input type="checkbox"/> I am currently on maternity leave | <input type="checkbox"/> Prefer not to say |

Sex: How would you describe yourself?

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Prefer another term |
| <input type="checkbox"/> Female | <input type="checkbox"/> Prefer not to say |

Please specify 'prefer another term'.

The Equality Act 2010 states that a person has a disability for the purposes of this Act if he/she has or has had 'a physical or mental impairment which has had a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

Long term has been defined as meaning having lasted 12 months or is likely to last at least 12 months

Disability: Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least another 12 months? (Please tick only one)

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

Gender reassignment: Is your present gender the same as the one assigned to you at birth? (please tick only one)

- Yes No Prefer not to say

Caring Responsibilities: Do you provide regular, unpaid, substantial care for a relative, friend or neighbour who is unable to manage at home without help because of sickness, age or disability? (please tick only one)

- Yes No Prefer not to say

Sexual Orientation: What is your sexual orientation (please tick only one)

- Heterosexual/straight Gay woman/lesbian Other
 Gay Man Bisexual Prefer not to say

Ethnic Group: What is your ethnic group? (Please tick only one)

- White (Welsh, English, Scottish, Irish, British) Asian/Asian British Any other ethnic group (please specify)
 Other White, including Gypsy or Irish Traveller Black/African/Caribbean/Black British
 Mixed/multiple ethnic groups Prefer not to say

Please specify 'any other ethnic group'

—

Marriage and civil partnership: Are you? (please tick only one)

- Single Divorced/separated
 Married Widowed
 In a Civil Partnership Prefer not to say

Religion: What is your religion? (please tick only one)

- No religion Hindu Sikh
 Christian (all denominations) Jewish Prefer not to say
 Buddhist Muslim Any other religion (please specify)

Please specify any other religion:

Household Income: Approximately how much income comes into your household each year? (please tick only one)

- Under £15,000 £30,001 > £45,000 Prefer not to say
 £15,001 > £30,000 Over £45,000

Welsh Language: Can you understand, speak or write Welsh? (Tick all that apply)

- Understand spoken Welsh Read Welsh None of the above
 Speak Welsh Write Welsh

What is your main language?

- Welsh English Other (please specify)

Please specify your other 'main language':

Are you or your partner serving OR have you or your partner ever served, in Her Majesty's Armed Forces? This includes Regular or Reserves Forces, National Service and the Merchant Navy.

- Yes No Prefer not to say

We would like to know your views on the effects that these proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

Please also explain how you believe the proposed policy approach could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language.

Following 'SA', what are the first two numbers of your postcode? (e.g. if your postcode was SA50 2PG the numbers we require are 50).

Under certain circumstances, we may wish to contact you to follow-up on your response, either to ask for additional comment or to reply to the points you have raised. Do you consent to CCC using your details in this way?

Yes - I am happy to be contacted

No - I do not wish to be contacted

Please enter your details below:

Name:

—

Address:

—

Email:

—

Phone:

—

Thank you for taking the time to complete this survey
Please click [here](#) to send us your replies

Appendix B – Police Consultation Responses

Station Road, Llanelli

Submission of PS Ben Ashton

I am Police Sergeant Ben Ashton within the Carmarthenshire Prevention Hub and have worked in Llanelli Neighbourhood Policing Team for the last 3 years.

I am supportive of continuing the Cumulative Impact Assessment for Station Road, Llanelli. I have provided demand data in a separate document but in addition will share the views of the local neighbourhood policing team.

Station Road is a long urban road running through Llanelli connecting Tyshia and Glanymor to the Town Centre. It runs through Tyshia which according to the 2019 Welsh Index of Deprivation is ranked as the 17th most deprived streets in Wales. The street comprises of a mixture of commercial building, private and social dwellings. There are a number of licensed premises selling alcohol, late night food and off licence. The area is part of the Tyshia regeneration project.

Station Road is the most called to street in the entire Dyfed Powys Police area. The types of incidents most reported in the street are public order offences, Assaults and domestic violence. These types of offences are often associated with alcohol consumption.

Out of the 10 most attended premises on Station Road, 6 are licensed premises causing the most demand for officers after 9pm most evenings with peak demands at the weekend. It is reasonable to assume any increase in the number of licensed premises would increase the number of incidents in that area. This would have a detrimental impact on the community, potentially increasing the likelihood of becoming a victim or at the very least reducing their perceived level of safety. The result of which would increase demand on local policing resources.

During busy evenings and nights, the volume of intoxicated persons cascading out from licensed premises does lead to antisocial behaviour and crime and disorder and these are often at times when police resources are stretched.

There is a PSPO in place covering Station Road and adjoining streets. This is currently under review but is expected to be extended for another 3 years. The PSPO was introduced as a measure to reduce and prevent antisocial behaviour caused by intoxication. Since the introduction there have been well over 300 seizures of alcohol. While only a small proportion of seizures have been made on Station Road itself most seizures have been made within a 5-minute walk of the street. This is likely due to the lack of areas to sit and socialise compared to other areas close by.

During patrols police community support officers identify a large amount of littering on Station Road and adjoining alleys and streets. This littering regularly includes alcohol related broken glass and alcoholic cans. This continues despite the existing cumulative impact assessment, and it is reasonable to assume it would increase if the availability of alcohol was increased in that location.

There is a large number of residential properties in Station Road in the form of flats over commercial properties and at the southern end in social and HMO houses. Residents in these homes would be subject to an increase of noise and disturbance if more licensed premises open up. I am aware noise complaints have already been made to the local authority about some venues playing loud music into the early hours of the morning.

Llanelli Neighbourhood policing team support the continuation of measures taken to have a higher degree of assessment for any proposed new licences in Station Road as we believe it is in the best interest of all members of the community including existing businesses, local residents, emergency services and local authority.

Llanelli Town Overview

Considering Llanelli town as a whole (Bigyn, Elli, Glanymor, Hengoed, Lliedi and Tyisha wards combined), between July 2022 and July 2023 there were a total of 13,737 incidents reported to Dyfed Powys Police (DPP). Approximately 1833 incidents are recorded as involving alcohol.

As a result of those incidents, 3857 crimes were recorded.

During the same period, there were a total of 675 calls to DPP relating to incidents of anti-social behaviour, 91 of those ASB incidents were recorded as being alcohol related.

Public Space Protection Order

Llanelli Town has in effect a PSPO until October 2023 which is currently being reviewed with the view to extend it. The PSPO prevents the consumption of alcohol in a designated area and makes it an offence to refuse to stop drinking or surrender alcohol when required to do so. The designated area includes Station Road. Since October 2020 and July 2023 there have been 386 recorded alcohol seizures. 32 Alcohol seizure have been made on Station Road.

Alcohol Related Crime in Station Road, Llanelli

Of those 13,737 incidents recorded within Llanelli, 966 (7%) were recorded to have occurred on Station Road. The number of incidents involving alcohol were 118 (12%). The number of crimes recorded was 158 crimes were recorded, of which 47 involved alcohol.

Figure 1: Alcohol related Crime in Station Road by Location Type

Location Type	Total Volume	% Alcohol Related
Dwelling	4	9
Public House/Night Club	24	51
Public Highway	18	38
Other Commercial/Retail Premises	1	2
Total	47	100%

The table on the subsequent page (figure 2) gives a breakdown of the 47 alcohol related crimes committed in Station Road by crime type.

Figure 2: Alcohol Related Crime in Station Road by Crime Type

Crime Type	Total Alcohol Related	% Alcohol Related
Assaults	26	55
Criminal Damage	6	13
Harassment	5	11
Possession of a Weapon	1	2
Public Order	3	6
Robbery	1	2
Sexual Offences	2	4
Road Traffic (RTC)	3	6
Total	47	100%

Alcohol Related ASB in Station Road, Llanelli

Of the 679 reported incidents of ASB in Llanelli Town during the review period, 8% occurred along Station Road (51 incidents). The table below (figure 3) gives a breakdown of where those 51 incidents occurred and what volume of those incidents were alcohol related. Again, this figure is likely to be underestimated.

Figure 3: ASB in Station Road by Location Type

Location Type	Total Volume	Volume Alcohol Related	% Alcohol Related
Dwelling	7	3	43
Public House/Night Club	9	2	22
Other Licensed Premises	3	0	0
Public Highway	22	4	18
Other Commercial/Retail Premises	9	2	22
Other Building	1	1	100
Total	51	12	24%

Temporal Factors

During the 12-month review period there were a total of 1017 alcohol related incidents between the hours of 10pm and 6am across Llanelli Town, 12% of those (118) occurred along Station Road.

This can be broken down further to days of the week and times. With Sunday being the peak day for alcohol related crimes (relative to the late night and evening economy from the Saturday night) followed by Saturday, Friday and Tuesday. The peak times where these crimes are reported are between 10pm and 3am.

Data Limitations

1. The statistics provided in relation to alcohol crime and incidents are likely to represent an under estimation of the true nature and extent of the problem. The picture is confused by the fact that different sources of information suggests different conclusions. Police data particularly can under estimate the amount of alcohol related violent crime taking place. It is estimated that less than a quarter of violent offences resulting in treatment in Accident and Emergency Departments are reported to the Police.
2. All information in this report has been derived from search of searches of Dyfed Powys Police crime and incident systems. Records used in gauging the level of alcohol related incidents have been extracted where a tag or modus operandi stat has been added indicating that alcohol was a factor that was present. Research has shown that these tags or stats have not been applied in all instances and due to this limitation, it is possible that not all relevant records that relate to alcohol have been reviewed.
3. It is too complex to give the true picture in terms of how many crimes and incidents have been committed by a person under the influence of alcohol (alcohol related offender / suspect) due to proportion of offences having no suspect or offender identified or there may be a time lapse in the reporting of an offence making it difficult to establish if the offender / suspect was under the influence of alcohol at the time of the offence. In addition to this, offender(s) may have left the scene of the crime or incident prior to police arrival.
4. The manner in which some anti-social behaviour is recorded, it is not always possible to distinguish between types of incidents. Many incidents contain a wide variety of behaviours that can be deemed anti-social and there is a considerable chance that one incident can be reported by more than one complainant and to more than one agency. In addition to this, in a number of instances the person reporting may not know if the perpetrators are under the influence of alcohol or reversely the complainant may perceive the perpetrator to be under the influence, when in fact they are not.

Nott Square, King Street, Queen Street and Lammas Street Carmarthen.

Submission of PC Alex James

I am a Police Constable within the Neighbourhood Police Team in Carmarthen and have held this role for the past 3 years. Prior to this I was a response officer working Carmarthen section and have extensive knowledge of the town and the issues which require police involvement.

I am supportive of adoption for a further Cumulative Impact Assessment for Nott Square, King Street and Queen Street, Carmarthen as these areas already have many licensed premises and are in close proximity to one another in the same area of Carmarthen town.

Nott Square is a small pedestrianised area in the town centre which currently has four open licensed premises consisting of restaurants, pubs and night clubs. King Street and Queen street both fork off from Notts Square; Queen Street currently having three open licensed venues which are pubs/nightclubs, one of which has a 24 hour licence. There are a further four open licensed pubs and restaurants on King Street. With all these licensed venues within a small area of one another it provides the police considerable challenges when managing the night-time economy. During busy evenings/nights the volume of intoxicated persons cascading out into these streets leads to an increase of crime and disorder and at times when police resources are stretched cannot be managed safely. This area is a 'hot spot' for alcohol and drug related crime such as Public orders, assaults, criminal damage, drug possession and drug supply.

Customer demand for the existing licensed premises other than Saturday evenings is low and we have seen some of these venues open up as 'under 18' discos as there is more money to be made from a business point of view to open them up to children. These discos have presented the town and police in particular with a different type of problem which again puts great strain on the police service. These disco's will be held once or twice a month where up to 300 teenagers will come to the Notts Square area who will already be intoxicated through drink and/or drugs. This paints a very negative image of Carmarthen town with many of the local public being harassed, alarmed and distressed with what they see and hear. These teens will hide alcohol around the town, congregate in large groups causing intimidation, shout/swear and vomit in the streets. It is recognised that no alcohol is sold by the venue hosting these parties, but it is common for teenagers as young as 13 years to be stumbling around the town in an intoxicated state. From engagement with other businesses and public in the town this behaviour has driven customers away who do not want to be subjected to this anti-social behaviour.

What we do not want to see is more licensed premises coming to the area and due to a lack of trade they open up as 'under 18' discos which are very popular with that age demographic, and will always attract the business.

There are several residential properties in the three areas under discussion who again would be subject to an increase of noise and disturbance if more licensed premises open up. I am aware that noise complaints have already been made to the local authority from some of the venues who play loud music into the early hours of the morning.

Carmarthen Neighbourhood policing team will welcome any additional measures taken to have a higher degree of assessment for any proposed new licences in the

three mentioned streets as we believe it is in the best interest of the existing businesses, local residents, emergency services and local authority.

Carmarthen Town Overview

Considering Carmarthen town as a whole (Carmarthen South, Carmarthen West Carmarthen Town and Llangunnor wards combined), between July 2022 and July 2023 there were a total of 8989 incidents reported to Dyfed Powys Police (DPP). Approximately 1114 of these incidents are recorded as involving or referencing alcohol.

As a result of all incidents reported to DPP, 2116 crimes were recorded.

During the same period, there were a total of 227 reports of anti-social behaviour (ASB). Of which 50 were recorded as being alcohol related or making reference to intoxication.

Carmarthen Town ASB

Between 2021 and 2023 there were 4 incidents of alcohol related ASB occurring specifically in Notts Square. Three of these incidents occurred in the last 12 months. The table below shows a comparison of other night-time economy streets in Carmarthen.

Location	ASB Incidents (2021-2023)	ASB Incidents (last 12 months)
GUILDHALL SQUARE, CARMARTHEN	3	2
KING ST, CARMARTHEN	6	4
LAMMAS ST, CARMARTHEN	13	5
NOTTS SQUARE, CARMARTHEN	4	3
QUEEN ST, CARMARTHEN	2	2

Carmarthen Town Crime

Between July 2022 and July 2023 DPP recorded 2116 crimes across Carmarthen town. There were 343 crimes linked to alcohol or intoxication.

Between July 2022 and July 2023 DPP recorded 29 crimes occurring in Nott Square. The majority of offences (25) occurred between the hours of 1900hrs-0600hrs with the highest demand on a Saturday and Sunday.

Type	Number of Crimes	%
Violence Against the Person	23	79
Public Order	3	10
Criminal Damage	1	3
Drugs	1	3
Robbery	1	3
Total	29	

The majority of crimes took place on the public highway where 21% of crimes took place in licensed premises.

Location Type	No of Crimes	% of crimes
Public House/Night Club	6	21
Public Highway	23	79
Total	29	100%

Between 2021-2023 there were 9 alcohol related crimes recorded in Nott Square of which 8 were in the last 12 months. All except one of these occurred during late Saturday night or the early hours of Sunday morning.

The table below shows a comparison of other night-time economy streets in Carmarthen.

Location	Alcohol Related Crimes (2021 – 2023)	Alcohol Related Crimes (last 12 months)
GUILDHALL SQUARE, CARMARTHEN	6	5
KING ST, CARMARTHEN	8	6
LAMMAS ST, CARMARTHEN	24	23
NOTTS SQUARE, CARMARTHEN	9	8
QUEEN ST, CARMARTHEN	5	5
JACKSONS LANE, CARMARTHEN	1	1

Carmarthen Town Alcohol related safety welfare

Safety welfare incidents are those that are not crime related but typically require police attendance to prevent serious injury or death. Examples of these are collapsed or injured persons. These types of incidents often require additional resources such as paramedics and accident and emergency teams.

Between July 2022 and July 2023 DPP responded to 528 safety welfare incidents across Carmarthen town. Of which 149 incidents relate to alcohol or intoxication.

The table below shows there were 10 safety welfare incidents involving alcohol in Nott Square between 2021 and 2023. Six of those incidents occurred in the last 12 months.

Location	Safety Welfare (2021-2023)	Safety Welfare (Last 12 Months)
GUILDHALL SQUARE, CARMARTHEN	11	9
KING ST, CARMARTHEN	16	10
LAMMAS ST, CARMARTHEN	46	27
NOTTS SQUARE, CARMARTHEN	10	6
QUEEN ST, CARMARTHEN	6	4

Temporal Factors

During the last 12 months there were a total of 369 alcohol related incidents between the hours of 10pm and 6am across Carmarthen Town. 7 incidents (2%) occurred in Nott Square. When including neighbouring streets of Nott square (Queen St, King St, Guildhall Square) there were 49 incidents (13%)

This can be broken down further to days of the week and times. With late Friday and Saturday night and the early hours of the following morning. The peak times incidents are reported are between 2000hrs and 0700hrs.

Limitations

1. The statistics provided in relation to alcohol crime and incidents are likely to represent an under estimation of the true nature and extent of the problem. The picture is confused by the fact that different sources of information suggest different conclusions. Police data particularly can underestimate the amount of alcohol related violent crime taking place. It is estimated that less than a quarter of violent offences resulting in treatment in Accident and Emergency Departments are reported to the Police.
2. All information in this report has been derived from search of searches of Dyfed Powys Police crime and incident systems. Records used in gauging the level of alcohol related incidents have been extracted where a tag or modus operandi stat has been added indicating that alcohol was a factor that was present. Research has shown that these tags or stats have not been applied in all instances and due

to this limitation, it is possible that not all relevant records that relate to alcohol have been reviewed.

3. It is too complex to give the true picture in terms of how many crimes and incidents have been committed by a person under the influence of alcohol (alcohol related offender / suspect) due to proportion of offences having no suspect or offender identified or there may be a time lapse in the reporting of an offence making it difficult to establish if the offender / suspect was under the influence of alcohol at the time of the offence. In addition to this, offender(s) may have left the scene of the crime or incident prior to police arrival.
4. The manner in which some anti-social behaviour is recorded, it is not always possible to distinguish between types of incidents. Many incidents contain a wide variety of behaviours that can be deemed anti-social and there is a considerable chance that one incident can be reported by more than one complainant and to more than one agency. In addition to this, in a number of instances the person reporting may not know if the perpetrators are under the influence of alcohol or reversely the complainant may perceive the perpetrator to be under the influence, when in fact they are not.

Licensing Policy Statement

Licensing Act 2003

2024

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

1. INTRODUCTION

1.1 This policy has been developed in accordance with the Licensing Act 2003 ('the Act'), regulations made under that Act, and guidance issued by the Home Office. This policy should be considered in conjunction with these documents.

1.2 The Licensing Authority will carry out its duties under the Act with a view to promoting the four Licensing Objectives. These are:

- a) The prevention of crime and disorder**
- b) Public safety**
- c) The prevention of public nuisance**
- d) The protection of children from harm**

The Licensing Authority believes that these objectives are of equal importance.

See sections 5-9 below for further details.

1.3 This policy has been formulated as a result of a wide-ranging consultation exercise involving (but not limited to): -

- a) The Police
- b) The Fire Service
- c) Other Responsible Authorities
- d) Licence Holders and their representatives
- e) Holders of club premises certificates and their representatives
- f) Local businesses and their representatives
- g) Local residents and their representatives

Due consideration has been given to all those who have responded.

1.4 This policy relates to all those licensable activities identified as falling within the provisions of the Act, namely:

- a) Retail sale of alcohol (including via the Internet or Mail Order)
- b) Supply of alcohol to members of registered clubs
- c) The supply of hot food and/or drink from any premises between 11pm and 5am (late night refreshments)
- d) Provision of '*regulated entertainment*' (as defined by schedule 1, part 1, paragraph 2 of the Act) to the public, club members or with a view to profit. This includes: -
 - i) A performance of a play
 - ii) An exhibition of a film
 - iii) An indoor sporting event

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- iv) Boxing or wrestling entertainment
- v) A performance of live music
- vi) Any playing of recorded music
- vii) A performance of dance

1.5 The Act contains a number of exceptions and exemptions, which have been amended and increased in recent years by, the Live Music Act, Deregulation Act and other legislative orders. It is not intended to set out these changes in detail in this policy, but they are explained in the guidance issued by the Home Office under section 182 of the Act. They should be carefully considered by any person considering providing entertainment. For further advice, applicants are advised to contact the Licensing Section.

1.6 Types of Authorisations

There are four types of authorisations:

- a) **Premises Licence** - a licence granted in respect of any premises, which authorises them to be used for one or more licensable activities.
- b) **Personal Licence** - a licence granted by the Licensing Authority to an individual which authorises them to supply alcohol (or authorise the supply of alcohol) in accordance with a premises licence.
- c) **Club Premises Certificate** - a certificate granted in respect of premises occupied and used for the purposes of a club.
- d) **Temporary Event Notice** - where it is proposed to use premises for one or more licensable activity during a period not exceeding 168 hours.

1.7 It is recognised that the licensing process can only seek to address those measures within the control of the licensee, and in the vicinity of licensed premises. The licensing process is not a mechanism for the general control of anti-social behaviour by individuals once they are away from licensed premises and beyond the direct control of the licence holder. However where it can be established that a licensed premises is linked to anti-social behaviour or any other activity which undermines the licensing objectives, the matters may be pursued under the licensing process. The Licensing Authority will therefore continue to work in partnership with neighbouring authorities, the police, fire service, the NHS, the licensed trade, local businesses and local people towards the promotion of these four objectives.

1.8 It is intended that this policy statement will remain in existence for a period of up to five years from the 14th of February 2024. However the policy will be kept under constant review during this period, and where necessary, changes made, subject to the statutory consultation requirements being met.

1.9 As part of the above the Licensing Authority will consider the impact of licensing on regulated entertainment and particularly live music and dancing.

STATEMENT OF LICENSING POLICY

2. BACKGROUND

- 2.1 Carmarthenshire is the third largest county in Wales in demographic terms, with a population in 2013 of 184,681 of whom 11.6% were between the ages of 15 and 24, and 22.1% were between the ages of 25 and 44. It is these two age groups, who are currently most likely to make use of, and be employed within, the night time economy. However, 22% of the population is of pensionable age and therefore it is an aim of this policy to make the night time economy accessible to everyone, not just the young.
- 2.2 As a primarily rural area, Carmarthenshire has a strong agricultural base with a 'necklace' of key market towns providing the needs of communities in those rural areas. South East Carmarthenshire is the most densely populated part of the county, and is characterised by close knit former industrial communities. These contrasting types of environment present very different opportunities and challenges to those involved in the night time economy.
- 2.3 The night time economy within the county is extremely diverse, ranging from night clubs in the town centres to traditional local pubs, pub/restaurants, small village halls and community halls. These smaller venues have an important role to play in preserving and promoting the rich cultural and linguistic heritage of the county. On the 1st of October 2023 the Authority had 879 premises with Premises Licences, 69 with Club Premises Certificates and 2821 individual Personal Licence Holders.
- 2.4 Whilst the night time economy undoubtedly has benefits in terms of jobs, wealth creation, tourism and the promotion of cultural diversity, there are also obvious disadvantages. Alcohol related public nuisance, and crime and disorder are found not just in the larger town centres, but also in the smaller rural communities.

3. FUNDAMENTAL PRINCIPLES

- 3.1 Each application received under the provisions of the Act will be dealt with upon its own merits. However, the Licensing Authority's discretion will not be engaged unless representations are received.
- 3.2 Nothing in this policy will undermine the right of a person to apply for a variety of permissions under the Act.
- 3.3 Absolute weight will be given to all relevant representations received by the council in respect of any application or request made under the Act. However representations, which are frivolous, vexatious or repetitious, will not be considered.

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- 3.4 The Licensing Authority will not operate a quota of any kind, which would predetermine any application.
- 3.5 The Licensing Authority does not currently impose general limitations on trading hours in particular areas.
- 3.6 In carrying out its functions under the Act, the Licensing Authority will have due regard to all relevant legislation.

CONDITIONS OF LICENCE

- 4.1 In order to avoid duplication with other statutory regimes as far as possible, the Licensing Authority, where representations are received, will not attach conditions of licence unless they are considered appropriate for the promotion of the licensing objectives. Conditions will generally be considered inappropriate if issues are already adequately covered by other legislation.
- 4.2 The Licensing Authority cannot impose standard conditions of licence across the board.
- 4.3 In 2010 the Licensing Act 2003 (Mandatory Licensing Conditions) order set out five new mandatory licence conditions. In 2014 those conditions were replaced by five new conditions introduced by an amendment order.

The new mandatory licence conditions relate to:-

- 1) Prohibition of irresponsible drinks promotions.
- 2) Provision of free tap water for customers
- 3) Requiring the adoption and use of an Age Verification Policy
- 4) Giving customers the choice of small measures
- 5) Banning the sale of alcohol below the cost of duty plus VAT.

The five conditions apply to all premises licences and club premises certificates which authorise the sale of alcohol for consumption on the premises.

Mandatory condition 3 is the only one which applies to premises which authorise off sales of alcohol only.

In certain circumstances conditions attached to licences will not take effect due to the operation of the Live Music Act, Deregulation Act and other legislative orders. For further advice contact the licensing section.

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Licence holders are encouraged to contact the Licensing Section to discuss any proposed drinks promotion prior to their commencement. Further detailed guidance along with a new page outlining the conditions have been sent to each licence holder. Further copies of this advice is available from the Licensing Section.

- 4.4 For advice regarding any pools of model conditions which may be available please contact the licensing section.

5. THE LICENSING OBJECTIVES – GENERAL COMMENTS

- 5.1 Applicants for new premises licences and those seeking variation of existing licences/permissions are advised to demonstrate how they intend to promote the four licensing objectives.
- 5.2 In order to do this applicants are advised to carry out a comprehensive and detailed assessment which should cover, amongst other things:
- a) The scope and nature of the licensable activities to be carried out.
 - b) The duration of such activities.
 - c) The nature and location of the premises in which the activities are to take place (this may include reference to beer gardens, smoking shelters or any other open areas forming part of the premises, or used by the premises for the carrying on of licensable activities and/or consumption of alcohol).
 - d) The nature and location of other premises in the vicinity and their occupants.
 - e) The skills and knowledge levels of persons engaged in carrying out those activities.
- 5.3 The Licensing Authority advises that such an assessment should identify issues which could lead to the licensing objectives being undermined.
- 5.4 The Licensing Authority advises that such an assessment, and its conclusions, be incorporated within, or be annexed to, the operating schedule, which forms part of the application. Where an applicant chooses not to submit a risk assessment they are advised instead to provide a statement explaining why in their opinion one is not needed.
- 5.5 The Licensing Authority advises that the operating schedule sets out in detail the control measures the applicant intends to put in place to deal with the risks identified in the assessment.

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- 5.6 Applicants are reminded that, where representations are made in relation to an application, the Licensing Authority has the power to place conditions upon the licence where it considers it appropriate to do so to promote the licensing objectives.

The Licensing Authority believes that the effective management of licensed premises by suitability experienced and trained staff is essential for the promotion of the four licensing objectives.

Designated Premises Supervisors

- 5.7 Applicants are reminded that where they wish the premises licence to include the sale or supply of alcohol that they need to appoint a Designated Premises Supervisor (DPS), who must hold a personal licence. The Licensing Authority strongly recommends to all applicants that the Designated Premises Supervisor (DPS) be the person who has day-to-day control of the premises.

- 5.8 The Licensing Authority recognises that where a large organisation such as a pub or supermarket chain has a number of premises from which it intends to sell/supply alcohol, that organisation may wish a more senior member of staff such as an Area Manager to act as Designated Premises Supervisor (DPS) for more than one premises. In those circumstances, the Licensing Authority strongly advises applicants to clearly set out in their operating schedules on how the DPS will ensure that the licensing objectives are to be promoted at the premises in question. The Licensing Authority recommends that this includes:

- a) The frequency of visits by the DPS to the premises.
- b) The maintenance of proper records at the premises relating to the Licensing Objectives and their inspection by the DPS.
- c) The identification of the person or persons responsible for the day-to-day management of the premises.
- d) The proper training of staff at the premises, having regard to their individual roles and the nature of the licensable activities carried on at the premises.

- 5.9 Adult Entertainment

Following the amendment of the Local Government (Miscellaneous Provisions) Act 1982 to introduce a new category of establishment called Sexual Entertainment Venues, applicants and existing licence holders who are providing adult entertainment such as Lap Dancing, Pole Dancing or Table Dancing are advised to contact the Authority to check whether they require a separate Sexual Entertainment Venue licence for the premises. Further guidance regarding the provision of adult entertainment is available from the Licensing Section.

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- 5.10 When preparing their Operating Schedules, applicants are advised to have regard to the guidance issued under Section 182 of the Licensing Act 2003 and any other guidance referred to therein.

