

TUESDAY 23RD APRIL 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, SA31 1JP AND REMOTELY AT 10.00 A.M. ON MONDAY, 29TH APRIL, 2024** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Mrs 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 15TH APRIL 2024** 5 - 8
- 4. QUESTIONS ON NOTICE BY MEMBERS**
- 5. PUBLIC QUESTIONS ON NOTICE**
- 6. WORKFORCE STRATEGY 2024-2029** 9 - 30
- 7. MID & WEST WALES SAFEGUARDING CHILDREN AND ADULTS BOARDS ANNUAL REPORT 2022-23** 31 - 106
- 8. CARER'S LEAVE POLICY** 107 - 124
- 9. DRAFT SUPPLEMENTARY PLANNING GUIDANCE (SPG) - REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018-2033** 125 - 272
- 10. PROPOSAL TO FEDERATE YSGOL RHYS PRITCHARD AND YSGOL LLANGADOG** 273 - 276
- 11. 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

MONDAY 15TH APRIL 2024

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

Councillors (In Person):

C.A. Davies L.D. Evans P.M. Hughes E.G. Thomas
J. Tremlett

Councillors (Remotely):

G. Davies, A. Lenny and A. Vaughan-Owen

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
L.R. Jones, Head of Administration and Law
P.R. Thomas, Assistant Chief Executive (People Management & Performance)
G. Morgans, Director of Education & Children's Services
L. Jenkins, Cabinet Support Officer
J. Jones, Head of Regeneration, Policy & Digital
C. Higginson, Media Manager
J. Owens, Democratic Services Officer
M. Runeckles, Members Support Officer

Also Present (Virtually):

M. Evans Thomas, Principal Democratic Services Officer
D. Hall-Jones, Member Support Officer
A. Eynon, Principal Translator

Chamber, County Hall, Carmarthen and remotely : 10.00 am - 10.18 am

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor H.A.L. Evans.

2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

Note: These minutes are subject to confirmation at the next meeting.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON THE FOLLOWING DATES:-

3.1. 18TH MARCH 2024

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 18th March, 2024 be signed as a correct record.

3.2. 25TH MARCH 2024

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 25th March, 2024 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. EMPLOYMENT SAFEGUARDING (REVISED AND NEW POLICIES/ GUIDANCE)

Cabinet considered a report detailing revisions made to the Authority's DBS Guidance which has been updated to include revised processes around risk assessments and escalation processes for non-compliant recruiters.

This more detailed guidance was updated following an audit undertaken by our Employment Safeguarding Officer and after consultation with managers and other key stakeholders including the Disclosure and Barring Service. The Corporate Safeguarding Group also made further revisions to ensure that the recent recommendations from Wales Audit are taken account of.

UNANIMOUSLY RESOLVED

- 6.1 that the revised DBS Guidance, updated to include revised process around risk assessments and escalation process for non-compliant recruiters, as appended to the report, be approved;**
- 6.2 that the following policies, as appended to the report, be adopted:-**
 - (1) Safer Recruitment Policy**
 - (2) Recruitment of Ex-Offenders Policy**

Note: These minutes are subject to confirmation at the next meeting.

7. TEN TOWNS PROGRAMME (REVENUE FUND)

Cabinet considered an application seeking financial assistance from the Ten Towns Programme Revenue Fund.

Newcastle Emlyn Town Council, on behalf of the 10 Towns Growth Plan Team, is seeking funding to support the development of both national and local events in Newcastle Emlyn to help raise the profile and increase visitors to the town and surrounding area. Funding is being sought to support British Cycling's Junior National Time Trial and National Road Race Championships in Newcastle Emlyn in June 2024. Having successfully hosted the Welsh Road Race Championships in 2022 and the Men's Road Race Championships in 2023, the announcement by British Cycling to host the 2024 Junior National championships in Newcastle Emlyn presented a significant opportunity for the town to raise its profile as a place to visit and stay. Local business will be engaged in the organisation of the event, thus ensuring that they are able to maximise visitor spend from the event.

UNANIMOUSLY RESOLVED that the application made by Newcastle Emlyn Town Council for funding of £14,800 from the Ten Towns Revenue Fund be approved.

8. TEN TOWNS PROGRAMME CAPITAL FUND - LLANYBYDDER

Cabinet considered an application seeking financial assistance from the Ten Towns Programme Capital Fund.