6. THE PREVENTION OF CRIME AND DISORDER

6.1 In order for applicants to properly address this objective, the Licensing Authority advises that the operating schedule where appropriate includes (amongst other things) reference to the following:

- a) The use of CCTV cameras, both inside and outside the premises. It is recommended that such cameras, where installed, meet the standard set out in the Operational Requirements Guidance document issued by the Carmarthenshire Division of the Dyfed Powys Police and that images are retained for thirty one days. Where cameras are installed, applicants are advised to provide a declaration that Police and Licensing Officers can have immediate access to the images at any time during the opening hours of the premises.
- b) The CCTV system shall be recording whenever the premises is open for licensable activities and at least one hour before opening time and one hour beyond the closing time.
- c) That a competent person capable of producing a copy of CCTV footage upon request of any investigating agency is available at the premises.
- d) The CCTV system be installed and maintained to the satisfaction of the Dyfed Powys Police and local Community Safety Officer.
- e) The Premises Licence holder shall ensure that the CCTV system is kept in a good working order.
- f) The licensee or another appropriate person must randomly examine any available recordings in an attempt to satisfy themselves that all relevant policies are being adhered to and act accordingly where there is any suspicion that staff are not following policy, such as requesting identification or questioning potential 'proxy sales'.
- g) The installation of a security system for the whole of the premises, including the stock area of an approved standard.
- h) Procedures for risk assessing promotions (e.g. drinks promotions) and special events with potential to cause crime and disorder. Plans to minimise the risks identified.
- i) Means to prevent the use and supply of illegal drugs.
- j) Training of staff, including the obtaining of qualifications to a national standard. Applicants are advised to keep written records of all staff training.
- k) The use of security staff, including the number to be deployed, methods of operation, training and qualifications. Applicants are reminded of the requirements of the Securities Industry Act. Applicants will be expected to maintain a register, detailing the security staff on duty at any one time and

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allow the Police and Licensing Officers access to that register at any time during the opening hours of the premises.

- l) That where Door Supervisors are employed it be in the ratio of two door supervisors for the first one hundred persons and one per hundred thereafter. If applicants wish to employ a different ratio, it is recommended they explain why.
 - m) In the case of nightclubs and venues used for live entertainment and concerts, the use of metal detectors and/or other search facilities and procedures.
 - n) Door supervisors whenever on duty must wear high visibility style clothing both indoors and outdoors. The type of clothing to be used indoors must be clearly visible and readily identifiable in premises where the lighting may be dim, so that they are recognisable to members of the public, police officers and licensing officers. Whenever on duty door supervisors must complete a register of the time they start and finish duty, the register must contain the contact details of the individual door supervisor.
 - o) Certain premises, particularly those with access restrictions for under 18's are advised to consider arranging for trading standards officers to deliver the free training regarding age verification, detailed in paragraph 9.10, for key staff such as door supervisors.
- 6.2 Applicants are strongly advised to state clearly in their operating schedules the measures to be taken to prevent customers removing glasses and/or open bottles/cans of alcohol from the premises.
- 6.3 All applicants are advised for the purposes of the prevention of crime and disorder that they include within the operating schedule, a capacity limit for the premises and the control measures to ensure it is enforced.
- 6.4 Applicants are advised to outline measures to be taken to supervise customers within any outside location at the premises either a beer garden or street café, in respect of the consumption of alcohol or smoking.
- 6.5 Applicants are advised that where they are planning to place tables and chairs on the highway or on private land, to indicate how they intend to control patrons at those locations and when they intend to remove those tables and chairs. Applicants are advised to contact the Street Scene section for advice regarding relevant permits under the Highways Act 1980.
- 6.6 It is recommended that Licensees support the Dyfed Powys Police in any initiatives to prevent crime and disorder such as passive drugs dogs, Itemiser drug scanning machine or any other relevant resource tool.
- 6.7 Licensees are encouraged to actively participate in an appropriate Pub Watch, LVA, Club Watch, Club Radio, Behave or be Banned, Best Bar None, and Home Watch Scheme or any other similar scheme. Applicants are advised to indicate whether or not they are willing to participate and also whether they are willing to contribute financially to the cost of such schemes.

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- 6.8 Licensees are encouraged to promote and take part in any local or national initiatives, strategies or campaigns such as the 'Safer Clubbing Guide' and have regard to the Working Together to Reduce Harm – The Substance Misuse Strategy For Wales 2008 – 2018 (Welsh Government 2008)
- 6.9 Applicants are advised where age restrictions on access apply, to put in place measures to control such activities, including staff training and the adoption of schemes such as "Challenge 25"
- 6.10 Licensees are reminded of their statutory duties to display certain licence documents and notices, Proper access to the licence and the display of the summary documents are vital elements of both the premises management and enforcement regimes. The Dyfed Powys Police and the Licensing Authority are of the view that in order to comply with these requirements, the premises summary document needs to be displayed in full public view, at a convenient height, not obscured and in such a way that each page of the document can easily be read by any person at the premises. Police and Licensing Officers will expect the responsible person at the premises to be able to produce the licence without delay.
- 6.11 Applicants requiring further information regarding the above or local crime prevention strategies should contact the Police at the address given in Appendix B.
- 6.12 The Dyfed Powys Police have identified the following areas within the County as hot spots of alcohol related crime and disorder. Applicants and existing Licence holders are strongly advised to pay special attention to measures aimed at preventing Crime and Disorder at premises located on these streets and in the vicinity.

Llanelli

Murray Street, Station Road, Stepney Street, Ann Street.

Carmarthen

Coracle Way, Lammas Street, Water Street, Priory Street, Queen Street, King Street. Nott Square

Ammanford

Quay Street, Wind Street.

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7. PUBLIC SAFETY

- 7.1 Applicants are reminded that the safety of staff and patrons on licensed premises is the responsibility of the licensee.
- 7.2 New Psychoactive Substances**
- A recent trend has been the use and availability of New Psychoactive Substances (NPS), so called 'legal highs'. The authority recognises that legislation is sometimes slow to change to deal with such substances and that both the Police and local authority have powers under other legislation to tackle premises supplying substances that could be considered as legal highs. The Licensing Authority expects licence holders and qualifying clubs to actively discourage and prevent the use or supply of such substances in licensed premises.
- 7.3 All applicants are strongly advised to include within their operating schedule details of the maximum numbers of persons to be allowed in the premises at any time, how that figure was reached, and the control measures to ensure it is enforced.
- 7.4 Applicants are reminded that such maximum numbers should be calculated to ensure that premises can be safely evacuated in the event of any emergency, not just in the event of fire (which is the subject of separate legislation). The proposed maximum numbers and control measures should therefore also provide for other types of emergency (e.g. violent disorder, flooding, bomb threats etc).
- 7.5 All applicants are strongly advised to assess as to when the use of alternatives to glass, such as plastic bottles, plastic glasses and/or toughened glasses may be appropriate. The Licensing Authority believes that this is of particular relevance not just to high volume premises such as nightclubs and large town centre pubs, but also to other premises during peak periods such as bank holidays, other special occasions and external beer gardens and street cafes. Failure to properly address this issue could result in representations being submitted by the responsible authorities.
- 7.6 Applicants are advised to set out how they intend to make adequate first aid provisions for staff and customers.
- 7.7 The Licence Holder are advised to ensure that there is in force an appropriate public Liability Insurance Policy relating to his/her use of the premises for licensable activities. A copy of which should be on display at the principal point of entry and be produced to a Police Officer or an officer of the Licensing Authority on request.
- 7.8 Applicants are reminded electrical safety is of paramount importance. Applicants should be aware of the importance of ensuring that the electrical

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installations of a venue are maintained in safe correct working order, and are periodically checked to ensure they remain in such a condition.

Applicants are advised that the electrical installation in the premises should be in accordance with the requirements contained in the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (IEE Wiring Regulations – issued as BS 7671:2001-amd 2002: Requirements of electrical installations). The Local Authority also advises that the electrical installation of the premises should be inspected and tested annually by a qualified electrical engineer. Applicants are encouraged to keep a record of such certificates for a period of twelve months.

- 7.9 Applicants are reminded that in circumstances where temporary structures (e.g. stages, marquees, seating etc) and/or temporary installations (e.g. generators, heaters) are used, it is the applicant's responsibility to ensure that they are suitable for their intended use and they are erected/installed correctly. Applicants are encouraged to ensure only competent people install/erect temporary structure(s) and installations, and the applicant is strongly advised to obtain completion / conformity certificates from the persons responsible for erecting or installing the structure. In addition, applicants are encouraged to keep a record of such certificates for a period of 12 months following obtaining the certificate.
- 7.10 The use of LPG is not uncommon, in particular, at outdoor events. In circumstances where LPG is intended to be used and stored, applicants are urged to familiarise themselves with the requirements of the LPG Association code of practices and follow such codes.
- 7.11 Applicants and existing licence holders are reminded of the need to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005. Advice regarding Fire safety can be obtained from the Mid and West Wales Fire Brigade, contact details for their Fire Safety department appear in Appendix B.
- 7.12 The Licensing Authority recommends that applicants contact the Fire Brigade, Health and Safety Executive and or Carmarthenshire County Council Commercial Services as appropriate for further information and guidance on these issues. (See Appendix B for relevant contact details).
- 7.13 Licensees are strongly advised to consider staff transport as an integral part of operating a safe business. Licensees are encouraged to engage in campaigns such as the "Get Me Home Safely" campaign and to consider what can they do to ensure their staff are safe. Examples to consider are :-
- The cost of travel
 - The lack of available public transport at end of shift
 - The distance to walk to their car, taxi, train or bus
 - The route the staff member will need to take
 - How will they get home
 - Ask staff of their concerns

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Licensees are strongly advised to identify workable solutions to facilitate safe travel home, by introducing measures such as:-

- Shift patterns where no individual leaves alone
- Suitable times for end of shift for those requiring public transport to ensure they are able to make the journey
- Buddying up, so that no individual staff member is to travel alone
- Providing transport such as a taxi or minibus to convey staff home
- Providing contact numbers of taxi companies within the area
- Getting supplemented taxi travel for late shift workers.
- Include the above in a risk assessment

8 THE PREVENTION OF PUBLIC NUISANCE

- 8.1 Applicants are reminded that licensed premises do not exist in isolation and that their operation contains an inherent risk of public nuisance.
- 8.2 Applicants are advised, as part of the assessment referred to in paragraph 5.2, to identify potential instances of public nuisance, arising from the operation of the premises and the measures to be implemented to control them.
- 8.3 Inaudibility - The simple presence of noise at a complainant's premises would not itself be sufficient to determine the matter as being a Public Nuisance or statutory noise nuisance as defined by the Section 79 of the Environmental Protection Act 1990. In determining the existence of a public nuisance or statutory noise nuisance a number of factors must be taken into consideration such as time, duration, frequency and loudness of the noise.
- 8.4 Applicants are reminded that their responsibilities in this respect are not limited to activities taking place within the premises during opening hours. Applicants are advised to have regard to (amongst other things) the manner in which their premises are prepared for opening (e.g. cleaning and deliveries), the management of patrons entering and leaving the premises and the manner in which the premises is closed down, including the way in which glass bottles are disposed of.
- Applicants are also advised to consider:-
- a) Displaying Neighbour courtesy notices to be displayed at the premises.
 - b) Adopting a Dispersal Policy for the premises in respect of any person leaving the premises after midnight.
- 8.5 Applicants are reminded that public nuisance is not limited in scope to noise nuisance. Regard should therefore be had to (amongst other things) issues of light pollution, odour pollution, vibration etc.

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- 8.6 As a result of the introduction of The Health Act 2006 and subsequently The Smoke-free Premises etc. (Wales) Regulations 2007, a large number of premises have erected external shelters and smoking areas, a number of which use street furnishings. Applicants should consider carefully the layout and locations of such external areas and are advised that such furnishings be situated in locations so as not to cause obstruction to the public.
- 8.7 Prior to erecting smoking structures applicants are reminded to consider whether their structure may conflict with relevant planning/building control permission for the premises. If the applicant is unsure whether this is the case or where they are aware of such a conflict, then they should contact the relevant Section of the Authority to resolve this matter.
- 8.8 Applicants are advised to consider how noise arising from the use of external smoking shelters/smoking areas is controlled. Applicants are advised to locate such areas away from residential properties if possible. It is also advised that applicants consider restricting the access to such areas and the activities undertaken within the areas e.g. alcohol not to be used in the external areas beyond a particular time and carefully manage access to and use of such areas.
- 8.9 Applicants are advised not to provide entertainment such as music and televisions in the external smoking areas. Not only can the noise from the entertainment cause disturbance, but external entertainment encourages people to stay outside for prolonged periods of time and this itself can give rise to noise and disturbance
- 8.10 Advertising by means of fly posting is increasing and can have a detrimental effect on the surroundings. Applicants who use such methods of advertisement are recommended to have procedures in place to ensure that the advertisements are removed as soon as possible. Applicants are reminded that fly posting may give rise to criminal liability, both for those who fly post and the business that is being advertised.
- 8.11 Applicants are advised to consider how customers using the smoking areas dispose of their used cigarettes. Applicants are encouraged to provide receptacles for the used cigarettes and also to have systems in place to ensure the area is kept free from litter.
- 8.12 The Public Health Team has encountered a number of cases where trade waste is not being effectively managed by Licensed Premises. The result of which can give rise to Public Health problems such as rodent infestations, flies and odours. Situations have also arisen where premises (especially food premises) have been depositing their waste oil into the foul drainage system that resulted in blocked drainage system. Applicants are therefore reminded of their obligation to comply with legislation in relation to these issues.

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- 8.13 Carmarthenshire County Council Public Health Services has produced further detailed guidance to assist applicants to address the public nuisance licensing objective. The Licensing Authority advise applicants to have regard to this guidance when producing operating schedules.
- 8.14 The Public Health Team has a duty to investigate nuisance complaints and therefore should be the first point of contact in cases where individuals are experiencing problems of nuisance from licensed premises.

9 THE PROTECTION OF CHILDREN FROM HARM

- 9.1 The Licensing Authority will not seek to require that access to any premises is given to children at all times. Under normal circumstances this will be left to the discretion of the licensee. Generally the Licensing Authority will not seek to limit access of children to any premises unless it is necessary for the prevention of harm to them. Applicants are reminded that their general responsibilities towards staff and customers are increased where such staff/customers are children.
- 9.2 Applicants are advised to include within their operating schedules a clear statement as to when children will be employed at the premises and/or when they will be allowed on the premises as customers or performers in regulated entertainment. Applicants are reminded of the existence of local by laws governing the employment of children, and are advised to contact Education and Children Services in relation to this issue.
- 9.3 The range of alternatives which may be considered for limiting the access of children include:
- a) Limitations on the hours when children may be present.
 - b) Limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place.
 - c) Limitations on the parts of premises to which children might be given access.
 - d) Age limitations (below 18).
 - e) Requirements for accompanying adults.
 - f) Full exclusion of people under 18 from premises when licensable activities are taking place.
- 9.4 Where applicants intend to allow children to enter their premises they are advised to establish and enforce clear codes of conduct to be observed at all times when children are present. The Licensing Authority suggests such codes to be incorporated within or annexed to operating schedules and to include reference to (amongst other things):

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- a) The prohibition of foul and abusive language
 - b) The prohibition of threatening behaviour
 - c) The prohibition of entertainment of an adult or sexual nature
 - d) The prohibition of entertainment of a violent nature
 - e) The prohibition of gambling (other than small numbers of AWP machines).
- 9.5 Applicants are advised to clearly state which parts of the premises children are allowed to enter, the circumstances in which this can take place and the control measures to ensure this is enforced. Applicants should seek advice from the Licensing Authority and Children's Services on a case by case basis.
- 9.6 Applicants are advised to include within their operating schedule a declaration that children of school age will not be allowed into their premises during school hours.
- 9.7 Applicants whose premises are used to provide services specifically to children and/or family groups are advised to adopt the following measures:
- a) Security checks on all staff, including temporary staff.
 - b) Training for key staff in relation to child protection and safety issues.
 - c) The adoption of fixed time deadlines after which children of a certain age will generally be expected to leave the premises. The Licensing Authority recommends that on a day preceding a school day this should be 8pm for children up to and including primary school age, and 10pm for secondary school children.
 - d) Procedures to ensure that unaccompanied children have the means to travel home safely.
- 9.8 In respect of licensed premises that hire their function rooms for private events, they adopt a system where all bookings are checked and details of the event or functions are verified as being bona fide. Such details to be recorded to include name of person who took the booking, contact details of person make the booking and what steps were taken to confirm that the event or function was not for persons under 18 years of age. This is to prevent the possibility of licensing offences being committed by the premises or those attending the function, such as an under 18's party, school proms or similar events where the majority of those attending will be under 18.
- 9.9 Applicants whose premises are to be used for Parties or events aimed primarily at 18 year olds and under are advised that the following arrangements are prudent to protect children from harm.
- Bookings for such events should only be taken from an adult. A requirement of an accompanying adult to supervise should be considered.
 - A Designated Premises Supervisor should be present whenever the premises is in use for such events

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- Specific arrangements need to be made by the premises to ensure that children and young people are able to get home safely. For example having a freephone available for booking local taxis.
 - Specific arrangements need to be made to ensure that children and young people that turn up at the premises and are denied access due to intoxication get home safely to the care of a parent or carer or responsible adult.
 - Fixed time deadlines at which such parties will generally be expected to leave the premises.
- 9.10 Consideration should be given to the age of bar staff serving at these events and the potential impact that peer pressure could have on the likelihood of alcohol being served to underage persons. Arrangements should include the supervision and training of these staff to deal with peer pressure.
- 9.11 Applicants are reminded of research carried out on behalf of the Department of Children & Families by Newcastle University, which concluded that children who misuse alcohol are likely to suffer harm to their physical and mental health, educational development and personal safety.
- 9.12 Applicants whose premises are to be used for the sale and/or supply of alcohol are advised to set out in their operating schedules the steps that will be taken to prevent the sale and/or supply of alcohol to persons under age. This may include (but not necessarily be limited to):
- a) The Implementation of a “Challenge 25” policy to ensure that all staff will insist on appropriate ID if they believe that a purchaser may be 25 or under – “No ID – No Sale”.
 - b) The provision of notices / posters to be clearly displayed in store, near the point of sale areas, to emphasise to customers that they will be challenged if they look 25 or under. It is recommended that similar posters relating to the sale of age related products to be clearly displayed near the products themselves.
 - c) What forms of proof of age will be accepted at the premises e.g. Photo-card driving licence, passport, Validate card or any PASS accredited proof of age card.
 - d) A requirement that all new employees to undergo induction training in relation to the sale of age restricted products, immediately on commencing employment, and a written record and details be kept of such training.
 - e) A requirement that all relevant staff undertake refresher training in relation to the sale of age restricted products at least once every 6 months.
 - f) That such training include information on the acceptable forms of ID, and in particular the “Validate” proof of age card, promoted within Carmarthenshire. Sample “Validate” ID cards, should be made available, for staff, to assist confidence in their understanding of information contained on such cards.
 - g) A Requirement that a “Refusals Log” be maintained, kept at the till area, and entries completed every time a sale is refused. These “refusals”

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should be examined and analysed by an appropriate person within the organisation, at regular intervals, and any potential concerns addressed immediately. Any such actions should be recorded, signed and dated.

- h) Where a person under 18 is employed, a signed record should be made by the relevant "supervisor" in charge of that person, prior to them commencing duty on each day.
- i) The Premises Licence Holder should have installed a CCTV system that covers the checkout area. The licensee or another appropriate person should randomly examine any available CCTV recordings, in an attempt to satisfy themselves that all relevant policies are being adhered to, and act accordingly where there is any suspicion that staff, are not following policy, such as not requesting ID, or questioning potential "proxy sales".
- j) The preparation of a written policy in relation to the sale of age restricted products, a copy of which to be provided to all staff. Such a policy should be annually reviewed and if relevant, updated to reflect changes in the law, and / or guidance issued by relevant bodies.
- k) Where an EPOS system is in use, a till prompt is automatically generated to alert staff that an alcoholic product has been scanned, and that staff need to acknowledge this, before such a sale can continue.
- l) Arranging for the DPS to be in full time employment at the premises, with an active "hands on" role in, and responsibility for, overseeing staff. The DPS should have successfully completed, and provide evidence of such, a nationally accredited "personal licence" course.
- m) Ensuring that all documents referred to above, are kept at the premises and made available on request, at all times to Police, Trading Standards or Licensing Officers. Applicants are advised that where such a requirement is made a condition of licence, a failure to produce could be interpreted as documents "not being available", which could be a breach of licensing conditions.

9.13 The Trading Standards Services Section offer free training for premises staff in relation to the sale of alcohol and other age restricted products. Licence holders wishing to take advantage of this service must make arrangements well in advance by contacting the Trading Standards Section using the contact details contained in Appendix B.

9.14 Applicants should have regard to such advice and guidance as may be issued from time to time by the Police and the Carmarthenshire County Council's own Trading Standards Officers.

9.15 Applicants are reminded that the advice to keep training records set out in paragraph 6.1 in this policy is equally applicable in this context.

9.16 The Licensing Authority recognises that the Department for Education and Children of Carmarthenshire Council is the competent body to advise on matters relating to the protection of children from harm. The address to which applicants should forward copies of their application is contained in Appendix E.

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- 9.17 The Licensing Authority strongly advises applicants to make a commitment in their operating schedules to follow the Portman Group code of practice on the naming, packaging and promotion of alcoholic drinks. Failure to do so may be regarded as intelligence of irresponsible drinks promotions under section 19 (2) of this policy.

10 CUMULATIVE IMPACT ASSESSMENTS

Station Road, Llanelli

- 10.1 The Licensing Authority considers that the number of premises licences and club premises certificates in force for premises in the lower end of Station Road, Llanelli, between its junction with Queen Victoria Road south to the railway crossing is such that granting further licences would be inconsistent with the authority's duty to promote the licensing objectives. The area is shown on the plan attached at appendix F.

This Cumulative Impact Assessment applies to any property which has a boundary on the relevant portion of Station Road.

This cumulative impact assessment applies to premises that sell alcohol for consumption both on and off the premises as well as premises that supply late night refreshment.

- 10.2 Where relevant representations are received, it is the Licensing Authority's intention to refuse applications in respect of the lower end of Station Road, Llanelli, between its junction with Queen Victoria Road south to the railway crossing as shown on the plan attached at appendix F for;

- (a) New Premises Licences
- (b) The variation of such licences that are considered likely to add to the existing cumulative impact.

The assessment is intended to be strictly applied and will only be overridden in genuinely exceptional circumstances

Exceptions are unlikely to be made on the grounds that the premises are, or will be, well managed

Exceptions should be directed at the reasons underlying the assessment.

An exception might arise where an application proposes;

- (a) To effect a real reduction in capacity
- (b) To replace vertical drinking with seated consumption and waiter service.

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- (c) To transfer an operation from one premises to another, where the size and location of the second premises is likely to cause less detrimental Impact and will promote the licensing objectives.
- (d) The substitution of existing licensable activity at a premises with licensable activities which would have less impact on the area and would be more likely to further the licensing objectives.

Variation applications which are likely to be considered to add to the existing cumulative impact include;

- (a) An increase in the capacity of the premises
- (b) An extension in the hours of operation of the premises
- (c) Introducing opportunities to consume alcohol other than ancillary to table meals
- (d) Introducing opportunities to take food away from the premises
- (e) Introducing dance floors or similar facilities
- (f) Any other change to the way the premises operate which is likely to have an impact on the promotion of the licensing objectives.
- (g) The varying of an existing licence condition attached to a premises licence, which is likely to have an impact on the promotion of the licensing objectives.

The reasons for adopting this assessment are as follows;

1. The portion of Station Road, Llanelli, between it's junction with Queen Victoria Road south to the railway crossing as shown on the plan attached at appendix F contains a total of 21 licensed premises, including pubs, nightclubs, off licences and late night take away outlets.
2. The Road is in close proximity to a large number of residential streets. There is clear evidence that these streets are subject to alcohol related crime and disorder by persons who have purchased alcohol in Station Road.
3. Station Road is the location for a number of licensed premises. There is clear evidence linking these premises to late night noise and anti social behaviour in Station Road and the surrounding residential streets.
4. Evidence has been received that late night food outlets attract passing custom from people leaving the town centre, leading to a greater concentration of people than would otherwise be the case , before dispersing through nearby residential streets.
5. There have been licence applications relating to premises in Station Road which have highlighted issues of alcohol related anti-social behaviour and crime and disorder.
6. The evidence to support the above is contained in the Policy review file and on the individual premises files held by the Licensing Section.
7. The Police have supplied evidence to support the ongoing need for a Cumulative Impact Assessment for Station Road . This is attached at appendix J.
8. The evidence from the consultation shows that residents are continuing to be affected by alcohol related crime and disorder, however this is primarily

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between its junction with Queen Victoria Road south to the railway crossing, as shown on the plan attached at appendix F.

Lammas Street, Carmarthen.

- 10.3 The Licensing Authority considers that the number of premises licences and club premises certificates in force for premises in Lammas Street, Carmarthen is such that granting further licences would be inconsistent with the authority's duty to promote the licensing objectives. The area is shown on the plan attached at appendix G.

This Cumulative Impact Assessment applies to any property which has a boundary on Lammas Street, Carmarthen.

This cumulative impact assessment applies to premises that sell alcohol for consumption both on and off the premises as well as premises that supply late night refreshment.

- 10.4 Where relevant representations are received, it is the Licensing Authority's intention to refuse applications in respect Lammas Street, Carmarthen as shown on the plan attached at appendix G for;

- (a) New Premises Licences
- (b) The variation of such licences that are considered likely to add to the existing cumulative impact.

This Assessment is intended to be strictly applied and will only be overridden in genuinely exceptional circumstances

Exceptions are unlikely to be made on the grounds that the premises are, or will be, well managed

Exceptions should be directed at the reasons underlying the Assessment.

An exception might arise where an application proposes;

- (a) To effect a real reduction in capacity
- (b) To replace vertical drinking with seated consumption and waiter service.
- (c) To transfer an operation from one premises to another, where the size and location of the second premises is likely to cause less detrimental Impact and will promote the licensing objectives.
- (d) The substitution of existing licensable activity at a premises with licensable activities which would have less impact on the area and would be more likely to further the licensing objectives.

Variation applications which are likely to be considered to add to the existing cumulative impact include;

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- (a) An increase in the capacity of the premises
- (b) An extension in the hours of operation of the premises
- (c) Introducing opportunities to consume alcohol other than ancillary to table meals
- (d) Introducing opportunities to take food away from the premises
- (e) Introducing dance floors or similar facilities
- (f) Any other change to the way the premises operate which is likely to have an impact on the promotion of the licensing objectives.
- (g) The varying of an existing licence condition attached to a premises licence, which is likely to have an impact on the promotion of the licensing objectives.

The reasons for adopting this Assessment are as follows;

1. Lammas Street, Carmarthen, shown on the plan attached at appendix G contains a total of 15 licensed premises, including pubs, nightclubs, off licences and late night take away outlets.
2. The Road is in close proximity to a large number of residential streets. There is clear evidence that these streets are subject to alcohol related crime and disorder by persons who have purchased alcohol in Lammas Street.
3. Lammas Street is the location for a number of licensed premises. There is clear evidence linking these premises to late night noise and anti-social behaviour in Lammas Street and the surrounding residential streets.
4. Evidence has been received that late night food outlets attract passing custom from people leaving the town centre, leading to a greater concentration of people than would otherwise be the case, before dispersing through nearby residential streets.
5. There have been licence applications relating to premises in Lammas Street which have highlighted issues of alcohol related anti-social behaviour and crime and disorder.
6. The evidence to support the above is contained in the licensing policy review file and on the individual premises files held by the Licensing Section.
7. The Police have supplied evidence to support the ongoing need for a Cumulative Impact Assessment for Lammas Street . This is attached at appendix J.
8. The evidence from the consultation shows that residents are continuing to be affected by alcohol related crime and disorder in the area shown on the plan, attached at appendix G.

Nott Square, King Street and Queen Street, Carmarthen.

- 10.5 The Licensing Authority considers that the number of premises licences in force for premises in Nott Square, King Street and Queen Street, Carmarthen is such that granting further licences would be inconsistent with the authority's

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duty to promote the licensing objectives. The area is shown on the plan attached at appendix H.

This Cumulative Impact Assessment applies to any property which has a boundary on Nott Square, King Street and Queen Street, Carmarthen.

This cumulative impact assessment applies to premises that sell alcohol for consumption both on and off the premises as well as premises that supply late night refreshment.

10.6 Where relevant representations are received, it is the Licensing Authority's intention to refuse applications in respect of Nott Square, King Street and Queen Street, Carmarthen as shown on the plan attached at appendix H for;

- (a) New Premises Licences
- (b) The variation of such licences that are considered likely to add to the existing cumulative impact.

This Assessment is intended to be strictly applied and will only be overridden in genuinely exceptional circumstances

Exceptions are unlikely to be made on the grounds that the premises are, or will be, well managed

Exceptions should be directed at the reasons underlying the Assessment.

An exception might arise where an application proposes;

- (a) To effect a real reduction in capacity
- (b) To replace vertical drinking with seated consumption and waiter service.
- (c) To transfer an operation from one premises to another, where the size and location of the second premises is likely to cause less detrimental Impact and will promote the licensing objectives.
- (d) The substitution of existing licensable activity at a premises with licensable activities which would have less impact on the area and would be more likely to further the licensing objectives.

Variation applications which are likely to be considered to add to the existing cumulative impact include;

- (a) An increase in the capacity of the premises
- (b) An extension in the hours of operation of the premises
- (c) Introducing opportunities to consume alcohol other than ancillary to table meals
- (d) Introducing opportunities to take food away from the premises
- (e) Introducing dance floors or similar facilities
- (f) Any other change to the way the premises operate which is likely to have an impact on the promotion of the licensing objectives.
- (g) The varying of an existing licence condition attached to a premises licence, which is likely to have an impact on the promotion of the licensing objectives.