The application was submitted by the Old School Community Centre, a charity located in Llanybydder. The re-development of the community centre has been identified as a priority project in the town's economic growth plan as well as by the economic growth plan team. Funding is being sought to undertake refurbishment and repurposing of existing building which is currently in a state of disrepair. The project will create a centre that supports both the economic growth and social needs of the town through the development of:-

- A shared working space for small businesses to hire and utilise
- A learning & personal development hub
- Events facility hire
- Café

These elements will complement the existing community gym already operating from the centre which provides an income stream to ensure its sustainability.

UNANIMOUSLY RESOLVED that the grant request of £100,000 from the Authority's 10 Towns Capital Fund and £74,294 from the Shared Prosperity Fund as part of the Rural Anchor programme, submitted by the Old School Community Centre, Llanybydder, be approved.

Note: These minutes are subject to confirmation at the next meeting.

9. MEMBERSHIP – PARC HOWARD COLLABORATION GROUP

UNANIMOUSLY RESOLVED that Councillor Steve Williams be appointed to sit on the Parc Howard Collaboration Group (Joint with Llanelli Town Council).

10. LABOUR GROUP CHANGES TO MEMBERSHIP OF CABINET ADVISORY PANELS

Cabinet considered the following changes to membership of Cabinet Advisory Panels submitted by the Labour Group:-

- Councillor Edward Skinner to take the Vacant seat on the Development of the Local Development Plan Advisory Panel
- Councillor Anthony Leyshon to replace Councillor Dot Jones on the Rural Working Group Advisory Panel
- Councillor Lewis Davies to take the remaining vacant seat on the Rural Working Group Advisory Panel

UNANIMOUSLY RESOLVED that the proposed changes to membership of Cabinet Advisory Panels, as detailed above, be approved.

11. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.

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

CHAIR

DATE

Note: These minutes are subject to confirmation at the next meeting.

Cabinet 29.04.24

WORKFORCE STRATEGY 2024 - 2029

Purpose: Our Workforce Strategy describes how we plan to develop our current and future workforce to ensure they have the right skills, environment, and values to deliver our Corporate Strategy.

Recommendations / key decisions required:

That Cabinet endorses the Workforce Strategy 2024 - 2029

Reasons:

The review and development and implementation of a Workforce Strategy has been identified as a priority within our Transformation Strategy.

Cabinet Decision Required	Yes
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Council Decision Required	No
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CABINET MEMBER PORTFOLIO HOLDER: Councillor P Hughes, Organisation and Workforce

Directorate: Chief Executive	Designations:	Tel: 01267 246123
Name of Head of Service: Paul R Thomas	Assistant Chief Executive (People Management)	Email addresses: prthomas@carmarthenshire.gov.uk
Report Author: Alison Wood	People Services Manager	amwood@carmarthenshire.gov.uk

Cabinet EXECUTIVE SUMMARY

Workforce Strategy 2024 - 2029

This Workforce Strategy identifies the 5 Workforce Strategic Objectives (WSO) that set how we plan to develop our current and future workforce to ensure they have the right skills, environment, and values to deliver our Corporate Strategy.

WSO 1: Attract, Recruit, and Retain Talent

WSO 2: Grow Outstanding Leaders and Managers

WSO 3: Improve Workforce Engagement

WSO 4: Develop a High Performance, Innovative, and Achievement Culture

WSO 5: Develop and Maintain a Safe and Healthy Workplace

A 3-month consultation exercise was undertaken, which included consulting with all Directors and Heads of Service as well as a number of senior managers and CERF. Feedback from this process has been used to inform the new Strategy.

Sitting alongside this strategy is a comprehensive 5-year delivery plan, which will be reviewed on an ongoing basis.

In terms of measuring success, a performance management framework is in the process of being developed. This will be used to monitor progress and will underpin a new Workforce Performance Management data suite / dashboard.

DETAILED REPORT ATTACHED?

Yes

IMPLICATIONS

ALL IMPLICATIONS REQUIRE SIGN OFF BY THE DIRECTOR OR HEAD OF SERVICE

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

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio-diversity & Climate Change
YES	NONE	NONE	YES	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The Strategy has been aligned to support the delivery of our new Corporate Strategy and Transformation Strategy and takes account of our Digital Transformation Strategy.

2. ICT

Introduction of a new Learning Management System to support staff development will help to promote the Digital Transformation Strategy vision of a “digitally enabled Carmarthenshire”

The implementation of the new recruitment system will improve recruitment performance and support the development of a recruitment strategy.

3. Staffing Implications

The Workforce Strategy provides us with the footprint to deliver a more people focussed organisation that affects all our staff.

CONSULTATIONS

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

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

1. Scrutiny Committee request for pre-determination	N/A
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

CERF was consulted as part of the wider consultation process.

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Include any observations here
Yes	

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

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

THERE ARE NONE

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



Our Workforce Strategy 2024 - 2029



sirgar.llyw.cymru
carmarthenshire.gov.wales

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1. Foreword From the Chief Executive and Cabinet Member

We are proud of our County because Carmarthenshire is a great place to live, visit and work. As a Council, we are also extremely proud of the people that work for us. Our services are delivered by our people, and it is our people that make this council what it is.

We have worked hard to empower and support our people to create an inclusive 'One team' culture. This was recognised in 2022, when we achieved the Investors in People Gold standard accreditation, with the report identifying: *'The organisation is achieving outstanding outcomes as a result of the ways in which people are encouraged and empowered to be agile, innovative, and collaborative'*. However, there is more that can be done.

We know the world is changing, and the way public services are delivered will continue to change, so doing more of the same is not sustainable. The COVID-19 pandemic had a major impact on the way we work, and, having reflected on our experiences, we now look ahead. By fully embedding the Sustainable Development Principle in our forward planning, we have created a Strategy that sets out how we intend to shape our workforce over the next 5 years, ensuring that, together, as one council and one team, we can focus on doing what matters to our residents and local businesses.

We are currently operating in a challenging recruitment market, with budget constraints that make it difficult for us to offer competitive salaries. Like all other public sector bodies, it would be foolish to underestimate the significant financial challenges we are facing, against a backdrop of reduced funding and increased demand for services. This means that we will need to be open to new ways of working and different ways of thinking. We also know that our future workforce will probably be different to what we have today and need different skills, so we will need to invest in our people, as well as grow and develop our own leaders, so that they are equipped to meet the challenges we face.

Through this period of change and transformation, we will make sure our people are well led, supported, trusted, and recognised for the contribution they make; making sure they are treated fairly, with respect and encouraged to bring forward ideas about how we can improve what we do. We will also encourage our people to embrace change and engage with our transformation programme to help us modernise the services we provide and build a more resilient and efficient Council.

Finally, our ambitions simply cannot be realised without our dedicated and motivated workforce. So, we will work together, be open, honest, fair, and inclusive, which is the commitment that this strategy is built on.

Wendy



Chief Executive

Cllr Philip Hughes



Cabinet Member
Organisation and Workforce

2. About Our Workforce Strategy

Our Workforce Strategy supports the Council's vision and defines how we will build the capability, skills, and culture we need for our workforce. It not only meets our present needs but also the needs of our future workforce. This will involve strategies for employee development, succession planning, recruitment, and retention that consider long-term sustainability and the impact on future generations.

The Strategy describes five key objectives for action, to support and develop our workforce, strengthen our capabilities as an organisation and transform how we do things. By aligning our Workforce Strategy to the council's corporate priorities, we will ensure that this Strategy focusses on embedding the Council's purpose, vision, and values across our work.

2.1. Our Cabinet Vision Statement (2022 – 2027)

Our Cabinet Vision Statement recognises the important role our workforce plays in delivering its five-year ambition. It has very clear expectations in terms of our workforce, and these have been used to shape our Workforce Strategy actions (see Appendix 1).

2.2. Our Corporate Strategy (2022 - 2027)

Our Corporate Strategy is clear about the need to further modernise and develop as a resilient and efficient Council following the pandemic, and key to this is our workforce. It recognises the benefits of having a more flexible, dynamic, empowered workforce to support our transformation programme, to help us achieve our wider aims and objectives.

2.3. Our Core Values

Our values are integral to our Workforce Strategy and are influenced by the Seven Principles of Conduct in Public Service (Nolan Principles). Our people, senior officers and elected members were involved in the development of our Core Values, which now reflect the type of organisation we want to be:

- Working as One Team
- Putting our Customers First
- Listening to Improve
- Striving for Excellence
- Acting with Integrity
- Taking Responsibility.