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The reasons for adopting this Assessment are as follows;

1. Nott Square, King Street and Queen Street, Carmarthen, shown on the plan attached at appendix H contains a total of 22 licensed premises, including pubs, nightclubs and shops selling alcohol.
2. The streets are in close proximity to a number of residential streets. There is clear evidence that these streets are subject to alcohol related crime and disorder by persons who have purchased alcohol in Nott Square, King Street and Queen Street, Carmarthen .
3. Nott Square, King Street and Queen Street, Carmarthen are the location for a number of licensed premises. There is clear evidence linking these premises to late night noise and anti-social behaviour in Nott Square, King Street and Queen Street, Carmarthen and the surrounding streets.
4. There has been an increase in the number of complaints regarding alcohol related anti-social behaviour, noise nuisance and crime and disorder in Nott Square, King Street and Queen Street, Carmarthen.
5. The evidence to support the above is contained in the licensing policy review file and on the individual premises files held by the Licensing Section.
6. The Police have supplied evidence to support the adoption of a Cumulative Impact Assessment for Nott Square, King Street and Queen Street, Carmarthen. This is attached at appendix J.
7. The evidence from the consultation shows that residents and businesses are being affected by alcohol related crime and disorder, in the area shown on the plan attached at appendix H.

11 LICENSING HOURS

- 11.1 The Licensing Authority recognises that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when large numbers of people tend to leave licensed premises at the same time. Longer licensing hours may therefore be an important factor in reducing friction at late night food outlets, taxi ranks and other sources of transport in areas where there have already been incidents of disorder and disturbance.
- 11.2 However, the Licensing Authority recognises that in certain cases, the presumed benefits of longer licensing hours may be outweighed by the disadvantages of increased public nuisance, crime and disorder. This may be particularly the case in rural or residential areas. The Licensing Authority advises applicants to address this possibility when preparing their operating schedules in accordance with section 5 of this policy.

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- 11.3 As far as the Licensing Authority's overall approach to licensing hours is concerned, it has not introduced any form of zoning at present.
- 11.4 Instead, regard will be given to the individual characteristics of the premises concerned and the area in which it is located. It is recognised that pubs, nightclubs, restaurants, hotels, theatres, members clubs and community venues all contribute to the night time economy but with contrasting styles and characteristics. Proper regard will be had to those differences and the impact they are likely to have on the local community.
- 11.5 Premises licensed to sell alcohol will generally be permitted to do so during the normal hours they intend to open for business
- 11.6 Where representations are received, the Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. For example, when issuing a licence, stricter controls may be imposed in the case of premises which are situated in the vicinity of residential accommodation.
- 11.7 Applicants for new licences, or those seeking variation of their existing licences and permissions, are advised to set out in detail in their operating schedules the control measures which they intend to adopt to address the licensing objectives.
- 11.8 Applicants are strongly recommended to include provision for drinking up time in their operating schedules.

12. FILMS

- 12.1 In the case of premises which are used for film exhibitions, conditions will be imposed restricting access only to those who meet the required age limit in line with any certificate granted by the British Board of Film Classification or, in specific cases, a certificate given to the film by the Licensing Authority itself. The Licensing Authority has adopted a procedure for processing classification requests. Anyone wishing to obtain a certificate to show an unclassified film at a specific location is advised to contact the licensing section for a copy of the procedure prior to arranging a screening.
- In recent years, the Act has been amended to exempt some types of film entertainment provided at certain locations from the requirement to be licensed between the hours of 8am and 11pm. Persons considering providing film entertainment are advised to contact the licensing section for detailed guidance regarding these exemptions.

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13. INTEGRATING STRATEGIES AND THE AVOIDANCE OF DUPLICATION

- 13.1 The Policy is not intended to duplicate existing legislation and regulatory regimes that already place obligations on employers and operatives.
- 13.2 The Licensing Authority will endeavour to secure proper integration with local crime prevention, substance misuse action plans and strategies, planning, transport, tourism, cultural and health, social care and well-being strategies.
- 13.3 Where any protocols agreed with the police identify a particular need to disperse people from any areas swiftly and safely to avoid concentrations which could lead to disorder and/or nuisance, the Licensing Authority will aim to inform those responsible for providing local transportation so that arrangements can be made to reduce the potential for problems to occur.
- 13.4 The licensing authority will seek to encourage licensable activities which do not undermine the licensing objectives and which are consistent with the economic regeneration strategies and objectives of the authority, particularly those of the Llanelli town centre task force.
- 13.5 The Licensing Authority recognises that licensing applications should not be seen as a re-run of the planning application process and that there should be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency. Therefore, the Licensing Authority will not insist that a premises has the benefit of appropriate planning consent before considering an application, although applicants are reminded that the local planning authority, as a relevant authority, has the power to object to the granting of a licence and/or request the imposition of conditions upon any licence granted. Applicants are also reminded that the fact that planning consent may permit them to operate until a particular hour does not mean that they will necessarily be granted a licence on the same terms as different statutory criteria is applied under the planning and licensing regimes.
- 13.6 The Licensing Authority recognises that, apart from the licensing function, there are a number of other means available for addressing issues of disorder and nuisance that can occur away from licensed premises, including:
- a) Planning Controls.
 - b) Positive measures to create a safe and clean town centre environment in partnership with (amongst others) local businesses, transport operators and other departments of the Local Authority.
 - c) The provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols.

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- d) Powers of Local Authorities to designate parts of the Local Authority area as places where alcohol may not be consumed publicly.
 - e) Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices.
 - f) The prosecution of any personal licence holder or member of staff at such premises, selling alcohol to people who are drunk.
 - g) The confiscation of alcohol from adults and children in designated areas.
 - h) Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on the grounds of disorder, or the likelihood of disorder or noise from the premises causing a nuisance.
 - i) The powers of the police, other relevant authority or a local resident or business to seek a review of the licence or certificate in question.
 - j) The powers of Public Health Services to issue abatement notices under Section 80 of the Environmental Protection Act 1990 to prevent statutory nuisance.
- 13.7 The Licensing Authority will continue to address issues of this type through the Carmarthenshire Community Safety Partnership.

14. LIVE MUSIC, DANCING AND THEATRE

- 14.1 In recent years, the Act has been amended by the Live Music Act, Deregulation Act and other legislative orders, which have exempted some types of entertainment provided at certain locations from the requirement to be licensed between the hours of 8am and 11pm. It should be noted that exempt entertainment is still subject to the powers under the Environmental Protection Act 1990 and that live music provided at licensed premises under The Live Music Act must still promote the licensing objectives and could still be subject to a licence review. Persons considering providing entertainment are advised to contact the licensing section for detailed guidance regarding these exemptions.
- 14.2 When determining applications for live and/or community-based events the Licensing Authority will take into account the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole, and in particular the need to support and promote the linguistic and cultural heritage of Carmarthenshire.
- 14.3 If representations are made concerning the potential for disturbance in a particular neighbourhood as a result of such activities, such representations will be balanced against the wider benefits to the community of such events taking place.

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- 14.4 When attaching conditions to licences granted for such events, the Licensing Authority recognises the need to avoid measures that might deter live music, dancing or theatre by the imposition of substantial indirect costs.
- 14.5 The Licensing Authority acknowledges the advice previously received from the DCMS in this context that the views of vocal minorities should not be allowed to predominate over the general interests of the community.
- 14.6 Only conditions strictly appropriate for the promotion of the licensing objectives will be attached to licences for activities of this nature.

15. SMALL SCALE TEMPORARY EVENTS

- 15.1 The Act provides for certain occasions when small-scale events (for no more than 499 people at any one time and lasting for no more than 168 hours) do not need a premises licence providing that advance notice is given to the Police, Environmental Health and the Licensing Authority. Only the Police or Environmental Health can object to such a Temporary Event Notice if they believe the event is likely to undermine any of the licensing objectives.

Standard Temporary Event Notices

- 15.2 Persons wishing to hold such events under the authority of a standard temporary event notice (TEN) must give a **minimum of 10 clear working days** notice to the Police, Environmental Health and the Licensing Authority. The addresses to which such notices must be sent can be found in Appendix C to this policy.

Late Temporary Event Notices

- 15.3 A late temporary event notice can be submitted up to **five clear working days prior to the start** of an event and must be served in the same way as set out above for standard TENs. However if one of the authorities objects to a late TEN, the Notice will not be valid and the event will not be able to go ahead.
- 15.4 The Licensing Authority recommends that responsible event organisers give far greater notice of events however, to ensure that potential problems can be identified and resolved well in advance. Ideally the Licensing Authority would like to receive three months notice of such 'small' temporary events, although it is recognised that this may not be practicable in some cases.

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- 15.5 Those submitting Temporary Event Notices are therefore strongly recommended to contact licensing officers early in the planning of such events to obtain further guidance regarding the process.
- 15.6 Those submitting Temporary Event Notices are advised to consider the advice about organising events for 18 year olds and under which can be found at paragraph 9.9 and the impact of alcohol consumption on young people which can be found at 9.10
- 15.7 Organisers of Temporary Events are strongly advised to refer to the good practice advice contained in other sections of this policy document. In particular :-
- Section 6 The Prevention of Crime and Disorder,
 - Section 7 Public Safety
 - Section 8 The Prevention of Public Nuisance and
 - Section 9 The Protection of Children From Harm

Organisers are also strongly advised to consult the Authorities listed in Annex B for advice regarding their obligations under other separate legislation.

16 LARGER OCCASIONAL EVENTS

- 16.1 Organisers of larger Occasional events involving 500 or more people will be required to submit applications for premises licences. The Licensing Authority again strongly recommends that event organisers contact licensing officers early in the planning stages of the event. Ideally the Licensing Authority would like to receive 12 months notice of any such event, although it is again recognised this may not be practicable in some cases.
- 16.2 The Following table is included as a suggested minimum period of time prior to an event for submitting a complete application, following consultations with the responsible authorities.

Maximum number of attendees at any time	Minimum notice period
500 - 999	Not less than 2 months
1000 - 2999	Not less than 3 months
3000 - 4999	Not less than 4 months
5000 - 19999	Not less than 5 months
20000 – 49999	Not less than 6 months
50000 +	Not less than 7 months

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- 16.3 Organisers of all occasional events, irrespective of their size and duration, are reminded that failure to consult with the Licensing Authority and Responsible Authorities well in advance of the event taking place increases the risk of objections to the event, and the subsequent cancellation of the event itself.
- 16.4 Organisers of occasional events are advised to prepare an Event Management Plan setting out details of all aspects of the arrangements for the event. Organisers are advised to contact the licensing section for advice and guidance regarding the preparation of such management plans.
- 16.5 The Licensing Authority will establish a multi-agency advisory group, consisting of the emergency services and other council services such as Highways and Public Health, to advise and co-ordinate planning for public events in the County, irrespective of their size and duration.
- 16.6 Organisers of occasional events are advised to consider the advice about events aimed at 18 year olds and under that can be found at 9.9 and the impact of alcohol consumption on young people which can be found at 9.10.

17. THE LICENSING PROCESS

- 17.1 The powers of the Licensing Authority under the Act will be carried out either by the Licensing Committee, by a sub-committee of that committee, or by one or more officers of the council in accordance with the scheme of delegation, which is prescribed from time to time by regulations and guidance under the Act. See Appendix A.
- 17.2 In general terms however, the Licensing Committee will have a largely supervisory role, contested applications will be dealt with by sub-committees, and uncontested applications by officers. See Appendix A.
- 17.3 Applicants are strongly encouraged to consult the Licensing Authority, responsible authorities, local businesses and residents whilst preparing their applications. The Licensing Authority firmly believes that this will assist applicants in identifying potential problems so that they can be addressed before they occur, and allay the fears of such businesses and residents as to the impact of the new licensing regime.
- 17.4 Applicants are strongly encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their operating schedules.

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- 17.5 There is a presumption that a Sub Committee will not undertake site visits. A site visit will only be arranged where a valid representation is received and in the opinion of the licensing officer the sub committee may benefit from such a visit when determining the application. Officers will consult the chairman of the relevant Sub Committee prior to arranging a site visit.

If when dealing with applications where a site visit has not been arranged, the sub committee subsequently feels that a site visit is necessary in order to determine the application, the hearing may be deferred to allow this to take place.

17.6 Minor Variations

The Licensing Act 2003 has been amended by the insertion of Section 41A to 41C relating to minor variations. This allows for certain small variations to be processed through a simplified 'minor variations' process.

Minor variations will generally fall into four categories:

- Minor variations to the structure or layout of the premises
- Small adjustments to licensing hours
- The removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions
- The addition of certain licensable activities

Applicants are advised to contact the Licensing Section to discuss their proposed application prior to submitting a formal application.

17.7 Community Premises

The Licensing Act 2003 has been amended to allow certain community premises which have, or are applying for, a premises licence that authorises alcohol sales to be exempted from the need to have a designated premises supervisor.

Such an application may only be submitted where the licence holder is the management committee, who would then be responsible for the supervision and authorisation of all alcohol sales made.

Community premises are defined as church or chapel halls, village or community halls or similar buildings.

Applicants are advised to discuss their proposals with the Licensing Section prior to submitting a formal application.

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Making Representations

- 17.8 Persons considering making representations in relation to an application may wish to contact the licensing section for further information regarding the application and for guidance regarding the process of making representations.
- 17.9 The Authority advises individuals wishing to make representations against submitting a petition, as it is often difficult to verify that all the signatories meet the criteria contained in the legislation for relevant representations. In line with advice from LACORS, where lengthy petitions are submitted in relation to licence applications, a lead contact should be given and the Authority will then only correspond directly with that individual. Information regarding the application will be made available upon reasonable request to other signatories of the petition.
- 17.10 In the interests of Local Authority cost and efficiency, where large numbers of representations are received regarding an application, copies of all the representations may not be distributed to all persons. The relevant documents will however be made available for inspection.
- 17.11 Any persons who have submitted representations are strongly advised to attend the hearing arranged to determine the application, as the committee may have to attach less weight to their representation if they are not present to answer questions regarding matters raised.
- 17.12 Where a person does not agree for their personal information being disclosed to an applicant, they are advised that this may result in less weight being attached to their representations.
- 17.13 Where a person has a genuine and well founded fear of intimidation and may be deterred from making a representation, they are advised to consider contacting the relevant Responsible Authority to discuss their concerns regarding the application.
- 17.14 Any person may make relevant representations in respect of licence applications.
- 17.15 Persons who make representations are expected to set out in detail the problems complained of and how they affect them.

18. LICENCE REVIEWS

- 18.1 At any stage following the grant of a premises licence, any person or responsible authority may ask the Licensing Authority to review the licence because of problems arising at the premises in connection with any of the four

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licensing objectives. In addition, a review of the licence will normally follow any action by the police to close down premises for up to twenty-four hours on grounds of disorder or public nuisance.

- 18.2 Any person who wishes to apply to review a licence or certificate are reminded that such an application cannot be made on a confidential basis. It is a requirement of the Act that the identity of the person or organisation making the application be disclosed in order for the request to be valid.
- 18.3 Where the application for a review originates with a person other than a responsible authority the Licensing Authority will first consider whether the request made is irrelevant, vexatious, frivolous or repetitious. This decision will be made by officers of the Licensing Authority in conjunction with the Chair or Vice Chair of the Licensing Committee.
- 18.4 Nothing in this policy shall be taken to prevent any individual making separate applications for the review of different licences, or more than one application for the review of the same licence where such requests are based on different complaints or evidence.
- 18.5 Following receipt of an application for review or where the closure procedures referred to in paragraph 18.1 above apply, the Licensing Authority will arrange a hearing, which will be conducted in accordance with the prescribed regulations.

19. DISPUTE RESOLUTION

- 19.1 In the first instance, individuals or groups with concerns about particular premises are encouraged to raise their concerns directly with the applicant or licensee concerned.
- 19.2 Where the following have occurred the Licensing Authority will offer to arrange for mediation between the parties concerned to try to address, clarify and resolve the issues in dispute:
 - a) A valid representation regarding a licence application
 - b) A valid request for the review of a licence
 - c) A valid complaint about licensed premises.
- 19.3 This offer will not override the right of any party to ask that the Licensing Committee (through its sub-committees) consider their representation, request or objection, nor the right of any applicant or licensee to refuse to take part in the mediation process.

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20. ENFORCEMENT

20.1 The Licensing Authority has established protocols with the police and other enforcing authorities. These protocols will provide for the targeting of unlicensed premises, problem premises and high-risk premises, but with a lighter touch being applied to those premises which are shown to be well managed and maintained.

The authority has established a Licensing Action Group to provide a forum for representatives of the responsible authorities to meet regularly to focus coordinated action in respect of clubs or premises which are a source of complaint or concerns.

20.2 In establishing whether premises are high risk, regard will be had to the following:

- a) Intelligence relating to disorder and/or nuisance at, or in the vicinity of the premises.
- b) Intelligence relating to the sale/consumption of alcoholic drinks at, or in the vicinity of the premises by persons under age.
- c) Intelligence relating to drug taking and/or dealing at, or in the vicinity of the premises.
- d) Intelligence relating to irresponsible drinks promotions at the premises.
- e) Intelligence relating to binge drinking at the premises.
- f) Whether the premises can be categorised at any time as high volume or high-density vertical drinking establishments.

20.3 In general, action will only be taken in accordance with set enforcement principles and in line with the Licensing Authority's own enforcement policy. To this end, the key principles of consistency, transparency and proportionality will be maintained.

Appendix A

DELEGATION OF FUNCTIONS

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a Police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made

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Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary Designated Premises Supervisor		If a Police objection	All other cases
Request to be removed as Designated Premises Supervisor			All cases
Suspension or revocation of a personal licence		All Cases	
Application for transfer of premises licence		If a Police objection	All other cases
Applications for interim authorities		If a Police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a representation or review application is irrelevant, frivolous, vexatious etc.			All cases (In consultation with the Chair or Vice Chair of Licensing)
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a Police objection to a temporary event notice		All cases	
Adjourning a sub committee where all parties consent			In consultation with sub-committee chairperson
Film Classification Request		Film not previously classified	Previously classified film to be shown at different premises

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Appendix B

CONTACT DETAILS

Licensing Authority

Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 234567
e-mail : PublicProtection@Carmarthenshire.gov.uk

Police Licensing Officer
Dyfed Powys Police
Ammanford Police Station
Foundry Road
Ammanford
Carmarthenshire
SA18 2LS

Tel No. 101 Ext 26464
e-mail: dee.paffett@dyfed-powys.police.uk

The relevant Planning Authority for your premises:-

Either

Head of Planning
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 242454
e-mail: Planning@Carmarthenshire.gov.uk

Or

Brecon Beacons National Park, for premises within its administrative area

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Enforcement Officer
Brecon Beacons National Park Authority
Plas Y Ffynnon
Cambrian Way
Brecon
Powys
LD3 7HP

Tel No: 01874 620431
Email: planning.enquiries@breconbeacons.org
Fax: 01874 622524

Commercial Services Manager
Department for Communities
Carmarthenshire County Council
Ty Parcyrhun,
Ffordd y Rhyd
Ammanford,
Carmarthenshire
SA18 3EP

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk

Trading Standards Manager
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk

County Commander
Mid and West Wales Fire and Rescue Services
Carmarthenshire County Command HQ
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP

Tel No. 0870 6060699
e-mail: Mail@Mawwfire.gov.uk

Department for Education and Children
Carmarthenshire County Council
Building 2

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St. Davids Park
Jobs Well Road
Carmarthen
SA31 3HB

Tel No. 01267 246544
e-mail. SocialCare@Carmarthenshire.gov.uk

The relevant Health and Safety authority for your premises

Either

Commercial Services Manager
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
SA31 1LE

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk

Or

Health and Safety Executive
Services Division
Ty Myrddin
Old Station Road
Carmarthen
Carmarthenshire
SA31 1LP

Tel No. 01267 244230
Fax No 01267 223267

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.

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Appendix C

ADDRESSES FOR SERVICE OF TEMPORARY EVENT NOTICES

Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Commercial Services Manager
Department for Communities
Carmarthenshire County Council
Ty Parcyrhun,
Ffordd y Rhyd
Ammanford,
Carmarthenshire
SA18 3EP

Police Licensing Officer
Dyfed Powys Police
Ammanford Police Station
Foundry Road
Ammanford
Carmarthenshire
SA18 2LS

Tel No. 101 Ext 26464
e-mail: dee.paffett@dyfed-powys.police.uk

Envelopes should be marked 'URGENT TEMPORARY EVENTS NOTICE'

Appendix D

ADDRESS FOR SERVICE OF APPLICATIONS ON THE LICENSING AUTHORITY

Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

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Appendix E

ADDRESSES FOR SERVICE OF RESPONSIBLE AUTHORITIES

Licensing Authority

Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Police Licensing Officer
Dyfed Powys Police
Ammanford Police Station
Foundry Road
Ammanford
Carmarthenshire
SA18 2LS

The Relevant planning Authority

Either ,

Head of Planning
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Or

Brecon Beacons National Park, for premises within its administrative area

Enforcement Officer
Brecon Beacons National Park Authority
Plas Y Ffynnon
Cambrian Way
Brecon
Powys
LD3 7HP

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Commercial Services Manager (for public nuisance issues)
Department for Communities
Carmarthenshire County Council
Ty Parcyrhun,
Ffordd y Rhyd
Ammanford,
Carmarthenshire
SA18 3EP

Trading Standards Manager
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

County Commander
Mid and West Wales Fire and Rescue Services
Carmarthenshire County Command HQ
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP

Department for Education and Children
Carmarthenshire County Council
Building 2
St. Davids Park
Jobs Well Road
Carmarthen
SA31 3HB

The relevant Health and safety authority for your premises,

Either

Commercial Services Manager (for public safety issues)
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
SA31 1LE

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Or

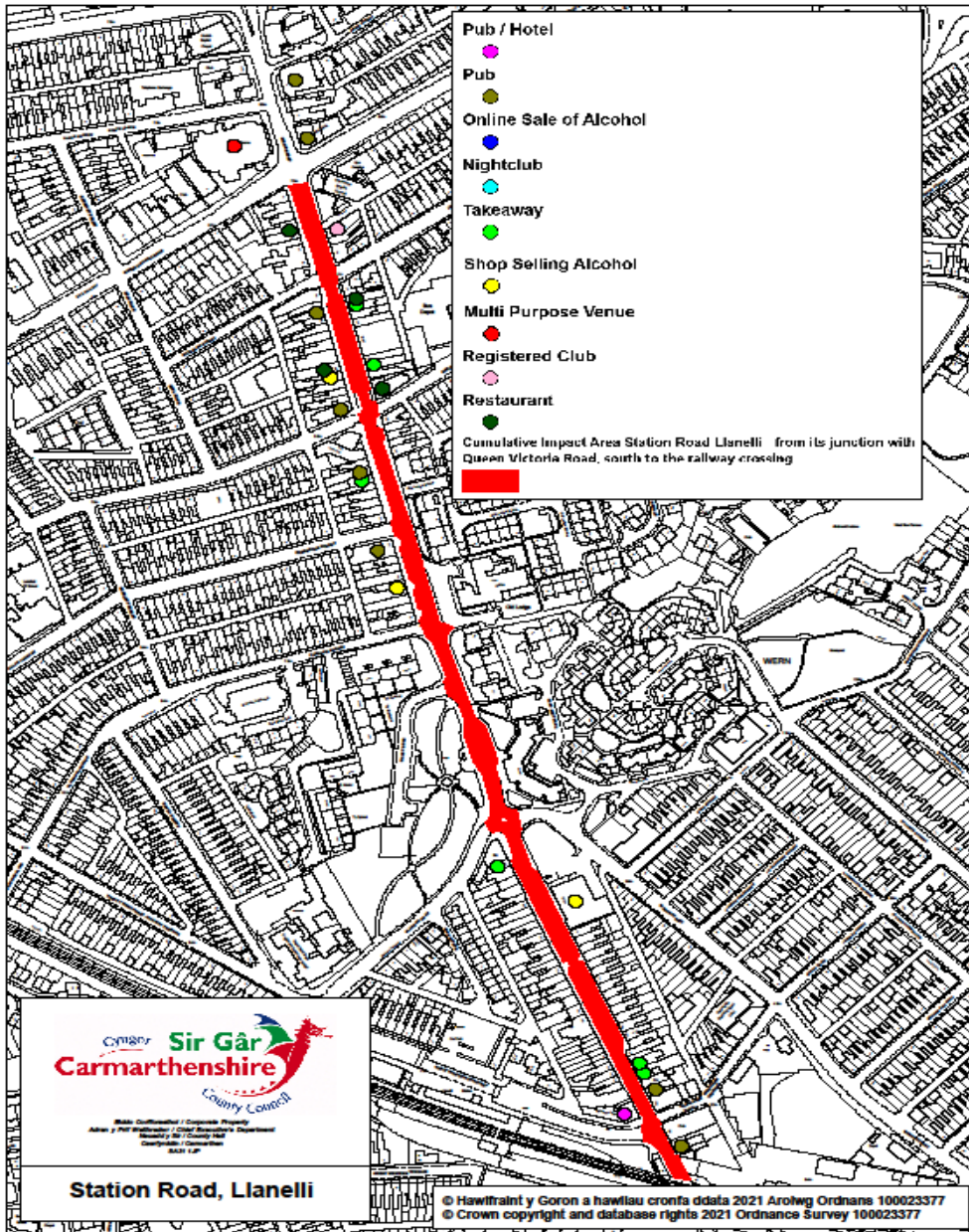
Health and Safety Executive
Services Division
Ty Myrddin
Old Station Road
Carmarthen
Carmarthenshire
SA31 1LP

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.