These values underpin and guide the way we work, the way we improve, the way we work with partners and the way we make decisions to support the community that we serve.

2.4. Our Transformation Strategy (2022 – 2027)

Our Transformation Strategy has our workforce at the heart of its ambitions. It recognises that our employees are our most important asset and account for over 60% of the Council's total expenditure. *'The future recruitment, retention, development, and well-being of our workforce will be key to the delivery of a successful Transformation Programme and to the Council's wider strategic objectives'* (see Appendix 2).

3. Our Ambition as an Employer

Our ambition is to be an 'employer of choice', creating a workplace that fosters growth, achievement, and satisfaction. We are one of the largest employers in the region, with people working in a range of front line, technical, back office, and professional roles.

We will work to make sure our people feel valued, inspired, and empowered to achieve our objectives and provide the best possible services to our residents. We will also work to be a high performing organisation that works as one team, is inclusive, and innovative, and an employer that encourages talent to flourish and builds workforce capability to meet our ambitions. A place where everyone can speak up, speak out and have a voice - where fairness and equality feel real, and where bullying, harassment, and discrimination are not tolerated. We will communicate our brand values clearly so that the people who want to work for us are the ones who naturally align to our values.

4. Our Role in Delivering Bilingual Services

We understand that the Welsh language is key to the identity of many of our residents and that people are often able to better express their opinions and needs in their first language. It is therefore our duty to ensure our residents and customers can access our services through their language of choice and to make sure our employees have the required skills.

Working alongside our Welsh Language Advisory Panel, we are refocussing support to promote and develop the Welsh Language in the context of ensuring we are able to recruit to key and critical roles.

The latest Census data for 2021 tells us that Carmarthenshire is home to 72,838 Welsh speakers. This translates to 39.9% of the county's total population. This figure has decreased by 5,210 since the last Census in 2011, which translates to a percentage point decrease of 4.0. This is the largest percentage point decrease of all local authorities in Wales.

In 2001 and 2011, Carmarthenshire had the highest number of Welsh speakers of all local authorities in Wales, with 84,196 and 78,048 Welsh speakers respectively. These new figures mean that the county now has the second highest number of Welsh speakers of all local authorities in Wales. Carmarthenshire remains the fourth highest in terms of the percentage of the population that can speak Welsh.

In line with Council's Welsh Language Promotion Strategy and the commitments set out in the Welsh Language Standards, Welsh Language Skills Strategy, and the Equalities and Diversity Policy, this Strategy echoes what Carmarthenshire County Council will do to facilitate the delivery of bilingual services.

5. Promoting Equality, Diversity, and Inclusion

We will work to create a workplace where everyone is treated equally, with dignity and has fair access to resources, learning and opportunities. We also want a workplace that has an inclusive culture that provides an innovative, supportive, and interesting place for our people to work as well as allow them to fully engage in our work to help communities to thrive.

We know that employing people who have a range of different backgrounds, experiences and ideas increases creativity and leads to better problem-solving and decision-making. We also know that a workplace that encourages equality, diversity and inclusion can help to attract and retain good people, better serve our diverse range of customers whilst

keeping our people engaged and motivated. Put simply, fairer organisations perform better. In line with our commitments, set out in our Strategic Equality Plan, this Strategy echoes what we will do to achieve this.

6. About Our Workforce

Nationally, we know that around 30% of the UK's workforce is aged over 50 years, and that this percentage will continue to increase. Locally, since the 2011 Census, Carmarthenshire has seen an increase of almost 19% in the number of people aged 65 years and over and a decrease of 2.5% in people aged 15 to 64 years. Given the socio / economic situation and increase in the cost of living with higher inflation, many people will inevitably be working for longer. However, it is recognised that the pandemic has had an impact on the personal choices some people are taking in relation to early retirement, reduced hours, and the need for a more flexible working environment.

As our population grows older, it is not feasible to simply replace those retiring with younger people. We will therefore need to reflect on how we look after our workforce's health and wellbeing to help extend their working lives.

We are also one of the largest employers in the County and currently employ:

- 8,665¹ people (6,566 FTEs) occupying 5,022 posts with just under 100 workers being employed via an employment agency at any given time.
- 45% of our people have more than 10 years' service.
- 27% are likely to retire in the next ten years.
- 11.77% of our people have a declared disability.
- The median salary in the Council is £27,128 ²
- Voluntary turnover is currently running at 9.11%, which is below the UK average.

Table 1 below provides a detailed age profile breakdown:

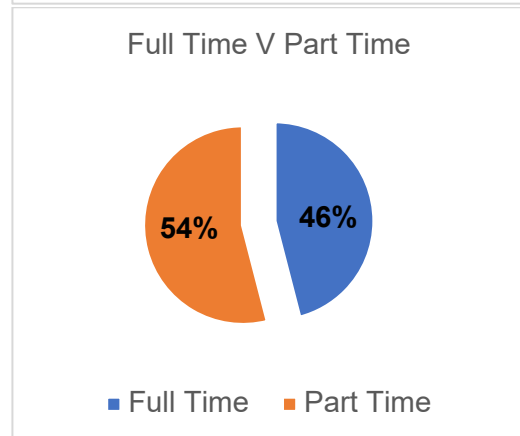
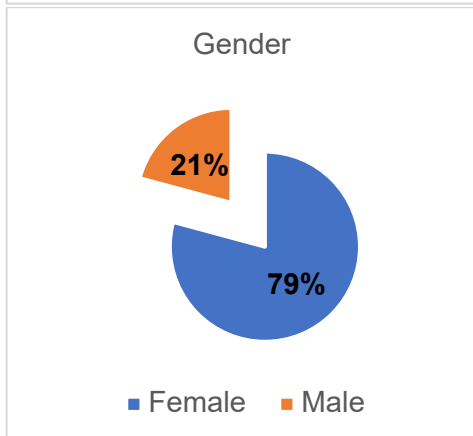
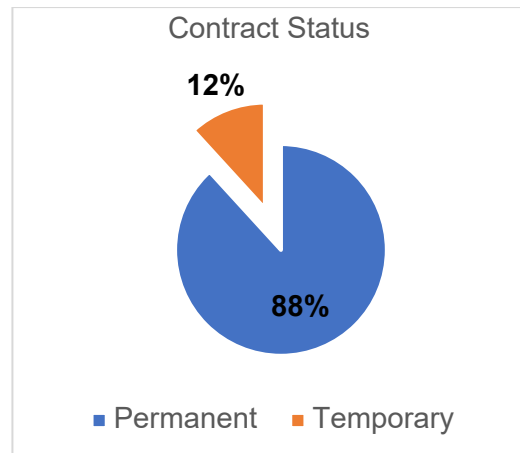
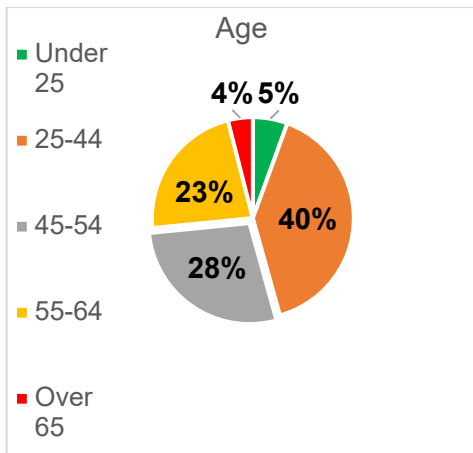
Table 1

Age Range	Number	Proportion of workforce
Under 25	482	5.6%
25-44	3,476	40%
45-54	2,405	28%
55-64	1,957	23%
Over 65	345	4%

The following pie charts provide a further breakdown of our current workforce:

¹ @December 2023

² Pay Policy Statement 202/25



7. Our Workforce Strategy Objectives

The overall aim of this Strategy is to support the delivery of our corporate priorities by ensuring we have the right number of people, with the right skills and attitudes, in place at the right time. We will achieve this via the delivery of our five Workforce Strategy Objectives (WSO)



7.1. WSO 1: Attract, Recruit, and Retain Talent

Like many employers in the UK, Local Government is dealing with a challenging recruitment market due to skill gaps in some key sectors and budget constraints that make it difficult for us to consistently offer competitive salaries.

In order to attract and safely recruit a diverse workforce, that has talented employees and leaders, we will need to ensure effective employer branding and promotion of the Council as an 'employer of choice'.