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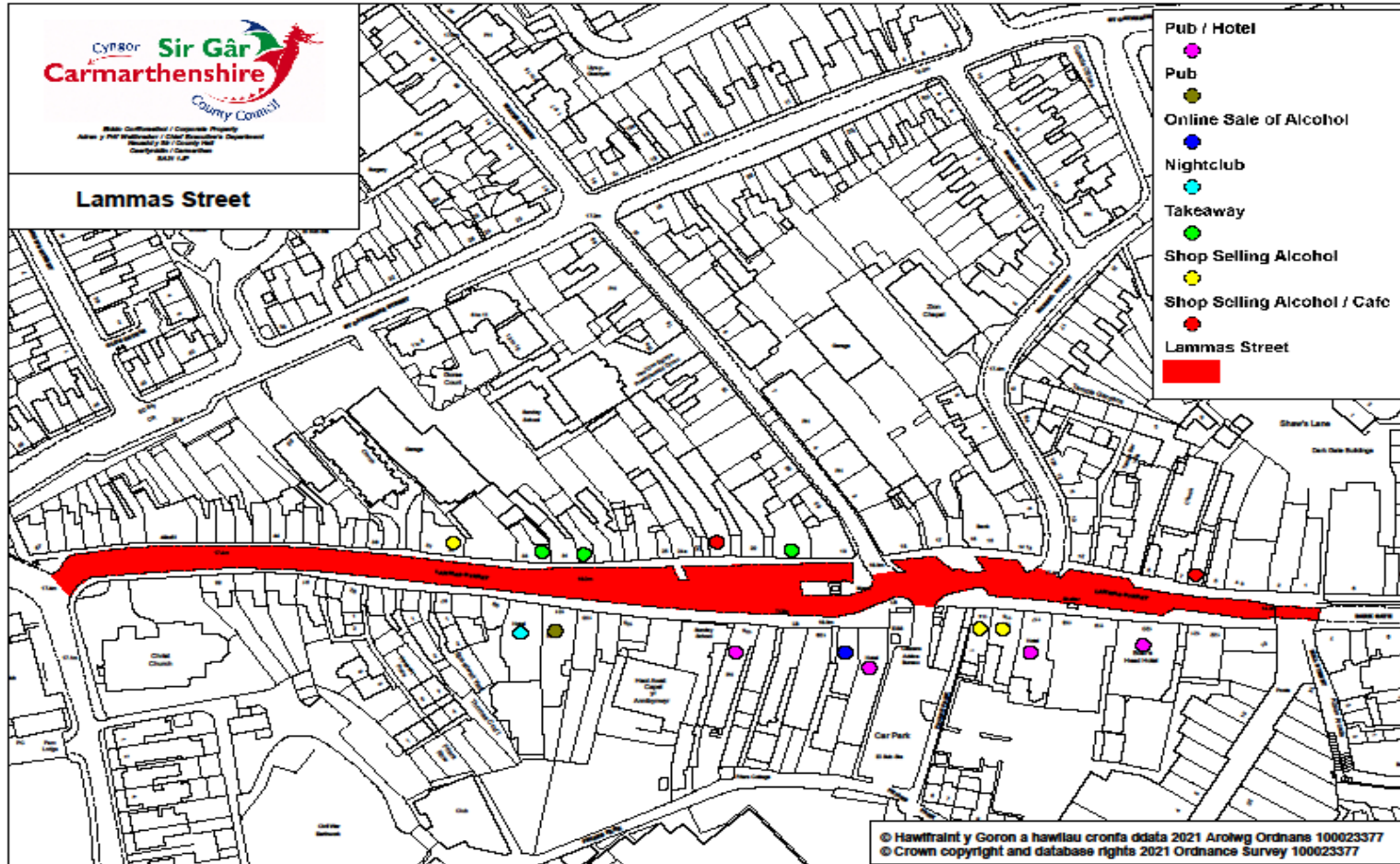
Appendix F



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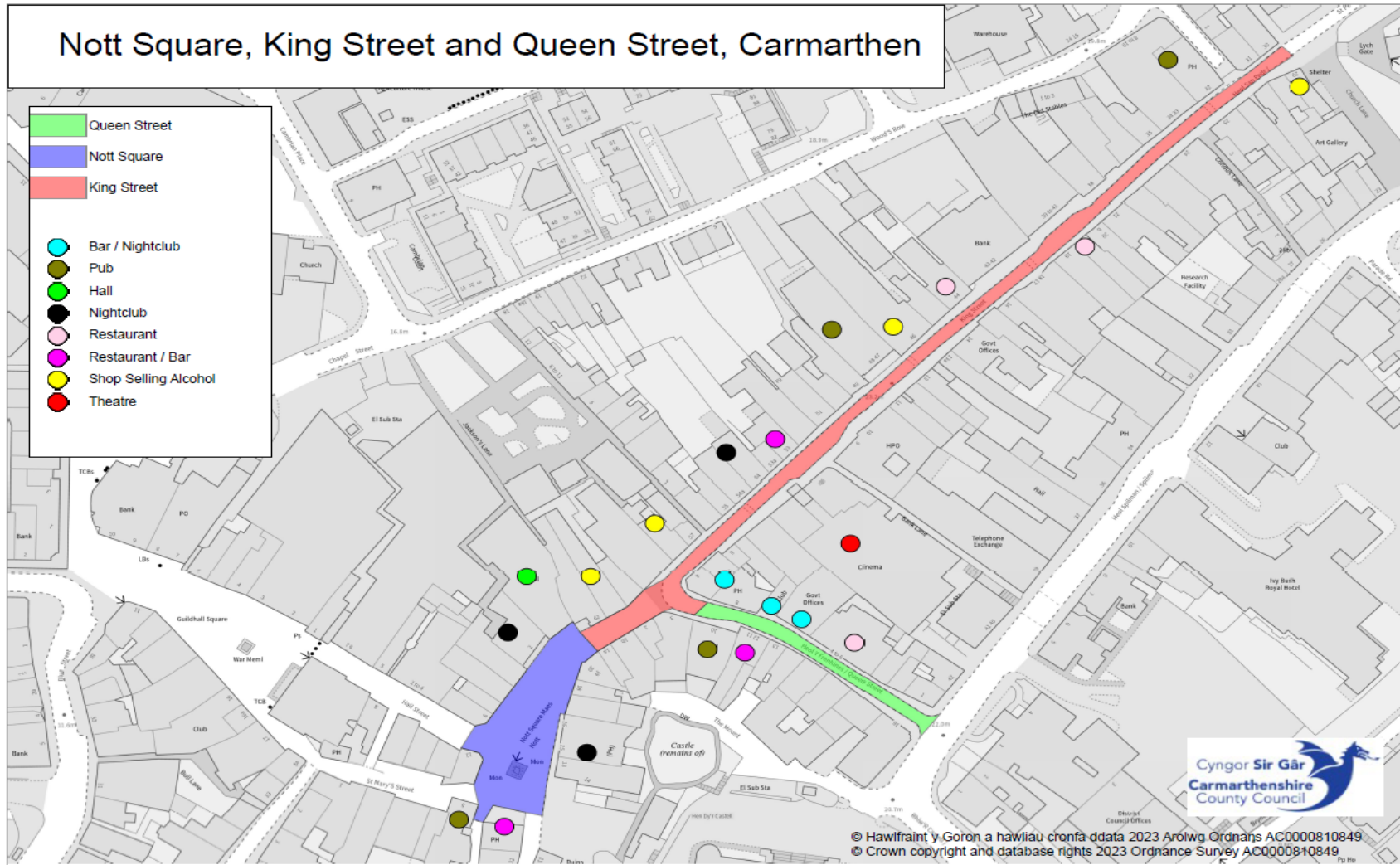
Appendix G



LICENSING ACT 2003

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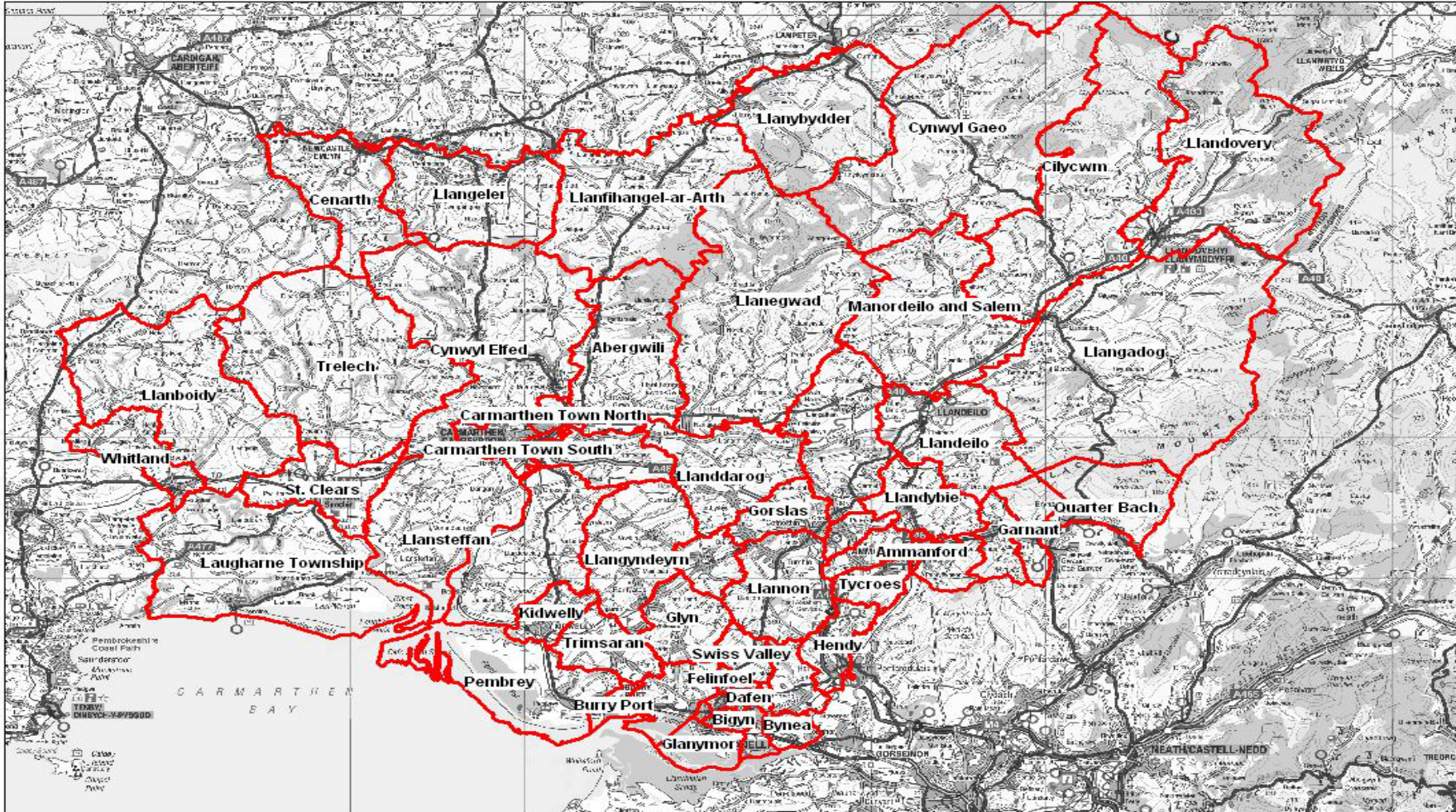
Appendix H



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Appendix I



Licensing Policy Consultation 2023

Cumulative Impact Assessments

Station Road, Llanelli, Lammam Street, Nott Square, King Street and Queen Street, Carmarthen

Station Road , Llanelli

Submission of PS Ben Ashton

I am Police Sergeant Ben Ashton within the Carmarthenshire Prevention Hub and have worked in Llanelli Neighbourhood Policing Team for the last 3 years.

I am supportive of continuing the Cumulative Impact Assessment for Station Road, Llanelli. I have provided demand data in a separate document but in addition will share the views of the local neighbourhood policing team.

Station Road is a long urban road running through Llanelli connecting Tyshia and Glanymor to the Town Centre. It runs through Tyshia which according to the 2019 Welsh Index of Deprivation is ranked as the 17th most deprived streets in Wales. The street comprises of a mixture of commercial building, private and social dwellings. There are a number of licensed premises selling alcohol, late night food and off licences. The area is part of the Tyshia regeneration project.

Station Road is the most called to street in the entire Dyfed Powys Police area. The types of incidents most reported in the street are public order offences, Assaults and domestic violence. These types of offences are often associated with alcohol consumption. Out of the 10 most attended premises on Station Road, 6 are licenced premises causing the most demand for officers after 9pm most evenings with peak demands at the weekend. It is reasonable to assume any increase in the number of licensed premises would increase the number of incidents in that area. This would have a detrimental impact on the community, potentially increasing the likelihood of becoming a victim or at the very least reducing their perceived level of safety. The result of which would increase demand on local policing resources.

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During busy evenings and nights, the volume of intoxicated persons cascading out from licensed premises does lead to antisocial behaviour and crime and disorder and these are often at times when police resources are stretched.

There is a PSPO in place covering Station Road and adjoining streets. This is currently under review but is expected to be extended for another 3 years. The PSPO was introduced as a measure to reduce and prevent antisocial behaviour caused by intoxication. Since the introduction there have been well over 300 seizures of alcohol. While only a small proportion of seizures have been made on Station Road itself most seizures have been made within a 5-minute walk of the street. This is likely due to the lack of areas to sit and socialise compared to other areas close by.

During patrols police community support officers identify a large amount of littering on Station Road and adjoining alleys and streets. This littering regularly includes alcohol related broken glass and alcoholic cans. This continues despite the existing cumulative impact assessment, and it is reasonable to assume it would increase if the availability of alcohol was increased in that location.

There is a large number of residential properties in Station Road in the form of flats over commercial properties and at the southern end in social and HMO houses. Residents in these homes would be subject to an increase of noise and disturbance if more licenced premises open up. I am aware noise complaints have already been made to the local authority about some venues playing loud music into the early hours of the morning.

Llanelli Neighbourhood policing team support the continuation of measures taken to have a higher degree of assessment for any proposed new licenses in Station Road as we believe it is in the best interest of all members of the community including existing businesses, local residents, emergency services and local authority.

Llanelli Town Overview

Considering Llanelli town as a whole (Bigyn, Elli, Glanymor, Hengoed, Lliedi and Tyisha wards combined), between July 2022 and July 2023 there were a total of 13,737 incidents reported to Dyfed Powys Police (DPP). Approximately 1833 incidents are recorded as involving alcohol.

As a result of those incidents, 3857 crimes were recorded.

During the same period, there were a total of 675 calls to DPP relating to incidents of anti-social behaviour, 91 of those ASB incidents were recorded as being alcohol related.

Public Space Protection Order

Llanelli Town has in effect a PSPO until October 2023 which is currently being reviewed with the view to extend it. The PSPO prevents the consumption of alcohol in a designated area and makes it an offence to refuse to stop drinking or surrender alcohol

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when required to do so. The designated area includes Station Road. Since October 2020 and July 2023 there have been 386 recorded alcohol seizures. 32 Alcohol seizure have been made on Station Road.

Alcohol Related Crime in Station Road, Llanelli

Of those 13,737 incidents recorded within Llanelli, 966 (7%) were recorded to have occurred on Station Road. The number of incidents involving alcohol were 118 (12%). The number of crimes recorded was 158 crimes were recorded, of which 47 involved alcohol.

Figure 1: Alcohol related Crime in Station Road by Location Type

Location Type	Total Volume	% Alcohol Related
Dwelling	4	9
Public House/Night Club	24	51
Public Highway	18	38
Other Commercial/Retail Premises	1	2
Total	47	100%

The table on the subsequent page (figure 2) gives a breakdown of the 47 alcohol related crimes committed in Station Road by crime type.

Figure 2: Alcohol Related Crime in Station Road by Crime Type

Crime Type	Total Alcohol Related	% Alcohol Related
Assaults	26	55
Criminal Damage	6	13
Harassment	5	11
Possession of a Weapon	1	2
Public Order	3	6
Robbery	1	2

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Sexual Offences	2	4
Road Traffic (RTC)	3	6
Total	47	100%

Alcohol Related ASB in Station Road, Llanelli

Of the 679 reported incidents of ASB in Llanelli Town during the review period, 8% occurred along Station Road (51 incidents). The table on the subsequent page (figure 3) gives a breakdown of where those 51 incidents occurred and what volume of those incidents were alcohol related. Again, this figure is likely to be under estimated.

Figure 6: ASB in Station Road by Location Type

Location Type	Total Volume	Volume Alcohol Related	% Alcohol Related
Dwelling	7	3	43
Public House/Night Club	9	2	22
Other Licensed Premises	3	0	0
Public Highway	22	4	18
Other Commercial/Retail Premises	9	2	22
Other Building	1	1	100
Total	51	12	24%

Temporal Factors

During the 12 month review period there were a total of 1017 alcohol related incidents between the hours of 10pm and 6am across Llanelli Town, 12% of those (118) occurred along Station Road.

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

This can be broken down further to days of the week and times. With Sunday being the peak day for alcohol related crimes (relative to the late night and evening economy from the Saturday night) followed by Saturday, Friday and Tuesday. The peak times where these crimes are reported are between 10pm and 3am.

Data Limitations

1. The statistics provided in relation to alcohol crime and incidents are likely to represent an under estimation of the true nature and extent of the problem. The picture is confused by the fact that different sources of information suggests different conclusions. Police data particularly can under estimate the amount of alcohol related violent crime taking place. It is estimated that less than a quarter of violent offences resulting in treatment in Accident and Emergency Departments are reported to the Police.
2. All information in this report has been derived from search of searches of Dyfed Powys Police crime and incident systems. Records used in gauging the level of alcohol related incidents have been extracted where a tag or modus operandi stat has been added indicating that alcohol was a factor that was present. Research has shown that these tags or stats have not been applied in all instances and due to this limitation, it is possible that not all relevant records that relate to alcohol have been reviewed.
3. It is too complex to give the true picture in terms of how many crimes and incidents have been committed by a person under the influence of alcohol (alcohol related offender / suspect) due to proportion of offences having no suspect or offender identified or there may be a time lapse in the reporting of an offence making it difficult to establish if the offender / suspect was under the influence of alcohol at the time of the offence. In addition to this, offender(s) may have left the scene of the crime or incident prior to police arrival.
4. The manner in which some anti-social behaviour is recorded, it is not always possible to distinguish between types of incidents. Many incidents contain a wide variety of behaviours that can be deemed anti-social and there is a considerable chance that one incident can be reported by more than one complainant and to more than one agency. In addition to this, in a number of instances the person reporting may not know if the perpetrators are under the influence of alcohol or reversely the complainant may perceive the perpetrator to be under the influence, when in fact they are not.

Nott Square, King Street, Queen Street and Lammas Street Carmarthen.

Submission of PC Alex James

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

I am a Police Constable within the Neighbourhood Police Team in Carmarthen and have held this role for the past 3 years. Prior to this I was a response officer working Carmarthen section and have extensive knowledge of the town and the issues which require police involvement.

I am supportive of adoption for a further Cumulative Impact Assessment for Nott Square, King Street and Queen Street, Carmarthen as these areas already have many licensed premises and are in close proximity to one another in the same area of Carmarthen town.

Nott Square is a small pedestrianised area in the town centre which currently has four open licensed premises consisting of restaurants, pubs and night clubs. King Street and Queen street both fork off from Notts Square; Queen Street currently having three open licensed venues which are pubs/nightclubs, one of which has a 24 hour licence. There are a further four open licensed pubs and restaurants on King Street. With all these licensed venues within a small area of one another it provides the police considerable challenges when managing the night-time economy. During busy evenings/nights the volume of intoxicated persons cascading out into these streets leads to an increase of crime and disorder and at times when police resources are stretched cannot be managed safely. This area is a 'hot spot' for alcohol and drug related crime such as Public orders, assaults, criminal damage, drug possession and drug supply.

Customer demand for the existing licensed premises other than Saturday evenings is low and we have seen some of these venues open up as 'under 18' discos as there is more money to be made from a business point of view to open them up to children. These discos have presented the town and police in particular with a different type of problem which again puts great strain on the police service. These discos will be held once or twice a month where up to 300 teenagers will come to the Notts Square area who will already be intoxicated through drink and/or drugs. This paints a very negative image of Carmarthen town with many of the local public being harassed, alarmed and distressed with what they see and hear. These teens will hide alcohol around the town, congregate in large groups causing intimidation, shout/swear and vomit in the streets. It is recognised that no alcohol is sold by the venue hosting these parties, but it is common for teenagers as young as 13 years to be stumbling around the town in an intoxicated state. From engagement with other businesses and public in the town this behaviour has driven customers away who do not want to be subjected to this anti-social behaviour.

What we do not want to see is more licensed premises coming to the area and due to a lack of trade they open up as 'under 18' discos which are very popular with that age demographic and will always attract the business.

There are several residential properties in the three areas under discussion who again would be subject to an increase of noise and disturbance if more licensed premises open up. I am aware that noise complaints have already been made to the local authority from some of the venues who play loud music into the early hours of the morning.

Carmarthen Neighbourhood policing team will welcome any additional measures taken to have a higher degree of assessment for any proposed new licences in the three mentioned streets as we believe it is in the best interest of the existing businesses, local residents, emergency services and local authority.

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

Carmarthen Town Overview

Considering Carmarthen town as a whole (Carmarthen South, Carmarthen West Carmarthen Town and Llangunnor wards combined), between July 2022 and July 2023 there were a total of 8989 incidents reported to Dyfed Powys Police (DPP). Approximately 1114 of these incidents are recorded as involving or referencing alcohol.

As a result of all incidents reported to DPP, 2116 crimes were recorded.

During the same period, there were a total of 227 reports of anti-social behaviour (ASB). Of which 50 were recorded as being alcohol related or making reference to intoxication.

Carmarthen Town ASB

Between 2021 and 2023 there were 4 incidents of alcohol related ASB occurring specifically in Notts Square. Three of these incidents occurred in the last 12 months. The table below shows a comparison of other night-time economy streets in Carmarthen.

Location	ASB Incidents (2021-2023)	ASB Incidents (last 12 months)
GUILDHALL SQUARE, CARMARTHEN	3	2
KING ST, CARMARTHEN	6	4
LAMMAS ST, CARMARTHEN	13	5
NOTTS SQUARE, CARMARTHEN	4	3
QUEEN ST, CARMARTHEN	2	2

Carmarthen Town Crime

Between July 2022 and July 2023 DPP recorded 2116 crimes across Carmarthen town. There were 343 crimes linked to alcohol or intoxication.

Between July 2022 and July 2023 DPP recorded 29 crimes occurring in Nott Square. The majority of offences (25) occurred between the hours of 1900hrs-0600hrs with the highest demand on a Saturday and Sunday.

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

Type	Number of Crimes	%
Violence Against the Person	23	79
Public Order	3	10
Criminal Damage	1	3
Drugs	1	3
Robbery	1	3
Total	29	

The majority of crimes took place on the public highway where 21% of crimes took place in licensed premises.

Location Type	No of Crimes	% of crimes
Public House/Night Club	6	21
Public Highway	23	79
Total	29	100%

Between 2021-2023 there were 9 alcohol related crimes recorded in Nott Square of which 8 were in the last 12 months. All except one of these occurred during late Saturday night or the early hours of Sunday morning.

The table below shows a comparison of other night-time economy streets in Carmarthen.

Location	Alcohol Related Crimes (2021 – 2023)	Alcohol Related Crimes (last 12 months)

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

GUILDHALL SQUARE, CARMARTHEN	6	5
KING ST, CARMARTHEN	8	6
LAMMAS ST, CARMARTHEN	24	23
NOTTS SQUARE, CARMARTHEN	9	8
QUEEN ST, CARMARTHEN	5	5
JACKSONS LANE, CARMARTHEN	1	1

Carmarthen Town Alcohol related safety welfare

Safety welfare incidents are those that are not crime related but typically require police attendance to prevent serious injury or death. Examples of these are collapsed or injured persons. These types of incidents often require additional resources such as paramedics and accident and emergency teams.

Between July 2022 and July 2023 DPP responded to 528 safety welfare incidents across Carmarthen town. Of which 149 incidents relate to alcohol or intoxication.

The table below shows there were 10 safety welfare incidents involving alcohol in Nott Square between 2021 and 2023. Six of those incidents occurred in the last 12 months.

Location	Safety Welfare (2021-2023)	Safety Welfare (Last 12 Months)
GUILDHALL SQUARE, CARMARTHEN	11	9
KING ST, CARMARTHEN	16	10
LAMMAS ST, CARMARTHEN	46	27
NOTTS SQUARE, CARMARTHEN	10	6
QUEEN ST, CARMARTHEN	6	4

Temporal Factors

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

During the last 12 months there were a total of 369 alcohol related incidents between the hours of 10pm and 6am across Carmarthen Town. 7 incidents (2%) occurred in Nott Square. When including neighbouring streets of Nott square (Queen St, King St, Guildhall Square) there were 49 incidents (13%)

This can be broken down further to days of the week and times. With late Friday and Saturday night and the early hours of the following morning. The peak times incidents are reported are between 2000hrs and 0700hrs.

Limitations

1. The statistics provided in relation to alcohol crime and incidents are likely to represent an under estimation of the true nature and extent of the problem. The picture is confused by the fact that different sources of information suggest different conclusions. Police data particularly can underestimate the amount of alcohol related violent crime taking place. It is estimated that less than a quarter of violent offences resulting in treatment in Accident and Emergency Departments are reported to the Police.
2. All information in this report has been derived from search of searches of Dyfed Powys Police crime and incident systems. Records used in gauging the level of alcohol related incidents have been extracted where a tag or modus operandi stat has been added indicating that alcohol was a factor that was present. Research has shown that these tags or stats have not been applied in all instances and due to this limitation, it is possible that not all relevant records that relate to alcohol have been reviewed.
3. It is too complex to give the true picture in terms of how many crimes and incidents have been committed by a person under the influence of alcohol (alcohol related offender / suspect) due to proportion of offences having no suspect or offender identified or there may be a time lapse in the reporting of an offence making it difficult to establish if the offender / suspect was under the influence of alcohol at the time of the offence. In addition to this, offender(s) may have left the scene of the crime or incident prior to police arrival.
4. The manner in which some anti-social behaviour is recorded, it is not always possible to distinguish between types of incidents. Many incidents contain a wide variety of behaviours that can be deemed anti-social and there is a considerable chance that one incident can be reported by more than one complainant and to more than one agency. In addition to this, in a number of instances the person reporting may not know if the perpetrators are under the influence of alcohol or reversely the complainant may perceive the perpetrator to be under the influence, when in fact they are not.

ANALYSIS OF COMMENTS – SUMMARY MATRIX TABLE - 2023

Table of Qualitative Responses to Licensing Policy Review Consultation – 2023

This table now considers comments expressed in the survey’s free-text questions. Note is made of the respondents ID number (to provide a traceable record), comment(s) received, the Council’s response and, where appropriate, changes to the licensing policy as a result of the consultation.

Respondents that have not submitted detailed comments are omitted from the table but are included in the analysis contained in the consultation report.

Resp. No.	Qst No.	Comments	Appraisal	Response	Changes
	21	Where in Lammas street is it a problem?			
3	21	Alleyways and golden lion dog piano	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
4	21	Outside The Golden Lion	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
9	21	Outside pubs	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
13	21	Nightclub end	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
Page 355 22	21	outside Golden Lion Hotel and Savanahs night club	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
26	21	Near Gold	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary

34	21	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	22	What time is it a problem?			
2	22	At night	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
3	22	All day and night	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
4	22	After midnight	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
13	22	After midnight	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
21	22	Night	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
22	22	after 10pm	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
26	22	Evenings	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
34	22	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	23	Why do you think it is a problem?			
3	23	Type of people the places attract / drugs / alcohol	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary

4	23	The Golden Lion stays open late, no issue. The door staff do not do enough regarding drug use.	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
13	23	People are allowed to drink themselves stupid in pubs/clubs 24 hours a day	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
14	23	university students	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
21	23	Disruptive, loud, doesn't feel safe	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
22	23	Drinking too much	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
26	23	Alcohol, the pubs, clubs, park. Cheap booze shop.	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
34	23	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	25	You agree that a cumulative impact assessment is still needed for Lammas Street, Carmarthen. Please provide your reasons and evidence to support your answer			
3	25	Trouble area with heavy volume of low grade bars	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	25	I'm more interested in the problems at Queen Street Carmarthen	Noted	Response is not relevant to the question posed.	No change necessary
11	25	Based on the situation on King Street where similar bars and takeaways provide problems - and Lammas Street has more takeaways	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

31	25	<p>The licensing section continue to receive complaints and referrals in relation to licensed premises / alcohol related incidents in this part of Carmarthen. Following the introduction of the CIA in 2018, the licensing section has received enquiries regarding licensing premises within the CIA however the number of premises licences remains static, and no further applications have been received. In one case the operator subsequently licensed a premises in another area of Carmarthen (outside the CIA) , that premises now has the benefit of a licence with permitted hours extending to 3.30am. Officers, whilst conducting evening compliance visits, regularly observe persons congregating in the vicinity of late night food outlets in the street.</p>	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
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As a Town and County Councillor for the area since 2017 I would like to relay the following observation and comment with regards the review of the effectiveness of the existing Cumulative Impact Assessment area in Carmarthen and the possibility of an additional Assessment in the Nott Square, King Street and Queen Street area of town. I think it important for the review to take into account that from my perspective the establishment of the existing CIA in the Lammas Street area has been a great success. Complaints of Anti-social behaviour and alcohol related disturbances, assaults, criminal damage and noise etc have reduced to such an extent that complaints are now few and tend to be associated with gatherings in the vicinity of the late night take away premises. Given the very noticeable difference I would therefore very much support the current arrangements to continue. Unfortunately the same cannot be said of the Notts Square/Queen Street and King Street area which over recent years has become the new “hot spot” area of complaint of rowdiness, noise, and alcohol related violence, criminal damage, public nuisance and littering in town, Most, but not all of the complaints I have received over recent years relate primarily to one particular licensed premises but such a significant number of similar club like premises operating in such a condensed street environment inevitably brings issues of antisocial behaviour, noise and alcohol related issues. The cumulative effect of such a concentration of similar premises within such a small area operating over a similar and relatively short period of time, is, I believe, clear to see and should be able to be evidenced by the various agencies. With that in mind, and given the undoubted success of the existing Impact Assessment area in Lammas Street, I would strongly support the continuation of the existing Assessment Area in Carmarthen and also to establish an additional Culminative Assessment Area in the Nott Square, King Street and Queen Street Area.

Noted

This will be taken into account when reviewing the Policy

The Assessment Will reflect this

35	25	The problems have reduced which demonstrates that this is working, there remain issues with anti-social behaviour, criminal damage and litter so it hasn't all been resolved but is worse in other parts of the town that don't have a cumulative impact assessment.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	26	You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents)			
3	26	Attacta wrong crowd snd lot there already	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
11	26	Based on the situation on King Street where similar bars and clubs provide problems	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
33	26	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
34	26	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	27	You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents)			
3	27	Not needed plenty thete in town now	Noted	No change necessary	This is not supported by the Police evidence

11	27	Based on the situation on King Street where similar outlets provide problems	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
33	27	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	No further change to the Policy necessary
34	27	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	27	Lots of young people in town who would not be permitted entry or looking to entered licensed premises but would sit on the street drinking.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	28	You agree that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises). Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents)			
3	28	Yes as always trouble when waiting for food etc darkness	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
8	28	Thats The only problem is late night selling alkohol not in The day time	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	28	Based on the situation on King Street where similar venues provide problems - and Lammas Street has more takeaways where people will gather in numbers with the potential for late night social disturbance and damage to property	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	28	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

34	28	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	28	People gathered after a night drinking in one place leads to fighting and rubbish. Lammas Street is often a mess due to damaged windows and litter.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	30	Please tell us why?			
8	30	I cant see ANY issues	Noted	No change necessary	This is not supported by the Police evidence
	31	Where in Station road, Llanelli is it a problem? (Where is it a problem?)			
12	31	Whole road and neighbourhood	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
15	31	From rolling mill to appletree	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
17	31	All	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
25	31	The whole of it	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
30	31	Along the road itself, and along the adjacent streets and estates, where individuals travel after leaving the road itself.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	31	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	32	What time is it a problem?			

12	32	All day	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
15	32	Late evening	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
17	32	All Day	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
30	32	While we see some of these issues, such as street drinking and littering, during our normal working hours. We are also aware of an out of hours issue as raised by Dyfed Powys Police.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	33	Why do you think it is a problem?			
12	33	Live in area ,alcohol consumption witnessed from early morning to late evening	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
15	33	Disturbs residents, off putting tourism as they arrive at the station .	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
17	33	Not safe to walk the street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
30	33	These concerns are persistently raised within our community meetings, and during conversations with residents. Further to this, we continue to receive updates regarding issues outside our working hours from Dyfed Powys Police	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

	35	You agree that a cumulative impact assessment is still needed for the specific area of Station Road, Llanelli. Please provide your reasons and evidence to support your answers.			
12	35	Live in area no change and no policing or action to prevent street drinking	Noted	Enforcement of the PSPO is not a matter for the Licensing Policy	No change necessary
15	35	Too many people are afraid to visit the street there. le station rd	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
17	35	Too many bars still and shops selling to underage drinkers	Noted	The Policy already deals with matters of age verification	No change necessary
20	35	The underlying issues are not yet fixed let alone to be considered for relaxation	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
28	35	Level of alcohol-related crime and disorder	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

30	35	<p>The Transforming Tyisha team would support the continuation of the cumulative impact assessment within the Station Road area of Llanelli. We feel that the implementation of these restrictions falls in line with the aims and objectives set out by the project at it's outset. The Transforming Tyisha Project was established following the completion of a Planning for Real exercise. This exercise allowed members of the community to raise the concerns and issues they felt should be addressed as part of a regeneration project. This exercise presented a number of themes within which the community would seek improvement. These included housing and environmental conditions, community cohesion, crime, disorder and anti-social behaviour. We feel that the implementation of the cumulative impact assessment will ensure proactive steps are being taken for the management of issues relating to waste, noise, crime and anti-social behaviour. The proactive steps to reduce these issues falls in line with the goal of the project as set out.</p>	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
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31	35	As a licensing section, we continue to receive complaints and referrals regarding alcohol related incidents in this part of Llanelli. I have attached a breakdown of such incidents for reference. Since a CIA has been introduced for this portion of Station Road Llanelli the authority has refused a number of applications for premises licences, with the decisions making reference to the CIA. Those decisions have either not been appealed or in the case of one premises which appealed the decision in 2019, that appeal to the Magistrates Court was not successful. The area is also included within the updated PSPO area for Llanelli. Engagement with Council officers involved with the regeneration of this area of Llanelli highlighted the ongoing challenges with alcohol related issues and confirmed that the existing CIA supports the aims of the regeneration project.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	35	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	36	You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption on the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents).			
17	36	Accosted by drunks and people high on substances continually	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
20	36	The underlying issues are not yet fixed let alone to be considered for relaxation	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

30	36	We feel that the operation of these premises for consumption on site intensify the concerns raised throughout this response. These concerns include the large amount of reported anti-social behaviour in the Station Road area. These reports have been received from Dyfed Powys Police, and through our community groups. Due to our operation as a 9-5 service, we are unable to provide any information on incidents experienced by officers, and can only provide information as has been presented by the public and professional bodies. Additional to the above, we have found significant issues in relation to cigarette litter at a number of premises along Station Road. This has an overall effect of detriment to the environmental quality of the area. This litter is largely clustered around the designated smoking area of these licensed premises. As such, the restriction of the premises will ensure the matter of cigarette litter can be targeted and dealt with in an appropriate manner.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	36	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	37	You agree that the cumulative impact assessment should continue to apply to premises that wish to sell alcohol for consumption off the premises. Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents			
12	37	Alcohol consumption in lanes and public spaces bought in mini markets on station rd	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
20	37	The underlying issues are not yet fixed let alone to be considered for relaxation	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

30	37	A number of street drinking incidents have been witnessed by our Community Wardens. This has included groups of adults within the PSPO area drinking alcohol. We feel that the restriction of sale for off premises consumption creates a barrier to this behaviour, that could dissuade those from partaking in consumption of alcohol within the areas immediately around Station Road, Llanelli. In turn this dissuasion should assist in the reduction of associated issues. This includes the substantial issue of littering related to alcohol containers. In restricting the sale of alcohol for off premises restriction, the number of alcohol containers available in the area will reduce, and as such the littering of these containers should reduce.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	37	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	38	You agree that the cumulative impact assessment should continue to apply to premises that wish to provide late night refreshment (e.g. Take away premises).Please outline your reasons and evidence for requiring the above.(e.g. Examples of incidents)			
12	38	Litter problems, just walk street after previous night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

30	38	Our primary concern in relation to the operation of these late night refreshment premises is in relation to the waste issue they create. We continue to witness a large number of take away containers littered along the street and within lanes along Station Road, Llanelli. This has resulted in upwards of 60 street cleanses being requested in the wider area. Further to this, additional collections have been implemented to aid in the management of this waste issue, at a cost to the local authority. We feel that the restriction of these premises will allow the amount of litter created to be controlled in a manner that should help to alleviate these environmental concerns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	38	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	40	Please tell us why?			
3	40	Smart bars different clientel	Noted	No change necessary	This is not supported by the Police evidence
16	40	Again the preconceived questions. You are implying that these areas are dangerous to the public,	Noted	No change necessary	This is not supported by the Police evidence
	41	Where in Nott Square, Carmarthen is it a problem? (Where is it a problem?)			
4	41	Cueing for clubs, drinking outside the castle.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	41	around clubs	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	41	All over as it is not a large space	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

10	41	Outside bars.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	41	general top of town and down King Street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	41	Mambos	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	41	All of the square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	41	right across the square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	41	Outside mambos	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	41	Nott Square as a whole	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	41	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	41	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
Page 370 35	41	Club Mambo	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	42	What time is it a problem?			

4	42	Between 1am and 6am	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	42	10 onwards	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	42	From 8 pm to the early hours	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	42	Late at night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	42	after 9pm	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	42	After Midnight	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	42	After 10pm	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	42	10pm onwards	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	42	Early hours on a saturday night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	42	Late night i.e. after 23:00	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	42	10pm onwards	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

	43	Why do you think it is a problem?			
4	43	Lucifers opening times	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	43	bottle necked in one area	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	43	Noisy gangs of drunks. There needs to be more security.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	43	Binge drinking, poor supervisin of customers.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	43	Too many drinking establishments in one area of town	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	43	Nightclub	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	43	Mambos being in the middle of the square plus pubs and clubs both ends of the square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	43	density of drinkers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	43	People on drugs	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	43	concentration of Licensed Premises with late hours of operation and residential units which means that there are potential sources and receivers present in the same vicinity	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

35	43	Noise, criminal damage, litter	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	44	Please tell us why?			
3	44	Hardly No bars there and not condenses like lammas st	Noted	No change necessary	This is not supported by the Police evidence
16	44	they are not.	Noted	No change necessary	This is not supported by the Police evidence
	45	Where in King street, Carmarthen is it a problem? (Where is it a problem?)			
2	45	Around where it meets Queen street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	45	People migrate up King Street, often very drunk.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	45	All along - the street has bars and clubs at either end and in the middle	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
19	45	Outside weatherspoons/ lucifers.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	45	Wetherspoons area	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
Page 373 24	45	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	45	Outside lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

33	45	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	45	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	45	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	46	What time is it a problem?			
2	46	From when the sun sets to around 6am	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	46	From 10 pm until the early hours.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	46	potentially all day with Wetherspoons, but generally after 9pm	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
19	46	11pm to 8 am	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	46	after 10pm	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	46	saturdays, early and mid morming	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	46	Early hours on a Saturday night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

35	46	5am onwards (fire exit door) people leaving drunk while others going to work	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	47	Why do you think it is a problem?			
2	47	Constant fighting, shouting, violence	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	47	Not enough security and pubs/ clubs allowing people to become extremely drunk.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	47	Too much alcohol, lack of responsibility, too many glass-fronted retail properties to fall into	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
19	47	Open to late. People in the street till early hours.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	47	24 hr drinking, drug problem also	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	47	People on drugs	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	47	24 hour license causing anti-social behaviour issues	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
0	48	Please tell us why?			
3	48	One 1 -3 bars there	Noted	No change necessary	No change necessary
16	48	There are not enough characters allowed for a comprehensive answer to these questions.	Noted	There were some problems with some of the survey response text boxes during the consultation	No change necessary

	49	Where in Queen street, Carmarthen is it a problem? (Where is it a problem?)			
2	49	Around where it meets King street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
4	49	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	49	There are two clubs on Queen Street and another on the corner of Queen/King Street.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	49	Round into King Street too	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	49	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	49	Outside Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	49	Outside lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	49	Notts Bar (before it closed) and Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	49	Queen St as a whole	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	49	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

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34	49	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	49	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	50	What time is it a problem?			
2	50	All night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
4	50	Between 1am and 6am	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	50	From 10 until the early hours. It can also be noisy during the day too	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	50	after 9pm	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	50	All Night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	50	All Night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	50	Early hours on Saturday night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	50	23:00-07:00	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

32	50	Late night i.e. after 23:00	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	50	Late-early hours	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	51	Why do you think it is a problem?			
2	51	Far too much violence, noise, shouting, drunk people from the late night premises	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
4	51	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	51	It has become very difficult to sleep at night because of loud music and disruptive behaviour.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	51	Council and bars not cleaning up	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	51	24 hour drinking	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	51	Lucifers nightclub	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
Page 378 27	51	People on drugs	Noted	This will be taken into account when reviewing the Policy	The Assessment is not intended to address drug use, however other areas of the Policy reference this in general.

29	51	Street noises (extremely loud music, shouting and conversations of group of people) were experienced by residents in Queen Street until 6:00/7:00am. Building vibrations which shook doors/doorframes and roof trusses in Queen Street Apartments were felt by tenants. (Queen Street Apartments have soundproofed walls which meet UK regulations.) Amidst formal complaints to Environmental Health and report to the Trading Standards by Police, the nightclub owners did not take any steps in managing these issues. In fact, they are a big source of the problems.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	51	concentration of Licensed Premises with late hours of operation and residential units which means that there are potential sources and receivers present in the same vicinity	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	51	Noise	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	53	Please tell us why?			
3	53	Not needed	Noted	This is not supported by the Police evidence	The Assessment Will reflect the balance of the evidence which supports the CIA
16	53	There is not a problem with alcohol related anti social behaviour. Maybe some people get drunk and b	Noted	This is not supported by the Police evidence	The Assessment Will reflect the balance of the evidence which supports the CIA
	54	Please specify what part of Nott square. (Where is it a problem?)			
7	54	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

9	54	All of it	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
11	54	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
13	54	Mambos	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
23	54	All	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
24	54	top	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
27	54	By mambos	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
31	54	Whole of the square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
32	54	the whole of Nott Square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
33	54	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
Page 380	34	54	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	35	54	All of it	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

		Please provide your reasons and evidence that such a policy is / is not required for Nott Square.			
7	55	it is all too close together so causes more bad behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	55	see previous answers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	55	Lots more trouble since it opened	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	55	density of drinkers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	55	evidence of complaints will be provided	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	55	Lots of pubs and clubs open late	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	56	Please tell us why?			
3	56	Not needed	Noted	The majority of evidence gathered indicates that a cumulative impact assessment is required	The Assessment Will reflect this
16	56	ehave irresponsibly, but this is no reason for the cumulative impact assessment to be undertaken wit	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	57	Please specify what part of King Street. (Where is it a problem?)			

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2	57	The end where it meets Queen street and going up to Nott Square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	57	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	57	Mainly the area towards Nott Square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	57	All along, from Cwrw to Notts Square	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	57	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
19	57	All	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
23	57	All	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	57	lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
27	57	By lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
31	57	Whole of the street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	57	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

34	57	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
35	57	Nott Square end	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
	58	Please provide your reasons and evidence that such a policy is / is not required for King Street				
2	58	The constant sound/threat of violence and aggression is seriously negatively impacting my health	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
7	58	it is all too close together so causes more bad behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
10	58	This has some traditional shops and quality buildings but it is spoilt my noisy clubs and drunk patr	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
11	58	see previous answers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
19	58	People have to live here.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
24	58	25hr drinking	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
Page 383	35	58	All part of wider area where late night drinking is causing problems	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
		59	Please tell us why?			
	3	59	Not needed	Noted	The majority of evidence gathered indicates that a CIA is required	The Assessment Will reflect this

16	59	hin these areas of the town.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
	60	Please specify what part of Queen Street. (Where is it a problem?)				
7	60	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
9	60	Residential areas adjacent and opposite clubs	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
11	60	all	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
13	60	Lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
23	60	All	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
27	60	By lucifers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
29	60	Where Queen Street connects to King Street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
Page 384	31	60	Whole of the street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	32	60	whole of Queen St	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

33	60	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	60	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	60	Lucifers / Diablos areas	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	61	Please provide your reasons and evidence that such a policy is / is not required for Queen Street.			
7	61	it is all too close together so causes more bad behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	61	Residents have already complained and provided proof of excessive noise and antisocial behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	61	see previous answers	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
13	61	24 hour licensing should not be allowed, it just causes more trouble	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

29	61	More important than the Council's assessment is the Council's commitment to fulfill its duties adequately and appropriately. Based on my experience with the nuisance problem with Lucifers and Notts Bars, the council has NO ADEQUATE resources to monitor its policies yet, the Council continues to grant extended licenses to places selling alcohol. It would make a lot of difference if the Council only grants licenses to a level which the Council is capable to: 1. monitor statutory nuisances, and 2. coordinate with other authorities such as the Police. If the Council has limited resources, then the Council must limit granting of licenses to a limited level it can only manage.	Noted	The Council cannot limit the granting of licences based on the available resources.	No change necessary
32	61	evidence of complaints will be provided	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
35	61	Late night noise	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	63	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)		This will be taken into account when reviewing the Policy	The Assessment Will reflect this
4	63	Barriers being thrown through windows, multiple fights in the Square, drug abuse, drinking in Square into late mornings.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	63	they are late night and it spreads out on to street	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
Page 11	63	the high concentration of these premises in this top of town area and the knock-on effect this has for retailers as outlined previously	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
386 18	63	Alcohol and drugs	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

31	63	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
32	63	evidence of noise complaints will be provided separately	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
33	63	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
34	63	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
	64	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)				
2	64	Loads of aggression caused by alcohol on this street, intimidating unpleasant atmosphere at night	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
7	64	this spreads from all bottled up drinking venues	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
11	64	the high concentration of these premises in this top of town area and the knock-on effect this has for retailers as outlined previously - windows smashed, vomit in alcoves which we have to clean up in the morning	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
29	64	Lucifers (in Queen Street) has another entrance in King Street. How Lucifers behaves affects these two streets.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this	
Page 387	31	64	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	33	64	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

34	64	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	65	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)			
2	65	Drunk people on this street until dawn, loud aggressive noise, fighting, litter and refuse	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
4	65	Lucifers opens late, spills onto street, multiple fights, no Police Officers often present at such a time.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
7	65	when late night was before we had drunk people lying on road at 8am	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	65	History of complaints from residents. Council History of complaints to council re noise and antisocial behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	65	There are two clubs on Queen Street that play loud music until very late. They seem understaffed and fights break out with people who are extremely drunk .Residents are not able to sleep or venture outdoors safely.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	65	the high concentration of these premises in this top of town area and the knock-on effect this has for retailers as outlined previously	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

29	65	Street noises (extremely loud music, shouting and conversations of group of people) were experienced by residents in Queen Street until 6:00/7:00am. Building vibrations which shook doors/doorframes and roof trusses in Queen Street Apartments were felt by tenants. (Queen Street Apartments have soundproofed walls which meet UK regulations.) Amidst formal complaints to Environmental Health and report to the Trading Standards by Police, the nightclub owners did not take any steps in managing these issues. In fact, they are a big source of the problems. I stated in the previous section that, more important than the Council's assessment is the Council's commitment to fulfill its duties adequately and appropriately. Based on my experience with the nuisance problem with Lucifers and Notts Bars, the council has NO ADEQUATE resources to monitor its policies yet, the Council continues to grant extended licenses to places selling alcohol. It would make a lot of difference if the Council only grants licenses to a level which the Council is capable to: 1. monitor statutory nuisances, and 2. coordinate with other authorities such as the Police. If the Council has limited resources, then the Council must limit granting of licenses to a limited level it can only manage.	Noted	The Council cannot limit the granting of licences based on the available resources.	No change necessary the cumulative impact assessment will help address these issues.
31	65	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
32	65	evidence of noise complaints will be provided separately	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	65	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	65	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

	67	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)			
10	67	Customers are likely to drink in the square causing a nuisance to the public,	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
31	67	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	67	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	67	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	68	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)			
2	68	Lots of fighting and alcohol fuelled antisocial behaviour	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	68	As above (Q67)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
19	68	Men women vomiting and urinating in the street.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	68	Lucifers (in Queen Street) has another entrance in King Street. How Lucifers behaves affects these two streets.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
31	68	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

33	68	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	68	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	69	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)			
2	69	Drunk people outside the late night venues, alcohol related refuse covers the streets on weekend mornings, lots of fighting	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	69	Personal observations of disorderly conduct and noise levels.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	69	As above (Q67)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	69	Street noises (extremely loud music, shouting and conversations of group of people) were experienced by residents in Queen Street until 6:00/7:00am. Building vibrations which shook doors/doorframes and roof trusses in Queen Street Apartments were felt by tenants. (Queen Street Apartments have soundproofed walls which meet UK regulations.) Amidst formal complaints to Environmental Health and report to the Trading Standards by Police, the nightclub owners did not take any steps in managing these issues. In fact, they are a big source of the problems.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this, however it is not intended to deal with music noise from individual premises.
31	69	Please see overleaf (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

33	69	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	69	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	71	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Nott Square)			
7	71	This where problems arise	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
8	71	Late night selling alko	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	71	No problem if refreshments are not alcoholic and establishments close at an acceptable time eg midnight.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	71	High concentration of clusters of worse-for wear people with the potential for anti-social behaviour/criminal damage. the longer they're hanging around the higher the likelihood of urine and vomit deposits	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	71	as previous answer	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 393</p>	<p>31 71</p>	<p>Attached is a summary of current premises licences, applications and licences surrendered since January 2017. The report indicates an increase in licensed premises over the period. There has been an increase in premises operating into the early hours of the morning including one premises which has recently re-opened under a historically granted premises licence and has chosen to operate for 24 hrs a day on occasions. In addition to increased numbers of premises, some existing premises have also increased their capacity and/ or extended their permitted hours. Attached is a report of complaints and referrals logged with the Licensing Section since January 2017. The report shows a substantial increase in the numbers of complaints and referrals during 2022 and 2023. The referrals and complaints relate to various matters, including. • Complaints of noise, both entertainment and people in the street. • Complaints of littering, cigarette litter, broken glass and vomit • Assaults / disorder in the street and within premises • Intoxicate persons in the street/ doorways / refusing to leave premises. • Allegations of drug dealing in the street. The complaint and referral report data attached shows a substantial increase over the reporting period which may, in some part, be as a result in the difficulty with accessing older manual records in comparison with the current electronic recording. When conducting out of hours licensing visits and monitoring in Carmarthen Town centre officers have noted that on occasion large numbers of persons are congregating in the square in the early hours of the morning. It is difficult to identify / allocate the individuals as customers of one individual premises in the Square. Some of those congregating in the area may not have entered a licensed premises and may be passing though the location. Several of the licensed premises in this area do not have their own outdoor areas where customers can smoke. Customers wishing to smoke have to exit the premises to do so in the street. Examples of this congregation of persons in the street have been captured on officer's body worn video.</p>	<p>Noted</p>	<p>This will be taken into account when reviewing the Policy</p>	<p>The Assessment Will reflect this</p>
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		Officers have also witnessed violent incidents taking place in the square and on one occasion called for Police attendance at the location due to a large scale disorder. Officers have also witnessed young persons throwing glass vessels at each other in the square. Not all incidents that occur in this area are formally reported, during evening compliance visits Officers have witnessed a person who had significant injuries as a result of being assaulted whilst in this part of Carmarthen, leaving the area without reporting the incident to the Police – the incident has not then been captured in Police incident lists which are regularly exchanged with the authority.			
33	71	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	71	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
0	72	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in King Street)			
7	72	This where problems arise	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
8	72	Late night selling	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
10	72	An assessment should look at the impact on a community. There could be an increase in traffic too that needs to be considered.	Noted	This will be taken into account when reviewing the Policy	No change to the policy as no evidence of the impact of traffic provided.

11	72	High concentration of clusters of worse-for wear people with the potential for anti-social behaviour/criminal damage. the longer they're hanging around the higher the likelihood of urine and vomit deposits	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	72	as previous answer	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	72	Lucifers (in Queen Street) has another entrance in King Street. How Lucifers behaves affects these two streets.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
31	72	see above (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
34	72	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	73	Please outline your reasons and evidence for requiring the above (e.g. Examples of incidents in Queen Street)			
7	73	This where problems arise	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
8	73	Late night selling	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
9	73	The clubs on Queen Street need to have respect for local residents.	Noted	This will be taken into account when reviewing the Policy	No change necessary
10	73	There are a lot of residential flats and one house on Queen Street. It is important to consider the impact on these residents.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

11	73	High concentration of clusters of worse-for wear people with the potential for anti-social behaviour/criminal damage. the longer they're hanging around the higher the likelihood of urine and vomit deposits	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	73	as previous answer	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
29	73	Street noises (extremely loud music, shouting and conversations of group of people) were experienced by residents in Queen Street until 6:00/7:00am. Building vibrations which shook doors/doorframes and roof trusses in Queen Street Apartments were felt by tenants. (Queen Street Apartments have soundproofed walls which meet UK regulations.) Amidst formal complaints to Environmental Health and report to the Trading Standards by Police, the nightclub owners did not take any steps in managing these issues. In fact, they are a big source of the problems.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
31	73	see above (Q71)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
33	73	See below (Q73)	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 397</p>	<p>33 73</p>	<p>As a Town and County Councillor for the area since 2017 I would like to relay the following observation and comment with regards the review of the effectiveness of the existing Cumulative Impact Assessment area in Carmarthen and the possibility of an additional Assessment in the Nott Square, King Street and Queen Street area of town. I think it important for the review to take into account that from my perspective the establishment of the existing CIA in the Lamma Street area has been a great success. Complaints of Anti-social behaviour and alcohol related disturbances, assaults, criminal damage and noise etc have reduced to such an extent that complaints are now few and tend to be associated with gatherings in the vicinity of the late night take away premises. Given the very noticeable difference I would therefore very much support the current arrangements to continue. Unfortunately the same cannot be said of the Notts Square/Queen Street and King Street area which over recent years has become the new “hot spot” area of complaint of rowdiness, noise, and alcohol related violence, criminal damage, public nuisance and littering in town, Most, but not all of the complaints I have received over recent years relate primarily to one particular licensed premises but such a significant number of similar club like premises operating in such a condensed street environment inevitably brings issues of antisocial behaviour, noise and alcohol related issues. The cumulative effect of such a concentration of similar premises within such a small area operating over a similar and relatively short period of time, is, I believe, clear to see and should be able to be evidenced by the various agencies. With that in mind, and given the undoubted success of the existing Impact Assessment area in Lamma Street, I would strongly support the continuation of the existing Assessment Area in Carmarthen and also to establish an additional Culminative Assessment Area in the Nott Square, King Street and Queen Street Area.</p>	<p>Noted</p>	<p>This will be taken into account when reviewing the Policy</p>	<p>This supports the introduction of the CIA for Nott Square, Queen Street and King Street</p>
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34	73	See Attached- As a whole DPP will support the continuation of Cumulative Impact Assessment across the towns.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
	75	Please outline the matter you wish us to consider:			
7	75	The premises should be responsible for clean up in early mornings or contribute to extra cleaning	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
11	75	Street cleaning	Noted	This is not a matter which the Policy can deal with however we will make Environment Department aware of the response	No change necessary
13	75	Stop giving premises 24 hour licenses.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
15	75	Stewards who have connections to council . And using premises as community family events when alcoho	Noted	This will be taken into account when reviewing the Policy	No change necessary
17	75	Stricter controls on the mini markets selling cheap alcohol, reduce the hours it is being sold	Noted	There are existing minimum unit price requirements in force for Wales. The policy cannot deal with existing licensed hours, but would help address attempts to extend opening hours or new premises.	The Assessment Will reflect this
19	75	Pubs open to late weatherspoons roof terrace should close at 9pm in the week.	Noted	This will be taken into account when reviewing the Policy	No change necessary
Page 398 20	75	Hard evidence of criminal offences to be complemented by citizen feedback	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
24	75	I have a video of 8.30-9am ructions on a Saturday morning on King Street, when there are elderly,	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

26	75	Please be more thorough with underage drinking and drugs	Noted	The policy already addresses these issues	No change to the Policy required
28	75	The Safer Communities Partnership is working closely with the police due to concerns about alcohol-related crime and ASB in an area of Llanelli Town Centre, which includes Station Road, and are currently looking to introduce a new Public Spaces Protection Order. The Safer Communities Partnership would therefore support any possible interventions to prevent both cumulative impact in this area and it continuing to be a hotspot area. The current and proposed Public Spaces Protection Order in Llanelli Town Centre which aims to tackle alcohol related crime and disorder	Noted	This supports the retention of the CIA in Station Road	The Assessment Will reflect this
29	75	A. The relevant Council departments and other authorities NEED to talk with each other and work with each other in a holistic manner. For example, Licensing must not issue any licenses (or extend/enhance existing licenses) more than the Environmental Health can monitor as well as more than the Police can respond. Coordination between the relevant authorities, in relation to Queen Street problems, was observed to be almost nil. If you check the Council/Police record, I have expressed this in many of my communications with the relevant authorities. Most of the time, we only received promises (with no actions) and empty assurances. In short, only words. I feel that the problems in Queen Street were not responded fairly/adequately/appropriately because short-term economic benefits were the main focus by the Council. While it is true that nightclubs/bars bring in money to the town, it has been neglected (or ignored) that nightclubs attract hooligans to Carmarthen (either as visitors or residents). In the long run, Carmarthen could become an unattractive town to decent investors/businesses/residents. If the Council continues to think	Noted	The Licensing Authority works closely with the Police and other responsible authorities when investigating complaints relating to licensed premises. This includes undertaking late night visits and monitoring. Where evidence of licence offences is found, enforcement action is taken. The Licensing Authority cannot limit the duration of premises licences as this is set out in the legislation.	No change to the policy required

		<p>this way, I could only see Carmarthen's downfall in the future. I appeal to the Council to change its vision/thinking/approach/behaviour and to consider a long-term positive progress for Carmarthen. Formulate policies but please DO enforce policies/controls; please don't be deaf to complaints due to short-term and short-sighted economic benefits that nightclubs/bars bring. Having said the above, I want to clarify that I am NOT against pubs/nightclubs/bars. Rather, I am pointing out that I would like to see effective and prompt enforcement of policies/regulations that make all businesses (including nightclubs/bars/pubs) and residents co-exist harmoniously - an environment that is sensitive/considerate to others. Relative to Queen Street, if:</p> <p>1. the noises were controlled from 23:00 to 07:00, it would have been a good compromise between businesses and residents.</p> <p>2. mechanism were put in place regarding rubbish (vomit/broken glass/urine/other litter), it would not have been a problem having businesses selling alcohol in the area.</p> <p>B. It is mind-blowing that there are licenses that do not have expiry dates. Hence, in cases where the Environmental Health and/or the Police are not fulfilling their duties adequately and appropriately, it is extremely difficult to steer a nuisance case towards a fair and just result. Perhaps Licensing could offer applications with a choice of durations (e.g., 2/5/7 years) to be selected by applicants and licenses can only be renewed subject to regular assessments (complaints received, visits by food hygiene, crime reports, etc) during the selected duration. I believe these are logical and very sensible suggestions.</p>				
	76	Please give us the reasons and provide evidence below:				
Page 400	5	76	Area does not effect Llanelli	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

11	76	the problem is the council have promoted areas for hospitality. And no adequate street cleaning.	Noted	This is not a matter which the Policy can deal with however we will make Environment Department aware of the response.	The Assessment Will reflect this
15	76	Cllrs are using a licensed premises fir community days , food bank etc and rarely ring police when t	Noted	This is not a matter for the licensing policy	No change necessary
16	76	I feel strongly that the businesses are being criminalised for the action of others where they have	Noted	This will be taken into account when reviewing the Policy	No change necessary
19	76	We have to get up for work and kids for school,	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
20	76	To residents and frequent users of these areas feel safe? That is a fundamental aspect for addition	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this
26	76	Facebook pics show underage drinkers in pubs and nightclubs. Known drugs in the pubs and clubs	Noted	This will be taken into account when reviewing the Policy	This is not a matter for the cumulative impact assessment, these issues are reflected in the wider policy.
28	76	The Safer Communities Partnership (SCP) is working closely with the police due to concerns about alcohol-related crime and ASB in an area of Llanelli Town Centre, which includes Station Road, and the SCP is currently looking to introduce a new Public Spaces Protection Order. The SCP would therefore support any interventions aiming to prevent both cumulative impact in the geographic area and it continuing to be a hotspot area.	Noted	This will be taken into account when reviewing the Policy	The Assessment Will reflect this

29	76	nuisance problems with Lucifers and Notts Bar (before the latter closed). In our experience, the Council and Police have failed miserably both in fulfilling their duties and in dealing with the situation.	Noted	The Licensing Authority works closely with the Police and other responsible authorities to take appropriate enforcement action where they can.	No further change to the Policy necessary
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Subject		
Model Teachers' Pay Policy 2023/24		
Recommendations / key decisions required:		
To endorse the Model Teachers' Pay Policy 2023/24 prior to circulation to schools for formal adoption by their Governing Bodies.		
Reasons:		
In order to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document 2023, which requires every school to have a pay policy setting out how pay decisions are taken.		
Cabinet Decision Required	YES	
Council Decision Required	NO	
CABINET MEMBER PORTFOLIO HOLDER:-		
Cllr. Philip Hughes & Cllr. Glynog Davies		
Directorate: Chief Executive's Education & Children's Services Name of Head of Service: Paul R. Thomas Gareth Morgans Report Author: Julie Stuart	Designations: Assistant Chief Executive Director of Education & Children's Services Senior HR Business Partner	Tel: Email addresses: PRThomas@sirgar.gov.uk EDGMorgans@sirgar.gov.uk JStuart@sirgar.gov.uk

**EXECUTIVE SUMMARY
CABINET
15TH JANUARY 2024**

SUBJECT

Model Teachers' Pay Policy 2023/24

1. BRIEF SUMMARY OF PURPOSE OF REPORT

The Model Teachers' Pay Policy has been updated to reflect September 2023 pay award as detailed in the School Teachers' Pay and Conditions (Wales) Document 2023.