Providing opportunities for our people to thrive in a safe working environment, we will support and encourage potential talent by offering high quality learning opportunities, personal development, clear career pathways and a fair total benefits package. Effective workforce planning at all levels will therefore be critical to ensuring we have the right people with the right skills for the right roles at the right time.

In a constantly changing environment, we know that there will continue to be a high demand on services such as social care, housing and protecting our environment. This

will also, invariably, affect the back-office support required to deliver those services as well as the type of resilience we need at a leadership level. Continuing skills shortages, changing demographics of the labour market and employee demands for a work-life balance, has created increased competition for talent.

The digital agenda has become increasingly important, we will therefore show our people that we value them by supporting them to develop the skills required for jobs of the future. The skills that will help us transform, modernise, and regenerate services. By redesigning services from a customer perspective and using technology, artificial intelligence, and robotics as an enabler, we will be able to achieve the best outcomes for our residents within the reducing resources available to us, whilst reducing costs and improving efficiency via smarter ways of working.

To succeed in this ever-changing environment and remain competitive in terms of the recruitment market, we will need to improve our employment offer and maximise the benefits of working for us, such as flexible people management policies, staff rewards / discounts and hybrid working, so that we are able to attract and retain the best people.

We will also review our strategies, policies, and practices, along with how we develop, deploy, and retain talent. We will continue to develop our workforce planning to understand the capabilities needed and determine the talents required of our retained workforce.

Ongoing financial pressure will bring into focus the need to make better use of the financial resources we have available to us. Our Pay Policy Advisory Panel recognises this and has expressed its desire to undertake a review that will focus on our senior officer structures, spans of control and salaries to ensure our organisational structure is fit purpose and cost effective moving forward.

In summary, we will attract the best talent by offering an 'employer of choice' package, ensuring effective workforce and succession planning, and streamlining our organisational structures. This will allow us to provide high quality services whilst making the best use of the resources we have available to us.

We will achieve this by:

- Whilst ensuring its affordability, we will review our pay model, to support our ambition of being an 'employer of choice',
- Introducing a revised recruitment strategy that reflects corporate commitment to equalities and diversity, whilst ensuring safe recruitment practices are in place.
- Promote safe employment practices.
- Reviewing and simplifying our existing recruitment processes and embedding consistent standards and practices to support the attraction, selection, and retention of the best available talent.
- Reviewing the recruitment and selection process for senior officers to reflect the changes required of our leaders as we move forward.
- Recruiting and retaining people that reflect our core values via the adoption of an aligned competency framework.
- Developing terms of reference to review our senior officer structures, spans of control and salaries to ensure they reflect the needs of the organisation and parity.
- Reviewing the end-to-end induction process including the launch of a new corporate induction - a programme that reflects our corporate brand.
- Review the effectiveness of our retention strategies, such as the payment of market supplements, to ensure they achieve the desired outcomes.
- Making sure employees have the skills and tools to respond to new ways of working by developing career pathways and inclusive opportunities for talent to grow.

- Developing a resilient workforce by further strengthening workforce and succession planning.
- Developing a network of champions who can deliver key areas of learning.
- Identifying potential across our diverse workforce, making sure all our people are given the opportunity to fulfil their potential.
- Aim to reduce our reliance on agency workers and external contractors.
- Boosting the use of work experience, secondments, apprenticeships, shadowing, coaching, mentoring and graduate schemes.
- Encouraging everyone to take personal responsibility for their own performance and development.
- Further develop existing reward and recognition frameworks to consistently celebrate success, innovation, and creativity.
- Completing a council wide digital skills audit to identify the current and future knowledge and skills needs of our workforce.
- Enhancing our digital learning and development offers, making sure appropriate learning can be accessed from a range of devices and settings.
- Ensuring all employees are aware of and have completed mandatory, statutory and core skills learning.
- Revising our Welsh Language Skills Strategy and working in partnership with the Welsh Language Commissioner's Office on a pilot project looking at the internal use of the language.

7.2. WSO 2: Grow Outstanding Leaders and Managers

Innovative and high performing organisations display leadership behaviours at all levels of the organisation. We will work to foster these behaviours to respond to the challenges we face, allowing us to develop our next generation of talented leaders - people that can lead in an honest and authentic way, inspiring and engaging the people they work with by championing public service values and role modelling our Core Values.