Other changes include the removal of the additional Bank Holidays on Monday 19th September 2022 to mark the funeral of Her Majesty Queen Elizabeth; and Monday, 8th May 2023 to mark the coronation of His Majesty King Charles III; which means that Teachers must be available to work for 195 days / 1265 hours instead of the 193 days / 1258.5 hours in the previous year.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **P R Thomas, Assistant Chief Executive – People Management**

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

1. Policy, Crime & Disorder and Equalities

The Pay Policy will form part of the Schools policy framework.

2. Legal

The Model Teachers' Pay Policy has been updated to reflect legislative changes introduced by the School Teachers Pay and Conditions (Wales) Document 2023.

3. Finance

The pay award spans 2022/23 and 2023/24 financial years.

- For 2022/23, school budgets were set on the basis of a 4% increase. Welsh Government have provided grant funding which is expected to fully provide for the increased offer from 5% to 6.5% and for the 1.5% non-consolidated amount, thus leaving school budgets with a shortfall of 1% for the period September 2022-March 2023. Cabinet agreed to provide this funding to schools delegated budgets at its meeting of 27 March 2023.
- For 2023/24, the 1% shortfall above has been corrected in school delegated budget.

5. Risk Management Issues

The School Teachers Pay and Conditions Document places a statutory requirement for all School Governing Bodies to adopt a Pay Policy annually, which reflects changes to the document and outlines how pay decisions are made.

6. Staffing Implications

This policy applies to all School Teachers including those on the Leadership Scale.

The HR Team will provide advice and guidance to schools on the application of the Model Teachers' Pay Policy 2023/24 as required.

CONSULTATIONS

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

Signed: P.R. Thomas

Assistant Chief Executive (People Management)

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	NO
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s)

None

3. Community / Town Council

Not Applicable

4. Relevant Partners

Not Applicable

5. Staff Side Representatives and other Organisations

Consulted with Teachers Trade Unions via the Regional (Partneriaeth) Trade Union Forum (11th – 17th October 2023); and local representatives of the same Teachers Trade Unions via the Education & Children's Services Employee Relations Forum (ERF) on 26th October 2023.

**CABINET MEMBER PORTFOLIO HOLDER(S)
AWARE/CONSULTED**

YES

Include any observations here

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

THERE ARE NONE



Model Teachers' Pay Policy

2023/2024

DOCUMENT CONTROL	
Policy Name	Teachers' Pay Policy 2023/24
Department	Human Resources
Reviewing Officers	Partneriaeth HR Group on behalf of the 3 constituent Local Authorities
CONSULTATION PROCESS	
<p>The following Trade Unions have been consulted in respect of this Policy:</p> <ul style="list-style-type: none">• ASCL• NAHT• NASUWT• NEU• UCAC	

MODEL TEACHERS' PAY POLICY 2023/24

The Governing Body of _____ School
formally adopted this Policy on _____ .

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1. INTRODUCTION

- 1.1. This Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document (STPC(W)D) and has been subject to consultation with all recognised Teaching Associations.
- 1.2. This pay policy only applies to those directly employed by Local Authorities and does not apply to anyone employed via an agency.

2. STATEMENT OF INTENT

- 2.1. The primary statutory duty of Governing Bodies in Wales, as set out in paragraph 21(2) of the Education Act 2002 is to '...conduct the school with a view to promoting high standards of educational achievement at the school'. This Policy intends to support that statutory duty.
- 2.2. The procedures for determining pay in this School will be consistent with the principles of public life: objectivity, openness and accountability.
- 2.3. The Governing Body will act with integrity, confidentiality, objectivity and honesty in the best interest of the School in relation to the operation of this Policy.
- 2.4. The Governing Body will be open about pay decisions made and actions taken, and will be prepared to explain decisions and actions to the interested persons.
- 2.5. Any future revisions to this policy will comply with the STPC(W)D and will be subject to consultation with relevant parties, including recognised trade unions.

3. EQUALITIES

- 3.1. The School is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation. The Governing Body will comply with all relevant equalities legislation.
- 3.2. This Policy will be applied consistently to all employees irrespective of age, disability, race, gender (sex), gender reassignment, marriage / civil partnership, pregnancy / maternity, religion, belief and sexual orientation.
- 3.3. The Governing Body will promote equality in all aspects of school life, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.
- 3.4. The Governing Body will ensure that pay processes are transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments will be made on a case-by-case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health including any Covid related absences.

4. JOB DESCRIPTIONS

- 4.1. The Headteacher will ensure that each member of staff is provided with a job description in accordance with the School's staffing structure (**see Appendix 10**), as agreed by the Governing Body.

5. APPRAISALS

- 5.1. The Governing Body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of Headteachers and Teachers through the application of the School's Performance Management Policy.

6. GOVERNING BODY'S OBLIGATIONS

- 6.1. The Governing Body will:
- fulfil its obligations as set out in the STPC(W)D and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
 - establish a Pay Committee and Pay Appeals Committee;
 - determine relevant pay decisions, taking account of recommendations from the Headteacher;
 - ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the School's spending plan;
 - ensure that Teachers, via the Headteacher, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
 - monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with school-level trade union representatives.

7. HEADTEACHER'S OBLIGATIONS

- 7.1. The Headteacher will:
- ensure that appraisers (where not the Headteacher) provide accurate, relevant, complete and timely information about pay recommendations;
 - moderate performance assessments and initial pay recommendations to ensure consistency and fairness;
 - submit relevant pay recommendations to the Pay Committee and ensure the Pay Committee has relevant information upon which to make pay decisions;

- inform Teachers about the School's Pay Policy and ensure its accessibility;
- notify payroll and/or HR staff within the Local Authority about pay decisions to be implemented; and
- ensure that a report on the operation of the Pay Policy is presented to the Governing Body and the relevant Trade Unions on an annual basis.

8. TEACHERS' OBLIGATIONS

8.1. Teachers will:

- familiarise themselves with the provisions of this Pay Policy, the STPC(W)D, the relevant professional standards and all relevant school employment policies; and
- engage positively with the processes set out in this Policy.

9. DIFFERENTIALS

- 9.1. Within the framework of the STPC(W)D, appropriate differentials will be created and maintained between posts within the School, recognising accountability and job weight, and the Governing Body's need to recruit and retain sufficient Teachers of the required quality at all levels.

10. SAFEGUARDING

- 10.1. Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Governing Body will comply with the relevant provisions of the STPC(W)D and will give the required notification as soon as possible and within no later than one month after the determination.

11. CAPABILITY AND PAY PROGRESSION

- 11.1. Where the Teacher is subject to the formal stages of the School's Capability Procedure, the School's performance management processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.
- 11.2. On conclusion of the Capability Procedure, the Teacher will resume performance management processes in accordance with the School's Policy.
- 11.3. Pay progression will not be permissible in accordance with this Pay Policy while a Teacher is subject to the formal stages of the School's Capability Procedure.
- 11.4. On conclusion of the Capability Procedure, the Teacher would re-enter the Performance Management cycle.

11.5. Pay progression will not be applied retrospectively in any case of formal capability.

12. PAY DETERMINATION

12.1. The Governing Body has delegated its pay determination powers to the Pay Committee.

12.2. Annual Determination of Pay

12.2.1. All teaching staff salaries, including those of the leadership group, will be reviewed annually to take effect from 1st September. The Governing Body will conclude Teachers' annual appraisals, and assessments of applications to progress to the Upper Pay Range, by 31st October; the Headteacher's annual appraisals will be concluded by 31st December.

12.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay.

12.2.3. The Governing Body will apply any future national pay awards as specified by the STPC(W)D.

12.3. Notification of Pay Determination

12.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31st October for Teachers, 31st December for Headteachers, or by no later than one month following the determination.

12.4. Appeals Procedure

12.4.1. The Governing Body has an appeals procedure in relation to pay. This is set out in **Appendix 8** of this Pay Policy.

13. HEADTEACHER PAY

13.1. The Governing Body will ensure that the process of determining the remuneration of the Headteacher is fair and transparent.

13.2. The Governing Body will assign a seven-point leadership pay range which can be reviewed as necessary for the Headteacher based on the school group size and any permanent additional relevant factors as determined within the framework of the STPC(W)D (specifically paragraphs 9.2, 9.3 and 9.4).

13.3. Additional factors to be taken into account will include all permanent responsibilities of the post, challenges specific to the role and all other relevant considerations, alongside any factors relating to recruitment and retention.

- 13.4. The Governing Body may re-determine the Headteacher's pay range if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis). The Headteacher's pay range may also be reviewed at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.
- 13.5. Payments in respect of temporary responsibilities for the Headteacher will not be included in the pay range but will be determined in accordance with the STPC(W)D as explained in **Appendix 6**.
- 13.6. In this School, the Governing Body will apply discretionary reference pay points for leadership pay as indicated in **Appendix 1** and has agreed a seven step pay range of Lxxx to Lxxx (*details to be inserted here by the school*).
- 13.7. **Pay on Appointment**
- 13.7.1. For new appointments, the Governing Body will determine the leadership pay range to be advertised and will agree the starting pay on appointment, taking account of the full role of the Headteacher and the provisions of the STPC(W)D.
- 13.7.2. The Governing Body will adopt a three-stage process when setting the pay for new Headteacher appointments as set out in **Appendix 6**.
- 13.7.3. The Pay Committee will review the School's Headteacher group and the Headteacher's leadership pay range, as necessary, to ensure fair pay relativities within the School.
- 13.7.4. See **Appendix 6** of this Pay Policy for guidelines on leadership pay ranges and **Appendix 7** for the Annual Review Pay Statement.
- 13.8. **Headteachers responsible and accountable for more than one school on a permanent basis**
- 13.8.1. When a Headteacher is appointed to be permanently responsible and accountable for more than one school, the Governing Body should base the determination of the Headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with **Appendix 6**.
- 13.8.2. Consideration also needs to be given to the remuneration of other Teachers who, as a result of the Headteacher's role, are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the Teacher), which is recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.
- 14. DEPUTY / ASSISTANT HEADTEACHER PAY**
- 14.1. In this School, the Governing Body will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.

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- 14.2. The Governing Body will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Headteacher posts based on the school group size and any permanent additional relevant factors as determined within the framework of the STPC(W)D.
- 14.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 14.4. In this School, the Deputy Headteacher five-step pay range is Lxx to Lxxx (*pay details to be inserted here by the school*).
- 14.5. In this School, the Assistant Headteacher five-step pay range is Lxx to Lxxx (*pay details to be inserted here by the school*).
- 14.6. **Pay on appointment**
- 14.6.1. When a new appointment needs to be made, the Governing Body will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.
- 14.6.2. The pay range will be determined in accordance with the STPC(W)D.
- 14.6.3. The Governing Body will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 6**.

15. PAY PROGRESSION FOR LEADERSHIP GROUP MEMBERS

- 15.1. The Governing Body must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
- 15.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 15.3. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.
- 15.4. The Governing Body may award an additional point to any Headteacher, Deputy or Assistant Headteacher whose performance in the previous year was excellent, with particular regard to agreed objectives.

- 15.5. A decision may be made not to award progression where the Headteacher, Deputy or Assistant Headteacher is subject to formal capability proceedings.
- 15.6. The Pay Committee will record its decision regarding pay progression on the Annual Pay Review form contained at **Appendix 7**. A copy of this form will be provided to the member of staff.
- 15.7. Where pay progression is granted, the member of staff's salary will increase with effect from 1st September of the current academic year.
- 15.8. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Pay Review form. The member of staff has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

16. CLASSROOM TEACHER PAY

16.1. Pay on Appointment

- 16.1.1. Advertisements for vacant posts in the School will be considered by the Headteacher [and the (*insert details of committee*) where appropriate]. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 16.1.2. The advertisement will include details of the pay range and any additional payments or allowances applicable to the post.
- 16.1.3. The Governing Body will determine the starting salary of a vacant classroom Teacher post, in accordance with the Main Pay Range and Upper Pay Range, detailed at **Appendix 1**.
- 16.1.4. The Governing Body will determine the starting salary of a vacant classroom teacher post. The Governing Body is committed to the principle of pay portability for Teachers who are currently paid in accordance with the provisions of the STPC(W)D or STCPD and will apply this principle in practice when making new appointments.
- 16.1.5. When determining the starting pay for an existing classroom Teacher in a Local Authority maintained school or academy in England or in Wales and paid under the STPC(W)D or STCPD, the Governing Body will pay the Teacher on the main pay range or upper pay range at a scale point, which at least maintains the Teacher's previous pay entitlement, plus any pay progression, which they would have received had they remained in their previous post.
- 16.1.6. In addition, if the successful applicant is a Teacher who has had a break in service, then the governing body may determine their scale point based on their previous final salary paid under the STPC(W)D or STCPD including any increment that the teacher would have been entitled to be awarded had they remained in their previous post at the time when the change in employment occurred. Governing Bodies can take into account any relevant experience gained from a teaching role in another

sector in Wales or jurisdiction or a period of employment in relevant sector outside teaching.

- 16.1.7. Pay portability must span a break in teaching service for health and social reasons such as maternity/paternity, medical or family reasons. In a situation where the new employer proposes to take a different view, the grounds for doing so must be non-discriminatory in relation to equality and other relevant legislation.
- 16.1.8. The Governing Body will not restrict the pay range advertised or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 16.2. **Pay Progression for Existing Main Pay Range Teachers**
 - 16.2.1. The Governing Body must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
 - 16.2.2. Teachers in their induction year will be awarded pay progression on the successful completion of their induction.
 - 16.2.3. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
 - 16.2.4. The Governing Body must award a Teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified Teacher during the previous school year, unless the Teacher has been notified through formal capability procedures that service was unsatisfactory in respect of that year.
 - 16.2.5. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.
 - 16.2.6. The Governing Body may award an additional point to any Main Scale Teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.
 - 16.2.7. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.

16.2.8. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.

16.2.9. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.

16.2.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

16.3. Pay Progression for Existing Upper Pay Range Teachers

16.3.1. The Governing Body must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.

16.3.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

16.3.3. Pay progression on the upper scale should be in most cases on a two-yearly basis in line with requirements of paragraph 14 of the STPC(W)D unless capability procedures are underway in respect of that period.

16.3.4. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.

16.3.5. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.

16.3.6. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

17. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

17.1. A qualified Teacher may apply once each year to be paid on the Upper Pay Range in accordance with the STPC(W)D and this School's Pay Policy.

- 17.2. It is each Teacher's responsibility to decide whether to submit an application.
- 17.3. In order for the assessment to be robust and transparent, it will be an evidence-based process.
- 17.4. Personal objectives for the forthcoming appraisal cycle will be set, and agreed where possible, at a level which is sufficient to ensure that the criteria included in the STPC(W)D for progression to the Upper Pay Range can be met, including that the Teacher is highly competent in all elements of the relevant standards, and their achievements and contribution to the school are substantial and sustained.
- 17.5. Teachers who have been absent from work for sickness, disability or maternity-related reasons, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a Teacher who is employed on a short-term contract of less than one term), may cite written evidence from a suitable and relevant period before the date of application in support of their application.
- 17.6. **Process**
- 17.6.1. The closing date for an application to be submitted by a Teacher to their appraiser is *(school to insert date here - normally prior to the end of the Summer Term i.e. 31st August)*.
- 17.6.2. Exceptions may be made in some specific circumstances, e.g. those Teachers who are on maternity leave or on sick leave as at the closing date for receipt of applications. In such circumstances, the Teacher may request - at least 2 weeks before the specified closing date - an extension of no more than half a term for the submission of an application.
- 17.6.3. The process for applications is:
- Teacher to inform appraiser in writing that they wish to be considered for progression to the Upper Pay Range and that their personal objectives for the forthcoming appraisal period should reflect this request.

Following completion of the relevant appraisal period:

- The appraiser will complete an assessment pro-forma as shown in **Appendix 4**, setting out the appraiser's recommendation in relation to progression to the Upper Pay Range, following completion of the relevant appraisal period.
- The Headteacher will consider the appraiser's recommendation and will make a recommendation to the Pay Committee.
- The Pay Committee will make a decision about pay progression, following receipt of advice from the Headteacher.
- The Teacher will receive written notification of the outcome of their application by 31st October in the relevant year.

- Where the application is unsuccessful, the written notification will set out details of the areas of the Teacher's performance which are not considered to have satisfied the relevant criteria set out in this Policy (see "Assessment" below).
- If requested, oral feedback will be provided by the Headteacher. Oral feedback will normally be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive manner and will include advice and support about areas for improvement in order for the Teacher to meet the relevant criteria.
- Where the application is successful the Teacher will move to step 1 of the Upper Pay Range on 1st September in the relevant year i.e. following successful completion of objectives set in academic year to 31st August 2023, the Teacher will move to UPS1 on 1st September 2023.

17.6.4. Unsuccessful applicants may appeal the decision as outlined in **Appendix 8**.

17.7. **Assessment**

17.7.1. An application will only be successful where the Governing Body is satisfied that all of the requirements of the STPC(W)D have been met, including that:

- the Teacher is highly competent in all elements of the relevant standards; and
- the Teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

17.7.2. For the purposes of this Pay Policy, the Pay Committee will be satisfied that the Teacher has met the Governing Body's expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 3**) have been satisfied as evidenced by a successful appraisal review.

17.7.3. Further information, including details about sources of evidence, is contained in the School's Performance Management Policy.

18. **LEADING PRACTITIONER ROLE**

18.1. The Governing Body may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.

18.2. Where the Governing Body wishes to establish such posts, it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.

18.3. The Policy of the Governing Body will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Governing Body.

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- 18.4. The pay range for Leading Practitioners will be in accordance with the STPC(W)D, which is currently a minimum of £48,248 per annum (i.e. Leadership Pay Point 1) and a maximum of £73,347 per annum (i.e. Leadership Pay Point 18).
- 18.5. In this School, the Governing Body will use the discretionary reference pay points detailed at **Appendix 1**.
- 18.6. Pay progression for Leading Practitioners will be determined as per the process set out at 16.3.1 to 16.3.4 above.

19. UNQUALIFIED TEACHERS

- 19.1. A Teacher on the unqualified pay range will be paid an annual salary between £20,674 and £32,696 per annum. In this School, the Governing Body will use the statutory pay points detailed at **Appendix 1**.
- 19.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.
- 19.3. The School will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.
- 19.4. The Governing Body may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPC(W)D.
- 19.5. The Governing Body must award a Teacher on scale points 1 to 56 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the Teacher has been notified through the formal capability process that service was unsatisfactory in respect of that year.
- 19.6. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 19.7. Pay progression on the 6-point Unqualified Teacher Pay Scale should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.
- 19.8. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of the form will be provided to the unqualified Teacher.

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- 19.9. Where pay progression is granted, the unqualified Teacher's salary will be increased with effect from 1st September of the current academic year.
- 19.9.1. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.
- 19.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.
- 19.11. An unqualified Teacher who obtains qualified Teacher status will be paid on the pay ranges for qualified Teachers, in accordance with this Pay Policy and STPC(W)D.

20. DISCRETIONARY ALLOWANCES AND PAYMENTS

20.1. Teaching and Learning Responsibility Payments (TLRs)

- 20.1.1. The Governing Body will award TLR1 and TLR2 payments to post holders as indicated in the School's staffing structure (see **Appendix 10**).
- 20.1.2. These payments will be awarded to Teachers who undertake clearly defined and sustained additional responsibility in the context of the School's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the Teacher is made accountable.
- 20.1.3. All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.
- 20.1.4. The criteria for awarding a TLR1 and TLR2 payment will be in accordance with the STPC(W)D.
- 20.1.5. The minimum and maximum range for a TLR1 is £9,436 to £15,965 per annum.
- 20.1.6. The minimum and maximum range for a TLR2 is £3,271 to £7,986 per annum.
- 20.1.7. In this School the value of TLRs currently in use is as follows
- TLR1** - (details of each TLR1 to be inserted here by school)
TLR2 - (details of each TLR2 to be inserted here by school)
- 20.1.8. The Governing Body may award a fixed-term TLR3 payment to a Teacher of between £650 and £3,225 per annum for a clearly time-limited school improvement project, or one-off externally driven responsibilities.
- 20.1.9. The duration of the fixed term, and the amount of annual payment will be established at the outset and will be paid on a monthly basis.

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20.1.10. Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.

20.1.11. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

20.1.12. No safeguarding will apply in relation to an award of a TLR3.

20.1.13. A TLR1 or 2 payment awarded to a part-time Teacher may be determined in accordance with the pro-rata principle and no less than contracted working hours or may be determined to be paid in full, if the Teacher undertakes the full duties associated with the allowance. The duties agreed should be capable of being undertaken within the normal hours of the part-time Teacher concerned. The appropriate level of allowance payment and duties should be agreed between the individual Teacher and the employer.

20.1.14. TLR3 allowances are paid in full, regardless of the hours that a part-time Teacher normally works under the contract of employment.

20.2. **Additional Learning Needs (ALN) Allowances**

20.2.1. The Governing Body will award ALN allowances in accordance with the criteria and provisions set out in the STPC(W)D.

20.2.2. An ALN Allowance of no less than £2,585 per annum, and no more than £5,098 per annum, will be payable to a classroom Teacher in accordance with STPC(W)D.

20.2.3. In this School, the ALN values are: (*details of each ALN Allowance / value to be inserted here by school*)

20.2.4. In deciding the ALN value, the Governing Body will take into account the structure of the School's ALN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the Teacher relevant to the post, and the relative demands of the post.

20.3. **Acting Allowances**

20.3.1. Acting allowances are payable to Teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the STPC(W)D.

20.3.2. The Governing Body will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance may be agreed in advance and paid from the first day of absence.

20.3.3. Any Teacher who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of four weeks or more, will be paid at an appropriate point of the Headteacher's pay range, Deputy Headteacher pay range or Assistant Headteacher pay range, as determined by the Pay Committee.

Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.

20.3.4. Acting allowances may also apply to Teachers covering absent colleagues in receipt of a TLR and / or ALN allowance.

20.3.5. Additional allowances may be payable to unqualified teachers in line with STPC(W)D.

20.4. **Additional Payments**

20.4.1. With exception of those on the leadership range the Governing Body may make additional payments to a Teacher, in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial Teacher training as part of the ordinary conduct of the School;
- participation in out-of-school hours learning activity agreed between the Teacher and the Headteacher; and
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Teacher relating to the raising of educational standards to one or more additional schools.

20.5. **Recruitment or Retention Incentive Benefits**

20.5.1. The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. In deciding any such awards, the Governing Body will have regard to the STPC(W)D and specialist HR advice.

20.5.2. Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.

20.5.3. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher post will be taken into account when determining the pay range.

20.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.

20.5.5. The Governing Body will conduct an annual review of all such awards.

21. PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

- 21.1. Teachers employed on an ongoing basis at the school but who work less than a full working week will be deemed to be part-time.
- 21.2. Part-time Teachers will be provided with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the School's timetabled teaching week for a full-time Teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 9** for further information.

22. TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)

- 22.1. Teachers employed on a supply basis will be paid on a daily basis, calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata.
- 22.2. It is recommended that if the school is using an agency, the school enters into a voluntary supply agency pledge whereby they only procure from agencies identified on the NPS Framework Approved Supply Agencies and commit to a minimum daily rate of M2 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled Teacher, the school will be able to approach alternative agencies but with a commitment to pay as a minimum, the M2 pay rate. If the Governing Body determines that they do not wish to enter into the Voluntary Supply Agency pledge, this paragraph will not apply.

2023/24 PAY RANGES

Main Pay Range:

Point	Value
MPR 2	£30,742
MPR 3	£33,212
MPR 4	£35,771
MPR 5	£38,587
MPR 6	£42,466

Upper Pay Range:

Point	Value
UPR 1	£44,024
UPR 2	£45,656
UPR 3	£47,340

Leading Practitioner Pay Range:

Point	Value
LP 1	£48,248
LP 2	£49,457
LP 3	£50,691
LP 4	£51,952
LP 5	£53,246
LP 6	£54,582
LP 7	£56,053
LP 8	£57,344
LP 9	£58,776

LP 10	£60,287
LP 11	£61,851
LP 12	£63,276
LP 13	£64,857
LP 14	£66,474
LP 15	£68,128
LP 16	£69,940
LP 17	£71,545
LP 18	£73,347

Unqualified Teachers Pay Range:

Point	Value
UNQ 1	£20,674
UNQ 2	£23,078
UNQ 3	£25,482
UNQ 4	£27,885
UNQ 5	£30,292
UNQ 6	£32,696

Leadership Pay Range:

Point	Value
L1	£48,012
L2	£49,213
L3	£50,441
L4	£51,697
L5	£52,985

L6	£54,316
L7	£55,776
L8	£57,064
L9	£58,488
L10	£59,990
L11	£61,547
L12	£62,966
L13	£64,540
L14	£66,148
L15	£67,794
L16	£69,598
L17	£71,195
L18*	£72,263
L18	£72,985
L19	£74,796
L20	£76,649
L21*	£77,769
L21	£78,547
L22	£80,497
L23	£82,490
L24*	£83,699
L24	£84,536
L25	£86,636
L26	£88,780
L27*	£90,079
L27	£90,980

L28	£93,236
L29	£95,545
L30	£97,923
L31*	£99,347
L31	£100,343
L32	£102,836
L33	£105,390
L34	£107,996
L35*	£109,585
L35	£110,681
L36	£113,420
L37	£116,240
L38	£119,117
L39*	£120,811
L39	£122,020
L40	£125,064
L41	£128,189
L42	£131,400
L43	£133,350

* These points and Point L43 are the maximum scale points for the eight Headteacher Group Ranges

ANNUAL TEACHERS' PAY REVIEW STATEMENT

Name:	Employee No.:
School:	Effective Date:

SALARY DETAILS

Salary and Point - Main Pay Range (S2 - S6)	£	Point
Salary and Point - Upper Pay Range (S1 – S3)	£	Point
Salary and Point - Unqualified Range (S1 - S6)	£	Point
Salary and Leading Practitioner Range	£	Point

ALLOWANCES

Details e.g. temp
(with dates), reason
for allowance

Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR____ £
Recruitment or Retention (See Pay Policy Advice)	£
Special Educational Needs Allowance (See Pay Policy Advice)	£
Other Allowances - Please specify (See Pay Policy Advice)	£
SAFEGUARDING	£
TOTAL SALARY	£

Pay Committee Meeting on:

Signature of Headteacher / Chair of Committee: Date:

UPPER PAY RANGE PROGRESSION CRITERIA

1. Professional Attributes

- 1.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional Knowledge and Understanding

- 2.1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people

3. Professional Skills

- 3.1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3. Promote collaboration and work effectively as a team member.
- 3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

ASSESSMENT OF TEACHER APPLICATION TO PROGRESS TO UPPER PAY RANGE

For Completion by the Teacher's Appraiser

Teacher's Name:	
Post:	

Evidence from most recent appraisal
Please state which appraisal statement is attached:

***Criteria Met**

***Criteria Not Met**

(* Please delete as appropriate)

If criteria have not been met in full, please record details below (and continue overleaf, as necessary) about the areas of the Teacher's performance which do not satisfy the criteria:

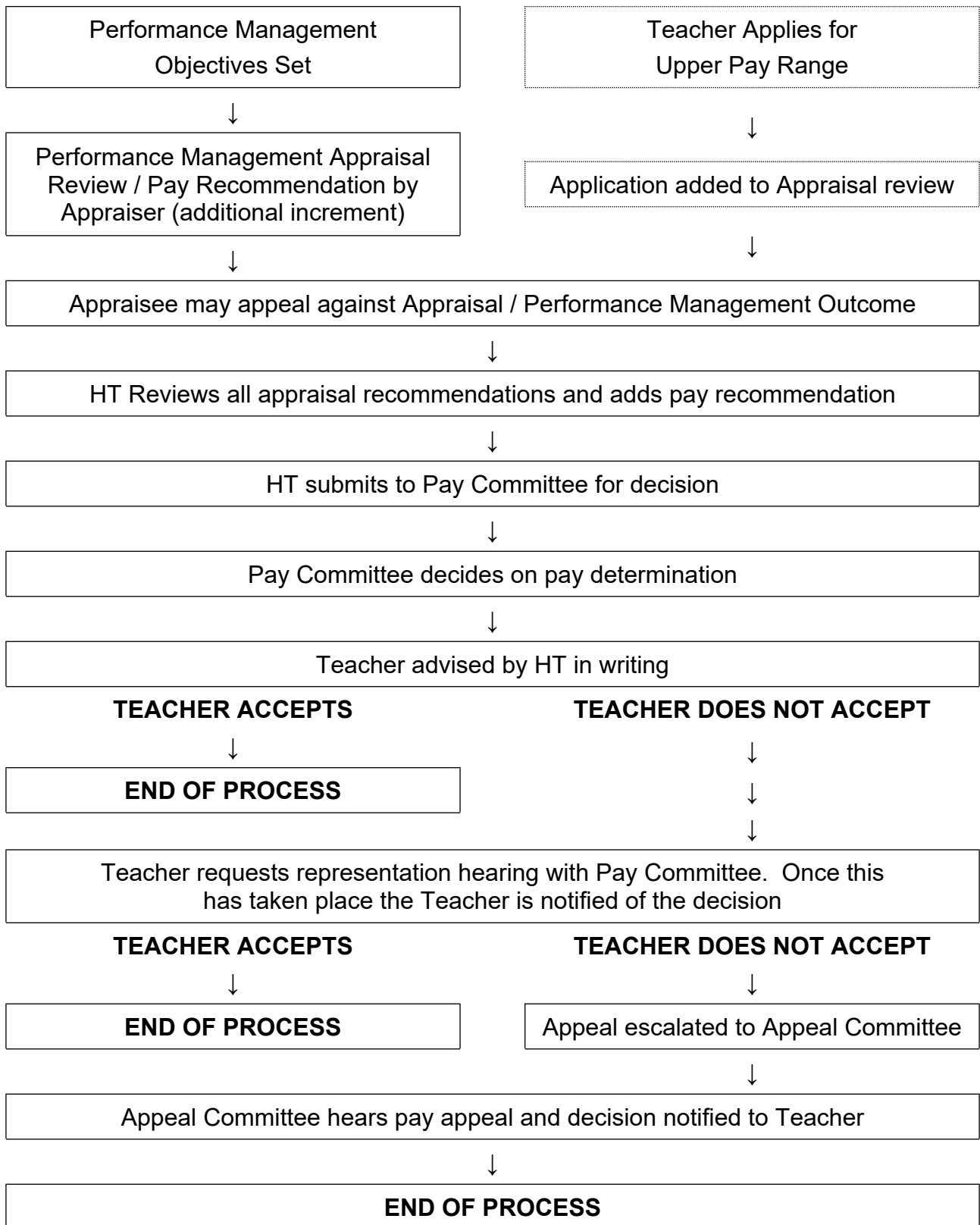
Signed (Appraiser)

Date:

TO BE SUBMITTED TO THE HEADTEACHER

<p><u>School Use Only</u></p> <p>Application Form Received on:</p> <p>Assessment made on:</p> <p>By:</p>

**FLOWCHART OF PAY REVIEW PROCESS
(Not including Headteachers)**



LEADERSHIP GROUP SALARIES GUIDANCE

1. Headteacher and Leadership Team (ALL SCHOOLS)

A statutory 43 step Leadership Pay Scale has been reintroduced. Headteachers, Deputy Headteachers and Assistant Headteachers will be paid as determined by the Governing Body. These are set out below:

2. School Groups (ALL SCHOOLS)

There are eight school groups determined from the unit score of the school. The STPC(W)D specifies a maximum and minimum pay value for each group and the indicative pay rates published jointly by the employers and trade unions attach values to individual pay points within those ranges

The Governing Body has established a 7 point pay range for the Headteacher and a 5 point pay range for all other leadership posts.

3. Unit Score of School

a. All Schools (excluding Special Schools)

The unit score is calculated to determine the group of the School, using the formula in the STPC(W)D. In this Authority*, the LA will recalculate the unit score annually and the results will be applied from 1st January each year. If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.

** Delete if not appropriate*

Information on how the unit score is calculated:

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to the Welsh Government.

For each pupil at the foundation phase/ KS1/KS2	7 units
For each pupil in the school at KS3	9 units
For each pupil in the school at KS4	11 units
For each pupil in the school at KS5	13 units

Each pupil with a **statement of special educational needs** shall, if they are in a special class consisting wholly or mainly of such pupils, count three units more than they would otherwise count. If they are not in such a special class count three such units only where the relevant body so determine.

Each pupil who attends for no more than half a day on each day for which they attend the school shall count half as many units as they would otherwise count.

Total Unit Score	School Group
Up to 1,000	1
1,001 - 2,200	2
2,201 - 3,500	3
3,501 - 5,000	4
5,001 - 7,500	5
7,501 - 11,000	6
11,001 - 17,000	7
17,001 and over	8

b. Modified Unit Score (Special Schools Only)

The modified unit score is calculated to determine the group of the school, using the formula in the STPC(W)D. In this Authority* the LA will recalculate the unit score annually and the results will be applied from 1st January each year. If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.

** Delete if not appropriate*

A special school must be assigned to a Headteacher group in accordance with the following table by reference to its modified total unit score calculated in accordance with sub-sections (i) and (ii) below:

Total Unit Score	School Group
Up to 2,200	2
2,201 - 3,500	3
3,501 - 5,000	4
5,001 - 7,500	5
7,501 - 11,000	6
11,001 - 17,000	7
17,001 and over	8

(i) Information on how the staff-pupil ratio is calculated

The proportion of staff to pupils at the school must be calculated and expressed as a percentage ('the staff-pupil ratio') in accordance with the following formula:

$$\frac{A}{B} \times 100$$

Where A is the number of Teachers and Support Staff weighted as provided at (a) below, and B is the number of pupils at the school weighted as provided at (b) below:

- a) The weighting for a Teacher is two units for each full-time equivalent Teacher, and the weighting for each Support Staff member is one unit for each full-time equivalent individual; and
- b) The weighting for a full-time pupil is one unit and the weighing for a part-time pupil is half a unit.

The staff-pupil ratio modifier must be calculated in accordance with the following table by reference to the staff-pupil ratio determined in accordance with the above:

Staff-Pupil Ratio	Staff-Pupil Ratio Modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

NB: 'Support Staff member' means a member of the school staff who is not:

- A Teacher;
- A person employed in connection with the provision of meals;
- A person employed in connection with the security or maintenance of the school premises; or
- A person employed in a residential school to supervise and care for pupils out of school hours.

(ii) Information on how the modified total unit score is calculated

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to Welsh Government.

The relevant body must determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

Key Stage	Units Per Pupil
For each pupil in the Foundation Phase, KS1 and KS2	10
For each pupil in KS3	12
For each pupil in KS4	14
For each pupil in KS5	16

The relevant body must determine the school's modified total unit score by multiplying the school's total unit score determined under this section (i.e. as per the above table) by the staff-pupil ratio modifier calculated under section 3.

NB: Where the Headteacher is appointed as Headteacher of more than one school on a permanent basis, the relevant body of the Headteacher's original school or, under the Collaboration Regulations (5), the collaborating body must calculate the Headteacher group by combining the unit score of all the schools for which the Headteacher is responsible to arrive at a total unit score, which then determines the Headteacher group.

4. New Leadership Appointments / Changes to existing Leadership Pay Structures - Three Stage Process (ALL SCHOOLS)

The Governing Body should follow the three-stage process when setting the pay for **new appointments or revising existing pay structures in respect of headship or the wider leadership team.**

Stage 1 - Defining the role and determining the Headteacher group

Stage 2 - Setting the indicative pay range

Stage 3 - Deciding the starting salary and individual pay range

All decisions and the reasons for them should be well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect of any group of Teachers with a particular protected characteristic under the Equality Act 2010.

It is suggested that schools seek advice when calculating and recording leadership pay structure decisions

Stage 1 - Defining the Role and Determining the Headteacher Group

The Governing Body should, at this stage, define the job and identify the broad pay range as a provisional guide to determining appropriate level of pay. The Governing Body will need to define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

For Headteacher posts, the Governing Body will assign the School to a Headteacher group (as defined in 3 above) which will determine the appropriate broad pay range as outlined below:

Group Size	Range of Steps	Salary Range (STPC(W)D 2023)		
1	L6 - L18*	£54,316	-	£72,263
2	L8 - L21*	£57,064	-	£77,769
3	L11 - L24*	£61,547	-	£83,699
4	L14 - L27*	£66,148	-	£90,079
5	L18 - L31*	£72,985	-	£99,347
6	L21 - L35*	£78,547	-	£109,585
7	L24 - L39*	£84,536	-	£120,811
8	L28 - L43	£93,236	-	£133,350

For other leadership group posts, the Governing Body should consider how the role fits within the wider leadership structure of the School. The pay range for a Deputy Headteacher or Assistant Headteacher should only overlap the Headteacher's pay range **in exceptional circumstances**.

Stage 2 - Setting the Indicative Pay Range

At this stage, the Governing Body will need to consider the complexity and challenge of the role in the particular context of the School and make a judgement on pay in light of this.

For Headteacher posts, it is expected that normally the Governing Body will conclude that the total unit score fully captures the complexity of the Headteacher role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the STPC(W)D. The Governing Body will need to consider whether the indicative pay range should start at the minimum of the Headteacher group or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;
- A high degree of complexity and challenge e.g. accountability for multiple schools or managing across several dispersed sites, which goes significantly beyond that expected of any Headteacher of similar-sized school(s) and is not already reflected in the total unit score used at stage 1;
- Additional accountability not reflected in stage 1, e.g. leading a teaching school alliance; and
- Factors that may impede the school's ability to attract appropriately qualified and experienced leadership candidates e.g. location, language medium, subject area / specialism and/or level of support from the wider leadership team.

The Governing Body may set the indicative pay range with a **maximum of up to 25% above the top of the relevant Headteacher group range**.

Above that limit, external independent advice must be sought and, should the advice suggest a range which exceeds this limit is appropriate, a business case must be made and agreed by the full Governing Body.

The Governing Body should ensure that no **double counting** takes place e.g. of things taken account of in stage 1, such as responsibility for an additional school already reflected in the total unit score; or from using overlapping indicators, such as FSM and the pupil premium.

The Governing Body **SHOULD NOT** increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Headteachers.

For other leadership roles the process is broadly the same. The Governing Body will wish to consider how the other leadership roles should be set in accordance with the level set for the Headteacher and to ensure that there is sufficient scope for progression. Consideration should also be given to any teaching posts that carry additional allowances.

At the end of this stage, the Governing Body should decide where in the broad range to position the indicative pay range and set this out clearly when advertising the post. An overall judgement should be made on the position and breadth of range, allowing appropriate scope for progression over time.

There should be a clear audit trail for all decisions made and the reasoning behind them.

It is also expected where possible that the School will undertake a process of benchmarking of salaries before setting the pay range for the Headteacher or other leadership posts.

For those factors which are not expected to persist, such as temporary responsibility for an additional school, these should be reflected through an allowance rather than consolidated into the indicative pay range.

Stage 3 - Deciding the starting salary and Individual Pay Range for new appointments

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Governing Body will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

5. Establishing a Pay Range above the School's Headteacher Group (ALL SCHOOLS)

The expectation is that in most cases the pay range will be within the limits of the Headteacher group. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Headteacher to take on responsibility for a very large school or to lead multiple large schools, it may be appropriate to consider extending the individual pay range.

The Governing Body can, in such cases, decide that the maximum of the pay range may be above the maximum of the Headteacher group, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Governing Body would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

6. Temporary Payments for Headteachers (ALL SCHOOLS)

The Governing Body may consider an additional payment to the Headteacher in respect of clearly temporary additional duties and responsibilities or duties that are in addition to the post for which their salary has been determined e.g. where they are providing services to other schools. Including where the Headteacher is appointed as a temporary Headteacher of one or more additional schools not included as a permanent factor in the calculation of the pay range.

7. Salary Protection (ALL SCHOOLS)

If the School is assigned to a lower group, or the Governing Body chooses to reduce the leadership pay range, the member of staff will be entitled to receive a safeguarded sum for a period of up to three years, subject to the STPC(W)D.

HEADTEACHER / DEPUTY HEADTEACHER / ASSISTANT HEADTEACHER
ANNUAL REVIEW FORM
(September 20___)

Name:	Employee No.:
School:	

*** Headteacher:**

School Group: Headteacher Pay Range: £ to £

*** Deputy / Assistant Headteacher:**

Pay Range: £ to £

Salary and Point at August 20___: £ Point:

Rationale used for Pay Decision:

.....
.....

Revised Salary and Point at August 20___: £ Point:

Certified by Chair of Governors / Pay Committee:

Certified by Headteacher: Date:

*** Please delete as appropriate**

PAY APPEALS PROCESS

The Governing Body is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation, as well as the STPC(W)D.

Teachers, including Headteachers, may appeal any determination in relation to their pay or any other decision taken by the Governing Body (or a Committee or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list. That the person or Committee making the decision:

- a) incorrectly applied any provision of the STPC(W)D;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence
- e) was biased; or
- f) or otherwise unlawfully discriminated against the Teacher.

For both the representation hearing and the appeal hearing, the Teacher is entitled to be accompanied by a work colleague or trade union representative.

This is not a cyclical process. A teacher may choose to go through all three stages or may choose to progress directly to Stage 3 Appeal. If an individual wishes to progress straight to stage 3 of the process then they are advised to take advice from a TU representative at the earliest opportunity.

Stage 1 - Informal Discussion

A Teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the School.

If, having had an informal discussion with the person making the pay recommendation, the Teacher believes that an incorrect recommendation has been made, they may choose to make representation to the Pay Committee of the Governing Body (see Stage 2 below).

Stage 2 - Representation Hearing

1. The Teacher receives written notification of the pay determination and, where applicable, details of the basis on which the decision was made. The Pay Committee will ensure the Teacher is aware of the process for making representation and appealing against the decision, if appropriate.
2. If the Teacher wishes to make representation, they should do so by writing to the Clerk to Governors within 10 school days of receiving the decision. The decision to request a representation hearing rests with the teacher.

3. The Clerk to Governors will arrange for a representation hearing to take place as soon as possible, which will be chaired by the Pay Committee. The Headteacher may be required to attend the hearing to clarify the grounds for the pay recommendation.
4. The Teacher will be provided with between 5 and 10 school days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Pay Committee.
5. The Pay Committee will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 school days of the decision being reached.
6. Where the Teacher continues to be dissatisfied, they may appeal this decision within 10 school days of receiving the Committee's outcome letter by proceeding to Stage 3 of the process.

Stage 3 - Appeal Hearing

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Clerk to Governors within 10 school days of receipt of the written outcome.
2. The Clerk to Governors will arrange for an appeal hearing to take place as soon as possible, but normally within 20 school days of the receipt of the written appeal notification.
3. The Teacher should be provided with between 5 and 10 school days' notice of the hearing.
4. The appeal should be heard by the Pay Appeals Committee comprising of a minimum of three eligible governors who were not involved in the original decision, or where the original Pay Committee comprised of more than three members, a number at least equal to that of the Pay Committee.
5. The Pay Appeals Committee's decision is final.
6. Those required to attend the appeal hearing include:
 - Chair and other Appeal Committee members
 - The Teacher and their representative or work colleague (if the Teacher is accompanied)
 - Witnesses for the employee side (if appropriate)
 - a member of the original Pay Committee who will clarify the reasons for the original decision
 - Witnesses for the management side (if appropriate)
 - Clerk to the hearing
 - HR Adviser to give advice to the Appeal Committee (subject to the provisions of any Service Level Agreement)

A model procedure for formal appeal meetings

Chair introduces everyone and their role in the proceedings.

- The Teacher will present their case including any evidence to be considered and any witnesses they have called;
- Pay Appeals Committee members may ask questions of the Teacher, as may the Pay Committee representative;
- Pay Committee representative will state their case including the evidence on which the decision was based and call any witnesses to support the case, if appropriate
- Pay Appeals Committee members may ask questions of the Pay Committee representative, as may the Teacher;
- Both parties may make a closing statement if they wish (Teacher first, followed by Pay Committee representative). No new evidence can be introduced at this stage;
- Both parties leave the hearing;
- The Pay Appeals Committee may request advice from the HR Adviser (if applicable). Once this has been given, the HR Adviser will leave the hearing but may be recalled for further advice (if applicable);
- The Pay Appeals Committee will consider all the evidence and reach a final decision;
- The Pay Appeals Committee will call the parties back to inform the Teacher of the decision (if awaiting the decision) or instruct the Clerk to write to the Teacher on their behalf with their decision and the reasons for it; and
- The Clerk will notify the Local Authority of change of pay, if appropriate.

PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

A School's Timetabled Teaching Week must be established and a part-time Teacher must be paid a proportion of the STTW.

Each school must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

For Example:

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15-minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable	=	STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

PPA and Management Time must be included when calculating class contact time.

Directed Time - a Headteacher may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Headteacher. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

SCHOOL STAFFING STRUCTURE

(School to enter details below as applicable at the time of this Pay Policy being adopted by the Governing Body)

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Subject		
Model Unattached Teachers' Pay Policy 2023/24		
Recommendations / key decisions required:		
To endorse the Model Unattached Teachers' Pay Policy 2023/24.		
Reasons:		
In order to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document 2023, which requires the Local Authority to have a pay policy setting out how pay decisions are taken in relation to Teachers.		
Cabinet Decision Required	NO	
Council Decision Required	YES	
CABINET MEMBER PORTFOLIO HOLDER:-		
Cllr. Philip Hughes & Cllr. Glynog Davies		
Directorate: Chief Executive's Education & Children's Services Name of Head of Service: Paul R. Thomas Gareth Morgans Report Author: Julie Stuart	Designations: Assistant Chief Executive Director of Education & Children's Services Senior HR Business Partner	Tel: Email addresses: PRThomas@sirgar.gov.uk EDGMorgans@sirgar.gov.uk JStuart@sirgar.gov.uk

**EXECUTIVE SUMMARY
CABINET
15TH JANUARY 2024**

SUBJECT

Model Unattached Teachers' Pay Policy 2023/24

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The Model Unattached Teachers' Pay Policy has been updated to reflect September 2023 pay award as detailed in the School Teachers' Pay and Conditions (Wales) Document 2023.

Other changes include the removal of the additional Bank Holidays on Monday 19th September 2022 to mark the funeral of Her Majesty Queen Elizabeth; and Monday, 8th May 2023 to mark the coronation of His Majesty King Charles III; which means that Teachers must be available to work for 195 days / 1265 hours instead of the 193 days / 1258.5 hours in the previous year.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **P R Thomas, Assistant Chief Executive – People Management**

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

1. Policy, Crime & Disorder and Equalities

The Pay Policy will form part of the Schools policy framework.

2. Legal

The Model Unattached Teachers' Pay Policy has been updated to reflect legislative changes introduced by the School Teachers Pay and Conditions (Wales) Document 2023.

3. Finance

The pay award spans 2022/23 and 2023/24 financial years.

- For 2022/23, school budgets were set on the basis of a 4% increase. Welsh Government have provided grant funding which is expected to fully provide for the increased offer from 5% to 6.5% and for the 1.5% non-consolidated amount, thus leaving school budgets with a shortfall of 1% for the period September 2022-March 2023. Cabinet agreed to provide this funding to schools delegated budgets at its meeting of 27 March 2023.
- For 2023/24, the 1% shortfall above has been corrected in school delegated budget.

5. Risk Management Issues

The School Teachers Pay and Conditions Document places a statutory requirement on all Local Authorities to adopt a Pay Policy annually, which reflects changes to the document and outlines how pay decisions are made.

6. Staffing Implications

This policy applies to all Unattached Teachers including those on the Leadership Scale.

The HR Team will provide advice and guidance to managers on the application of the Model Unattached Teachers' Pay Policy 2023/24 as required.

CONSULTATIONS

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

Signed: P.R. Thomas

Assistant Chief Executive (People Management)

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	NO
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s)

None

3. Community / Town Council

Not Applicable

4. Relevant Partners

Not Applicable

5. Staff Side Representatives and other Organisations

Consulted with Teachers Trade Unions via the Regional (Partneriaeth) Trade Union Forum (11th – 17th October 2023); and local representatives of the same Teachers Trade Unions via the Education & Children's Services Employee Relations Forum (ERF) on 26th October 2023.

**CABINET MEMBER PORTFOLIO HOLDER(S)
AWARE/CONSULTED**

YES

**Include any observations
here**

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

THERE ARE NONE



Cyngor Sir Gâr
Carmarthenshire
County Council



PARTNERIAETH

Model Unattached Teachers' Pay Policy

2023/2024

DOCUMENT CONTROL	
Policy Name	Unattached Teachers' Pay Policy 2023/24
Department	Human Resources
Reviewing Officers	Partneriaeth HR Group on behalf of the 3 constituent Local Authorities
CONSULTATION PROCESS	
<p>The following Trade Unions have been consulted in respect of this Policy:</p> <ul style="list-style-type: none">• ASCL• NAHT• NASUWT• NEU• UCAC	

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1. INTRODUCTION

- 1.1. This Pay Policy provides a framework for making decisions on unattached Teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document (STPC(W)D) and has been subject to consultation with all recognised Teaching Associations.
- 1.2. For the purpose of this policy, unattached Teachers refers to Teachers who do not fall under the control of School's Governing Bodies e.g. Peripatetic Teachers, Athrawon Bro, Centrally Employed Teachers etc.
- 1.3. This pay policy only applies to those directly employed by Local Authorities and does not apply to anyone employed via an agency.

2. STATEMENT OF INTENT

- 2.1. The procedures for determining pay in this service area will be consistent with the principles of public life: objectivity, openness and accountability.
- 2.2. Line Managers will act with integrity, confidentiality, objectivity and honesty in the best interest of the Local Authority in relation to the operation of this Policy.
- 2.3. Line Managers will be open about pay decisions made and actions taken, and will be prepared to explain decisions and actions to the interested persons.
- 2.4. Any future revisions to this policy will comply with the STPC(W)D and will be subject to consultation with relevant parties, including recognised trade unions.

3. EQUALITIES

- 3.1. The Local Authority is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation. The Local Authority will comply with all relevant equalities legislation.
- 3.2. This Policy will be applied consistently to all employees irrespective of age, disability, race, gender (sex), gender reassignment, marriage / civil partnership, pregnancy / maternity, religion, belief and sexual orientation.
- 3.3. The Local Authority will promote equality in all aspects of the service, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.
- 3.4. The Local Authority will ensure that pay processes are transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments will be made on a case by case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health including any Covid related absences.

4. JOB DESCRIPTIONS

- 4.1. The Local Authority will ensure that each member of staff is provided with a job description in accordance with the agreed staffing structure (**see Appendix 10**).
- 4.2. Job descriptions will identify key areas of responsibility and may be reviewed and changed from time to time in consultation and in agreement with the individual(s) concerned in order to make reasonable changes in light of the changing needs of the Local Authority.

5. APPRAISALS

- 5.1. The Local Authority will comply with the School Teacher Appraisal (Wales) Regulations 2011, concerning the appraisal of unattached Teachers through the application of the Local Authority's Performance Management Policy.

6. LOCAL AUTHORITY'S OBLIGATIONS

- 6.1. The Local Authority will:
- Fulfil its obligations as set out in the STPC(W)D and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
 - establish a mechanism for dealing with pay decisions and pay appeals;
 - determine all pay progression decisions, taking account of recommendations from the Line Manager;
 - ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the service area's spending plan;
 - ensure that Teachers, via their Line Manager, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
 - monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with recognised trade union representatives.

7. LINE MANAGER'S OBLIGATIONS

- 7.1. The Line Manager will:
- ensure that all relevant factual information is considered during the appraisal process;

- ensure that all appraisers (where not the Line Manager) provide accurate, relevant, complete and timely information about pay recommendations;
- moderate performance assessments and initial pay recommendations to ensure consistency and fairness;
- submit pay recommendations to the appropriate Head of Service / Pay Panel and ensure the Head of Service / Pay Panel has relevant information upon which to make pay decisions;
- inform Teachers about the Local Authority's Pay Policy and ensure its accessibility;
- notify payroll and / or HR staff within the Local Authority about pay decisions to be implemented; and
- ensure that a report on the operation of the Pay Policy is made available for discussion at service area level with the relevant Trade Unions on an annual basis.

8. TEACHERS' OBLIGATIONS

8.1. Teachers will:

- familiarise themselves with the provisions of this Pay Policy, the STPC(W)D, the relevant professional standards and all relevant Local Authority employment policies; and
- engage positively with the processes set out in this Policy

9. DIFFERENTIALS

- 9.1. Within the framework of the STPC(W)D, appropriate differentials will be created and maintained between posts within the service area, recognising accountability and job weight, and the Local Authority's need to recruit and retain sufficient Teachers of the required quality at all levels.

10. SAFEGUARDING

- 10.1. Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Local Authority will comply with the relevant provisions of the STPC(W)D and will give the required notification as soon as possible and within no later than one month after the determination.

11. CAPABILITY AND PAY PROGRESSION

- 11.1. Where a Teacher's performance has been assessed as being unsatisfactory and the Teacher is subject to the Local Authority's formal Capability Procedure, the Local Authority's performance management processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.
- 11.2. On conclusion of the Capability Procedure, the Teacher will resume performance management processes in accordance with the Local Authority's Policy.
- 11.3. Pay progression will not be permissible in accordance with this Pay Policy while a Teacher is subject to the formal stages of the Local Authority's Capability Procedure.
- 11.4. On conclusion of the Capability Procedure, the Teacher would re-enter the Performance Management cycle.
- 11.5. Pay progression will not be applied retrospectively in any case of formal capability.

12. PAY DETERMINATION

- 12.1. The appropriate Head of Service / Pay Panel for their service area(s) will make pay decisions. For all Teachers pay they will be advised by the appropriate Line Manager.

12.2. Annual Determination of Pay

- 12.2.1. All teaching staff salaries, including those of the Manager, deputy or assistant Manager (where employed in line with the STPC(W)D), will be reviewed annually to take effect from 1st September. The Local Authority will conclude Teachers' annual pay reviews, and assessments of applications to progress to the Upper Pay Range, by 31st October; the Manager's annual pay review will be concluded by 31st December.
- 12.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay.
- 12.2.3. The Local Authority will apply any future national pay awards as specified by the STPC(W)D.

12.3. Notification of Pay Determination

- 12.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31st October for Teachers, 31st December for Managers, or by no later than one month following the determination.

12.4. Appeals Procedure

- 12.4.1. The Local Authority has an appeals procedure in relation to pay. This is set out in **Appendix 8** of this Pay Policy.

13. MANAGER'S PAY (WHERE EMPLOYED IN LINE WITH STPC(W)D)

- 13.1. The Local Authority will ensure that the process of determining the remuneration of the Manager is fair and transparent.
- 13.2. The Local Authority will assign a seven-point leadership pay range, which can be reviewed as necessary, for the Manager, based on any permanent additional relevant factors as determined within the framework of the STPC(W)D (specifically paragraphs 9.2, 9.3 and 9.4).
- 13.3. Additional factors to be taken into account will include all permanent responsibilities of the post, challenges specific to the role and all other relevant considerations, alongside any factors relating to recruitment and retention.
- 13.4. The Local Authority may re-determine the Manager's pay range if it becomes necessary to do so (including where the Manager becomes responsible and accountable for more than one setting on a permanent basis). The Manager's pay range may also be reviewed at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.
- 13.5. Payments in respect of temporary responsibilities for the Manager will not be included in the pay range but will be determined in accordance with the STPC(W)D as explained in **Appendix 6**.
- 13.6. The Local Authority will apply discretionary reference pay points for leadership pay as indicated in **Appendix 1** and has agreed a seven step pay range of L xxx to L xxx (*details to be inserted here by the service area*).

13.7. Pay on Appointment

- 13.7.1. For new appointments, the Local Authority will determine the leadership pay range to be advertised and will agree the starting pay on appointment, taking account of the full role of the Manager and the provisions of the STPC(W)D.
- 13.7.2. The Local Authority will adopt a three-stage process when setting the pay for new Manager appointments as set out in **Appendix 6**.
- 13.7.3. The Local Authority will review the Manager's pay range, as necessary, to ensure fair pay relativities within the service area / Local Authority.
- 13.7.4. See **Appendix 6** of this Pay Policy for guidelines on leadership pay ranges and **Appendix 7** for the Annual Review Pay Statement.

14. DEPUTY / ASSISTANT MANAGER PAY

- 14.1. The Local Authority will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.
- 14.2. The Local Authority will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Manager posts (where employed in line with the STPC(W)D), based on any permanent additional relevant factors as determined within the framework of the STPC(W)D.
- 14.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 14.4. In this Local Authority, the Deputy Manager five step pay range is L xx to L xxx (*pay details to be inserted here by the service area*).
- 14.5. In this Local Authority, the Assistant Manager five step pay range is L xx to L xxx (*pay details to be inserted here by the service area*).

14.6. Pay on appointment

- 14.6.1. When a new appointment needs to be made, the Local Authority will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.
- 14.6.2. The pay range will be determined in accordance with the STPC(W)D.
- 14.6.3. The Local Authority will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 6**.

15. PAY PROGRESSION FOR THE LEADERSHIP TEAM

- 15.1. The Local Authority must consider annually whether or not to increase the salary of members of the leadership team who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
- 15.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 15.3. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.

- 15.4. The Local Authority may award an additional point to any Manager, Deputy or Assistant Manager whose performance in the previous year was excellent, with particular regard to agreed objectives.
- 15.5. A decision may be made not to award progression where the Manager, Deputy or Assistant Manager is subject to formal capability proceedings.
- 15.6. The Head of Service / Pay Panel will record its decision regarding pay progression on the Annual Pay Review form contained at **Appendix 7**. A copy of this form will be provided to the member of staff.
- 15.7. Where pay progression is granted, the member of staff's salary will increase with effect from 1st September of the current academic year.
- 15.8. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Pay Review form. The member of staff has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

16. CLASSROOM TEACHER PAY

16.1. Pay on Appointment

- 16.1.1. Advertisements for vacant posts in the Local Authority will be considered by the Line Manager [and the (*insert details of panel*) where appropriate]. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 16.1.2. The advertisement will include details of the pay range and any additional payments or allowances applicable to the post.
- 16.1.3. The Line Manager, and the Head of Service where appropriate, will determine the starting salary of a vacant classroom Teacher post, in accordance with the Main Pay Range and Upper Pay Range, detailed at **Appendix 1**.
- 16.1.4. The Local Authority will determine the starting salary of a vacant classroom teacher post. The Local Authority is committed to the principle of pay portability for Teachers who are currently paid in accordance with the provisions of the STPC(W)D or STCPD and will apply this principle in practice when making new appointments.
- 16.1.5. When determining the starting pay for an existing classroom Teacher in a local authority maintained school or academy in England or in Wales and paid under the STPC(W)D or STCPD, the Local Authority will pay the Teacher on the main pay range or upper pay range at a scale point, which at least maintains the Teacher's previous pay entitlement, plus any pay progression, which they would have received had they remained in their previous post
- 16.1.6. In addition, if the successful applicant is a Teacher who has had a break in service, then the governing body may determine their scale point based on their previous final salary paid under the STPC(W)D or STCPD including any increment that the

teacher would have been entitled to be awarded had they remained in their previous post at the time when the change in employment occurred. Local Authorities can take into account any relevant experience gained from a teaching role in another sector in Wales or jurisdiction or a period of employment in relevant sector outside teaching.

16.1.7. Pay portability must span a break in teaching service for health and social reasons such as maternity/paternity, medical or family reasons. In a situation where the new employer proposes to take a different view, the grounds for doing so must be non-discriminatory in relation to equality and other relevant legislation

16.1.8. The Local Authority will not restrict the pay range advertised, or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

16.2. Pay Progression for Existing Main Pay Range and Upper Pay Range Teachers

16.2.1. The Local Authority must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.

16.2.2. Teachers in their induction year will be awarded pay progression on the successful completion of their induction.

16.2.3. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

16.2.4. The Local Authority must award a Teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified Teacher during the previous school year, unless the Teacher has been notified through formal capability procedures that service was unsatisfactory in respect of that year.

16.2.5. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.

16.2.6. The Local Authority may award an additional point to any Main Scale Teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.

16.2.7. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.

- 16.2.8. The Line Manager / Head of Service will record their decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.
- 16.2.9. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.
- 16.2.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

16.3. Pay Progression for Existing Upper Pay Range Teachers

- 16.3.1. The Head of Service /Line Manager must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
- 16.3.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 16.3.3. Pay progression on the upper scale should be in most cases on a two yearly basis in line with requirements of paragraph 14 of the STPC(W)D unless capability procedures are underway in respect of that period.
- 16.3.4. The Line Manager / Head of Service will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.
- 16.3.5. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.
- 16.3.6. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

17. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

- 17.1. A qualified Teacher may apply once each year to be paid on the Upper Pay Range in accordance with the STPC(W)D and this Pay Policy.

- 17.2. It is each Teacher's responsibility to decide whether to submit an application.
- 17.3. In order for the assessment to be robust and transparent, it will be an evidence based process.
- 17.4. Personal objectives for the forthcoming appraisal cycle will be set, and agreed where possible, at a level which is sufficient to ensure that the criteria included in the STPC(W)D for progression to the Upper Pay Range can be met, including that the Teacher is highly competent in all elements of the relevant standards and their achievements and contributions to the department are substantial and sustained.
- 17.5. Teachers who have been absent from work for sickness, disability or maternity-related reasons, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a Teacher who is employed on a short-term contract of less than one term), may cite written evidence from a suitable and relevant period before the date of application in support of their application.

17.6. Process

- 17.6.1. The closing date for an application to be submitted by a Teacher to their appraiser is *(LA to insert date here - normally prior to the end of the Summer Term)*.
- 17.6.2. Exceptions may be made in some specific circumstances, e.g. those Teachers who are on maternity leave or on sick leave as at the closing date for receipt of applications. In such circumstances, the Teacher may request - at least 2 weeks before the specified closing date - an extension of no more than half a term for the submission of an application.
- 17.6.3. The process for applications is:
- Teacher to inform appraiser in writing that they wish to be considered for progression to the Upper Pay Range and that their personal objectives for the forthcoming appraisal period should reflect this request.

Following completion of the relevant appraisal period:

- The appraiser will complete an assessment pro-forma as shown in **Appendix 4**, setting out the appraiser's recommendation in relation to progression to the Upper Pay Range, following completion of the relevant appraisal period;
- The Line Manager will consider the appraiser's recommendation and will make a recommendation to the Head of Service / Pay Panel;
- The Head of Service / Pay Panel will make a decision about pay progression, following receipt of advice from the Line Manager;
- The Teacher will receive written notification of the outcome of their application by 31st October in the relevant year;

- Where the application is unsuccessful, the written notification will set out details of the areas of the Teacher's performance which are not considered to have satisfied the relevant criteria set out in this Policy (see 'Assessment' below);
- If requested, oral feedback will be provided by the Line Manager. Oral feedback will normally be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive manner and will include advice and support about areas for improvement in order for the Teacher to meet the relevant criteria; and
- Where the application is successful the teacher will move to step 1 of the Upper Pay Range on 1st September in the relevant year i.e. following successful completion of objectives set in the academic year to 31st August 2023, the teacher will move to UPS on 1st September 2023.

17.6.4. Unsuccessful applicants may appeal the decision as outlined in **Appendix 8**.

17.7. Assessment

17.7.1. An application will only be successful where the Head of Service / Pay Panel is satisfied that all of the requirements of the STPC(W)D have been met, including that:

- the Teacher is highly competent in all elements of the relevant standards; and
- the Teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

17.7.2. For the purposes of this Pay Policy, the Head of Service / Pay Panel will be satisfied that the Teacher has met the Local Authority's expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 3**) have been satisfied as evidenced by a successful appraisal review.

17.7.3. Further information, including details about sources of evidence, is contained in the Local Authority's Performance Management Policy.

18. LEADING PRACTITIONER ROLE

18.1. The Local Authority may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.

18.2. Where the Local Authority wishes to establish such posts it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.

18.3. The Policy of the Local Authority will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Local Authority.

MODEL UNATTACHED TEACHERS' PAY POLICY 2023/24

- 18.4. The pay range for Leading Practitioners will be in accordance with the STPC(W)D, which is currently a minimum of £48,248 per annum (i.e. Leadership Pay Point 1) and a maximum of £73,347 per annum (i.e. Leadership Pay Point 18).
- 18.5. The Local Authority will use the discretionary reference pay points detailed at **Appendix 1**.
- 18.6. Pay progression for Leading Practitioners will be determined as per the process set out at 16.3.1 to 16.3.4 above

19. UNQUALIFIED TEACHERS

- 19.1. A Teacher on the unqualified pay range will be paid an annual salary between £20,674 and £32,696 per annum. The Local Authority will use the discretionary reference pay points detailed at **Appendix 1**.
- 19.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.
- 19.3. The Local Authority will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.
- 19.4. The Local Authority may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPC(W)D.
- 19.5. The Local Authority must award a Teacher on scale points 1 to 5 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the Teacher has been notified through the formal capability process that service was unsatisfactory in respect of that year.
- 19.6. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 19.7. Pay progression on the 6-point Unqualified Teacher Pay Scale should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year
- 19.8. The Head of Service / Pay Panel will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the unqualified Teacher.

- 19.9. Where pay progression is granted, the unqualified Teacher's salary will be increased with effect from 1st September of the current academic year.
- 19.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.
- 19.11. An unqualified Teacher who obtains qualified Teacher status will be paid on the pay ranges for qualified Teachers, in accordance with this Pay Policy and STPC(W)D.

20. DISCRETIONARY ALLOWANCES AND PAYMENTS

20.1. Teaching and Learning Responsibility Payments (TLRs)

- 20.1.1. The Local Authority will award TLR1 and TLR2 payments to post holders as indicated in the staffing structure (see **Appendix 10**).
- 20.1.2. These payments will be awarded to Teachers who undertake clearly defined and sustained additional responsibility in the context of the service area's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the Teacher is made accountable.
- 20.1.3. All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.
- 20.1.4. The criteria for awarding a TLR1 and TLR2 payment will be in accordance with the STPC(W)D.
- 20.1.5. The minimum and maximum range for a TLR1 is £9,436 to £15,965 per annum.
- 20.1.6. The minimum and maximum range for a TLR2 is £3,271 to £7,986 per annum.
- 20.1.7. The value of TLRs currently in use is as follows
- TLR1** - (details of each TLR1 to be inserted here by LA)
TLR2 - (details of each TLR2 to be inserted here by LA)
- 20.1.8. The Local Authority may award a fixed-term TLR3 payment to a Teacher of between £650 and £3,225 per annum for a clearly time-limited school improvement project, or one-off externally driven responsibilities.
- 20.1.9. The duration of the fixed-term, and the amount of annual payment will be established at the outset and will be paid on a monthly basis.
- 20.1.10. Where the Local Authority wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.
- 20.1.11. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

20.1.12. No safeguarding will apply in relation to an award of a TLR3.

20.1.13. A TLR1 or 2 payment awarded to a part-time Teacher may be determined in accordance with the pro-rata principle and no less than contracted working hours or may be determined to be paid in full, if the teacher undertakes the full duties associated with the allowance. The duties agreed should be capable of being undertaken within the normal hours of the part-time teacher concerned. The appropriate level of allowance payment and duties should be agreed between the individual teacher and the employer.

20.1.14. TLR3 allowances are paid in full, regardless of the hours that a part-time Teacher normally works under the contract of employment.

20.2. Additional Learning Needs (ALN) Allowances

20.2.1. The Local Authority will award ALN allowances in accordance with the criteria and provisions set out in the STPC(W)D.

20.2.2. An ALN Allowance of no less than £2,585 per annum, and no more than £5,098 per annum, will be payable to a classroom Teacher in accordance with STPC(W)D.

20.2.3. The ALN values are: *(details of each ALN Allowance / value to be inserted here by LA)*

20.2.4. In deciding the ALN value, the Local Authority will take into account the structure of the ALN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the Teacher relevant to the post, and the relative demands of the post.

20.3. Acting Allowances

20.3.1. Acting allowances are payable to Teachers who are assigned and carry out the duties of Manager, Deputy Manager or Assistant Manager in accordance with the STPC(W)D.

20.3.2. The Local Authority will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance may be agreed in advance and paid from the first day of absence.

20.3.3. Any Teacher who carries out the duties of Manager, Deputy Manager, or Assistant Manager, for a period of four weeks or more, will be paid at an appropriate point of the Manager pay range, Deputy Manager pay range or Assistant Manager pay range, as determined by the Head of Service / Pay Panel. Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.

20.3.4. Acting allowances may also apply to Teachers covering absent colleagues in receipt of a TLR and / or ALN allowance.

20.3.5. Additional allowances may be payable to unqualified teachers in line with SCTP(W)D.

20.4. Additional Payments

20.4.1. With exception of those on the leadership range the Local Authority may make additional payments to a Teacher, in respect of:

- continuing professional development undertaken outside the working day;
- activities relating to the provision of initial Teacher training as part of the ordinary conduct of the service area;
- participation in out-of-school hours learning activity agreed between the Teacher and the Line Manager; and
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Teacher relating to the raising of educational standards to one or more additional service areas / schools.

20.5. Recruitment or Retention Incentive Benefits

20.5.1. The Local Authority can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. In deciding any such awards, the Local Authority will have regard to the STPC(W)D and specialist HR advice.

20.5.2. Managers, Deputy Managers and Assistant Managers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.

20.5.3. All other recruitment and retention considerations in relation to a Manager, Deputy Manager or Assistant Manager post will be taken into account when determining the pay range.

20.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.

20.5.5. The Local Authority will conduct an annual review of all such awards.

21. PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

21.1. Teachers employed on an ongoing basis but who work less than a full working week will be deemed to be part-time.

21.2. Part-time Teachers will be provided with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by

comparison with the service area's timetabled teaching week for a full-time Teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 9** for further information.

22. TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)

- 22.1. Teachers employed on a supply basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata.
- 22.2. It is recommended that if the school is using an agency, the school enters into a voluntary supply agency pledge whereby they only procure from agencies identified on the NPS Framework Approved Supply Agencies and commit to a minimum daily rate of $M2 \div 195$ days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled teacher, the school will be able to approach alternative agencies but with a commitment to pay as a minimum, the M2 pay rate. If the Governing Body determines that they do not wish to enter into the Voluntary Supply Agency pledge, this paragraph will not apply.

2023/24 PAY RANGES

Main Pay Range:

Point	Value
MPR 2	£30,742
MPR 3	£33,212
MPR 4	£35,771
MPR 5	£38,587
MPR 6	£42,466

Upper Pay Range:

Point	Value
UPR 1	£44,024
UPR 2	£45,656
UPR 3	£47,340

Leading Practitioner Pay Range:

Point	Value
LP 1	£48,248
LP 2	£49,457
LP 3	£50,691
LP 4	£51,952
LP 5	£53,246
LP 6	£54,582
LP 7	£56,053
LP 8	£57,344
LP 9	£58,776

LP 10	£60,287
LP 11	£61,851
LP 12	£63,276
LP 13	£64,857
LP 14	£66,474
LP 15	£68,128
LP 16	£69,940
LP 17	£71,545
LP 18	£73,347

Unqualified Teachers Pay Range:

Point	Value
UNQ 1	£20,674
UNQ 2	£23,078
UNQ 3	£25,482
UNQ 4	£27,885
UNQ 5	£30,292
UNQ 6	£32,696

Leadership Pay Range:

Point	Value
L1	£48,012
L2	£49,213
L3	£50,441
L4	£51,697
L5	£52,985

L6	£54,316
L7	£55,776
L8	£57,064
L9	£58,488
L10	£59,990
L11	£61,547
L12	£62,966
L13	£64,540
L14	£66,148
L15	£67,794
L16	£69,598
L17	£71,195
L18*	£72,263
L18	£72,985
L19	£74,796
L20	£76,649
L21*	£77,769
L21	£78,547
L22	£80,497
L23	£82,490
L24*	£83,699
L24	£84,536
L25	£86,636
L26	£88,780
L27*	£90,079
L27	£90,980

L28	£93,236
L29	£95,545
L30	£97,923
L31*	£99,347
L31	£100,343
L32	£102,836
L33	£105,390
L34	£107,996
L35*	£109,585
L35	£110,681
L36	£113,420
L37	£116,240
L38	£119,117
L39*	£120,811
L39	£122,020
L40	£125,064
L41	£128,189
L42	£131,400
L43	£133,350

* These points and Point L43 are the maximum scale points for the eight Head Teacher Group Ranges

ANNUAL TEACHERS' PAY REVIEW STATEMENT

Name:	Employee No.:
Service Area:	Effective Date:

SALARY DETAILS

Salary and Point - Main Pay Range (S2 - S6)	£	Point
Salary and Point - Upper Pay Range (S1 – S3)	£	Point
Salary and Point - Unqualified Range (S1 - S6)	£	Point
Salary and Leading Practitioner Range	£	Point

ALLOWANCES

Details e.g. temp
(with dates), reason
for allowance

Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR____ £
Recruitment or Retention (See Pay Policy Advice)	£
Special Educational Needs Allowance (See Pay Policy Advice)	£
Other Allowances - Please specify (See Pay Policy Advice)	£
SAFEGUARDING	£
TOTAL SALARY	£

Head of Service / Pay Panel Meeting on:

Signature of Line Manager: Date:

UPPER PAY RANGE PROGRESSION CRITERIA

1. Professional Attributes

- 1.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional Knowledge and Understanding

- 2.1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects / curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people

3. Professional Skills

- 3.1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3. Promote collaboration and work effectively as a team member.
- 3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

ASSESSMENT OF TEACHER APPLICATION TO PROGRESS TO UPPER PAY RANGE

For Completion by the Teacher's Appraiser

Teacher's Name:	
Post:	

Evidence from most recent appraisal Please state which appraisal statement is attached:	
Criteria Met (Please delete as appropriate)	*Criteria Not Met
If criteria have not been met in full, please record details below (and continue overleaf, as necessary) about the areas of the Teacher's performance which do not satisfy the criteria:	

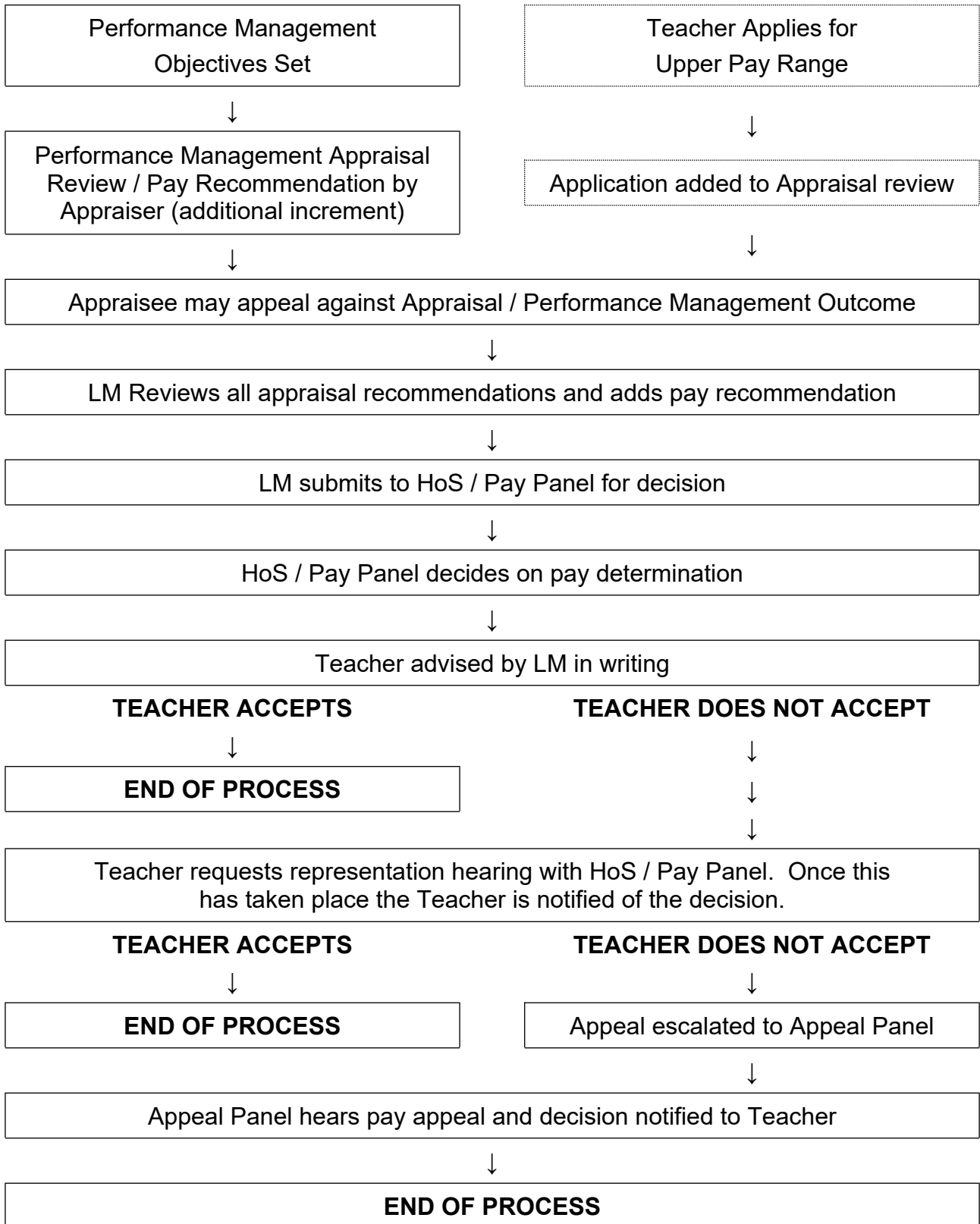
Signed _____ (Appraiser)

Date: _____

TO BE SUBMITTED TO THE LINE MANAGER / HEAD OF SERVICE

<p><u>Service Area Use Only</u></p> <p>Application Form Received on: _____</p> <p>Assessment made on: _____</p> <p>By: _____</p>

**FLOWCHART OF PAY REVIEW PROCESS
(Not including Manager)**



LEADERSHIP TEAM SALARIES GUIDANCE

1. Manager and Leadership Team

A statutory 43 step Leadership Pay Scale has been reintroduced. Managers, Deputy Managers and Assistant Managers will be paid as determined by the Local Authority. These are set out below.

2. New Leadership Appointments / Changes to existing Leadership Pay Structures - Three Stage Process

The Local Authority should follow the three stage process when setting the pay for **new appointments or revising existing pay structures in respect of Managers or the wider leadership team.**

- Stage 1** - Defining the role
- Stage 2** - Setting the indicative pay range
- Stage 3** - Deciding the starting salary and individual pay range

All decisions and the reasons for them should be well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect of any group of Teachers with a particular protected characteristic under the Equality Act 2010.

It is suggested that Head of Service seek advice when calculating and recording leadership pay structure decisions

Stage 1 - Defining the Role

The Local Authority should, at this stage, define the job and identify the broad pay range as a provisional guide to determining appropriate level of pay. The Local Authority will need to define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

For other leadership team posts, the Local Authority should consider how the role fits within the wider leadership structure of the service area. The pay range for a Deputy Manager or Assistant Manager should only overlap the Manager's pay range in **exceptional** circumstances.

Stage 2 - Setting the Indicative Pay Range

At this stage, the Local Authority will need to consider the complexity and challenge of the role in the particular context of the service and make a judgement on pay in light of this.

For Manager posts, it is expected that normally the Local Authority will conclude that the total unit score fully captures the complexity of the Manager role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the

STPC(W)D. The Local Authority will need to consider whether the indicative pay range should start at the minimum of the Manager's pay scale or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and / or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;
- A high degree of complexity and challenge e.g. accountability for multiple service areas / schools or managing across several dispersed sites, which goes significantly beyond that expected of any Manager of similar-sized service area / school(s) and is not already reflected in the pay range; and
- Factors that may impede the service area's ability to attract appropriately qualified and experienced leadership candidates e.g. location, language medium, subject area / specialism and / or level of support from the wider leadership team.

The Local Authority may set the indicative pay range with a **maximum of up to 25% above the top of the relevant Manager pay range.**

Above that limit, external independent advice must be sought and, should the advice suggest a range which exceeds this limit is appropriate, a business case must be made and agreed by the Head of Service.

The Local Authority **SHOULD NOT** increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Managers.

For other leadership roles the process is broadly the same. The Local Authority will wish to consider how the other leadership roles should be set in accordance with the level set for the Manager and to ensure that there is sufficient scope for progression. Consideration should also be given to any teaching posts that carry additional allowances.

At the end of this stage, the Local Authority should decide where in the broad range to position the indicative pay range and set this out clearly when advertising the post. An overall judgement should be made on the position and breadth of range, allowing appropriate scope for performance-related progression over time, clearly linked to service / school improvement priorities and outcomes.

There should be a clear audit trail for all decisions made and the reasoning behind them.

It is also expected where possible that the Local Authority will undertake a process of benchmarking of salaries before setting the pay range for the Manager or other leadership posts.

For those factors which are not expected to persist, such as temporary responsibility for an additional service area / school, these should be reflected through an allowance rather than consolidated into the indicative pay range.

Stage 3 - Deciding the starting salary and Individual Pay Range for new appointments

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Local Authority will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for performance-related progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

3. Establishing a Pay Range above the Manager's Pay Scale

The expectation is that in most cases the pay range will be within the limits of the Manager's pay scale. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Manager to take on responsibility for a very large service area / school or to lead multiple large service areas / schools, it may be appropriate to consider extending the individual pay range.

The Local Authority can, in such cases, decide that the maximum of the pay range may be above the maximum of the Manager's pay scale, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Head of Service would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

4. Pay Progression for all Leadership Posts

Temporary Payments for Managers

In addition, the Local Authority may consider an additional payment to the Manager in respect of clearly temporary additional duties and responsibilities or duties that are in

additional to the post for which their salary has been determined e.g. where they are providing services to other service areas / schools. Including where the Manager is appointed as a temporary Manager of one or more additional service areas / schools not included as a permanent factor in the calculation of the pay range.

5. Salary Protection

If the Local Authority chooses to reduce the leadership pay range, the member of staff will be entitled to receive a safeguarded sum for a period of up to three years, subject to the STPC(W)D.

**MANAGER / DEPUTY MANAGER / ASSISTANT MANAGER
ANNUAL REVIEW FORM
(September 20__)**

Name: _____	Employee No.: _____
Service Area: _____	

*** Manager:**

Pay Range: £ _____ to £ _____

*** Deputy / Assistant Manager:**

Pay Range: £ _____ to £ _____

Salary and Point at August 20__: £ _____ Point: _____

Rationale used for Pay Decision:

.....
.....

Revised Salary and Point at August 20__: £ _____ Point: _____

Certified by Head of Service / Pay Panel: _____

Certified by Line Manager: _____ Date: _____

*** Please delete as appropriate**

PAY REVIEW PROCESS

The Local Authority is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation, as well as the STPC(W)D.

Teachers, including Managers, may appeal any determination in relation to their pay or any other decision taken by the Local Authority (or Pay Panel or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list. That the person or Panel making the decision:

- a) incorrectly applied any provision of the STPC(W)D;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence
- e) was biased; or
- f) otherwise unlawfully discriminated against the Teacher.

For both the representation hearing and the appeal hearing, the Teacher is entitled to be accompanied by a work colleague or trade union representative.

This is not a cyclical process. A teacher may choose to go through all three stages or may choose to progress directly to Stage 3 Appeal. If an individual wishes to progress straight to stage 3 of the process then they are advised to take advice from a TU representative at the earliest opportunity.

Stage 1 - Informal Discussion

A Teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with their appraiser or Line Manager before the recommendation is actioned and confirmation of the pay decision is made by the Local Authority.

If, having had an informal discussion with the person making the pay recommendation, the Teacher believes that an incorrect recommendation has been made, they may make representation to the Head of Service / Pay Panel (see Stage 2 below).

Stage 2 - Representation Hearing

1. The Teacher receives written notification of the pay determination and, where applicable, details of the basis on which the decision was made. The Head of Service / Pay Panel will ensure the Teacher is aware of the process for making representation and appealing against the decision, if appropriate.
2. If the Teacher wishes to make representation, they should do so by writing to the Head of Service / Pay Panel within 10 working days of receiving the decision. The decision to request a representation hearing rests with the teacher.

3. The Head of Service / Pay Panel will arrange for a representation hearing to take place as soon as possible, which will be chaired by them. The Line Manager may be required to attend the hearing to clarify the grounds for the pay recommendation.
4. The Teacher will be provided with between 5 and 10 working days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Head of Service / Pay Panel.
5. The Head of Service / Pay Panel will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 working days of the decision being reached.
6. Where the Teacher continues to be dissatisfied, they may appeal this decision within 10 working days of receiving the Head of Service / Pay Panel's outcome letter by proceeding to Stage 3 of the process.

Stage 3 - Appeal Hearing

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Line Manager or other designated person (as agreed) within 10 working days of receipt of the written outcome of the Stage 2 decision (see above).
2. The Line Manager will arrange for an appeal hearing to take place as soon as possible, but normally within 20 working days of the receipt of the written appeal notification.
3. The Teacher should be provided with between 5 and 10 working days' notice of the hearing.
4. The appeal should be heard by a Panel. The Panel will comprise of a Head of Service and a Manager who were not involved in the original decision. In a Pupil Referral Unit, the appeal will be heard by members of the PRU Management Team not involved in the original decision.
5. The Appeal Panel's decision is final and, as set out in Section 3, paragraph 7 of the STPC(W)D 2021, there is no recourse to the Local Authority's Grievance Procedure.
6. Those required to attend the appeal hearing include:
 - Chair and other Appeal Panel members
 - The Teacher and their representative or work colleague (if the Teacher is accompanied)
 - Witnesses for the employee side (if appropriate)
 - The Head of Service / Chair of Pay Panel who made the original decision, who will clarify the reasons for the original decision
 - Witnesses for the management side (if appropriate)
 - Clerk to the hearing
 - HR Adviser to give advice to the Appeal Panel (subject to the provisions of any Service Level Agreement)

A model procedure for formal appeal meetings

Chair introduces everyone and their role in the proceedings.

- The Teacher will present their case including any evidence to be considered and any witnesses they have called;
- Appeals Panel members may ask questions of the Teacher, as may the Head of Service / Pay Panel representative;
- Head of Service / Pay Panel representative will state their case including the evidence on which the decision was based and call any witnesses to support the case, if appropriate
- Appeals panel members may ask questions of the Head of Service / Pay Panel representative, as may the Teacher;
- Both parties may make a closing statement if they wish (Teacher first, followed by Head of Service / Pay Panel representative). No new evidence can be introduced at this stage;
- Both parties leave the hearing;
- The Appeals Panel may request advice from the HR Adviser (if applicable). Once this has been given, the HR Adviser will leave the hearing but may be recalled for further advice (if applicable);
- The Appeals Panel will consider all the evidence and reach a final decision;
- The Appeals Panel will call the parties back to inform the Teacher of the decision (if awaiting the decision) or instruct the Clerk to write to the Teacher on their behalf with their decision and the reasons for it; and
- The Clerk will notify the Payroll Department of change of pay, if appropriate.

PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

A School's Timetabled Teaching Week must be established and a part time Teacher must be paid a proportion of the STTW.

The Local Authority must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

For Example:

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15 minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable	=	STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

PPA and Management Time must be included when calculating class contact time.

Directed Time - a Line Manager may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Line Manager. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

SERVICE AREA'S STAFFING STRUCTURE

(LA to enter details below as applicable at the time of this Pay Policy being adopted by the Local Authority)

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