We understand that doing more of the same things is not sustainable, so we will grow adaptable, inclusive leaders and managers, who understand what we expect of a Carmarthenshire manager; individuals with leadership skills who can effectively guide the organisation through change, providing leadership, direction, and support to our people.

We will also work to achieving a performance culture, meaning we will need highly developed, collaborative, and effective leaders and managers who are people focussed and can positively contribute to the recognition of and reward employees - coaching and developing them to deliver services to the highest standard.

With an increased focus on partnership and collaborative working, our leaders will also need to be politically aware, whilst having the ability to be innovative. Leaders and managers will need to be continually learning to support new ways of working.

In addition, as part of our approach to developing skills and capacity across the whole workforce, we will ensure that people at all levels in our organisation can develop and demonstrate the necessary qualities of leadership.

We will achieve this by:

- Implementing the new Competency Framework aligned to our values, to support recruitment, appraisals, and development.
- Building a 'coaching for performance' leadership and management approach.

- Developing a new 360-degree assessment tool for leaders based on the new competencies.
- Designing and piloting a programme that will equip our leaders and managers with the core skills needed for effective people management and change management.
- Developing politically and democratically aware leaders.
- Developing skills and confidence to manage diversity as well as accountability for employee engagement and inclusion.
- Ensuring we lead services that reflect the bilingual nature of our County by providing a range of development opportunities for new and existing employees to improve their Welsh language skills.
- Creating and delivering a “future leaders” offer for employees that have ambitions of moving into leadership roles.
- Fully implementing the new Learning Management System to support the provision of targeted Learning & Development interventions that support the strategic aims of the organisation while streamlining processes.

7.3. WSO 3: Improve Workforce Engagement

Organisations who are providing the best customer experiences are those that have highly engaged workers. Organisations with engaged employees are 21% more productive (Gallup). We understand that the four enablers to an engaged workforce³ are a strong strategic narrative, engaging managers, employee voice and organisational integrity.

We will work to provide a strong strategic narrative about Carmarthenshire County Council, that is authentic, provided by leaders who are empowering and visible. Our Corporate Strategy outlines a shared purpose that our people can align to, which acts as the corner stone to people understanding the bigger picture, and our managers will own corporate messages with authenticity.

Recruiting and developing engaging managers is critical, managers who focus their people, treating them as individuals while coaching and stretching them. We want our people to feel part of an organisation that values equality and diversity and key to this will be managers that make everyone feel part of the team, prioritise the wellbeing of their people whilst being discreet and trustworthy.

We will give our workforce a voice. Employee voice is vital in helping us make real and positive changes. We will work to create a culture where our people are seen as central to the solution, to be involved, listened to, and invited to contribute their experience, expertise, and ideas. We will build on our existing mechanisms and put in place a framework that makes sure we have ongoing two-way conversations with our people in different ways, to make sure every voice is heard.

Organisational integrity exists when our agreed core values are reflected in day-to-day behaviours. There is no ‘say–do’ gap. Promises made and promises kept, or an explanation given as to why not. Trust is fundamental to high performance in a team, and high engagement in an organisation. Organisational integrity builds trust and will be role modelled not just by senior leaders, but managers throughout the organisation.

We will achieve this by:

- Ensuring our managers are equipped to lead and manage change effectively, acting with integrity and being honest, creating a positive, trusting environment for their people.

³ Engaging for Success: enhancing performance through employee engagement

- Ensuring our managers agree clear objectives with their people and show them how their work contributes to the organisation's objectives.
- Ensuring our managers bring out the best in their people by giving regular, thoughtful, honest, and constructive feedback on performance.
- Making sure managers discuss the professional and career development of their people at regular points during the year and provide support to achieve agreed goals.
- Actively involving our people in our Transformation Programme via the introduction of a talent management programme.
- Develop and share learning resources to support digital inclusion.
- Further improving internal communications.
- Improving the opportunities for people to have a say.
- Conducting an annual employee engagement survey and acting on the feedback we receive both corporately and departmentally.
- Conducting regular "temperature check" surveys to make sure the employee voice is heard and listened to.
- Developing a recognition framework, based on feedback from our staff, that encourages our managers to, not only thank their people for the work they do, but to put effort into making sure innovation, creativity, success and achievements of individuals and teams are acknowledged, valued, and celebrated.
- Developing an employee relations strategy embracing the principles of social partnership to ensure we build positive relationships with our recognised trade unions.

7.4. WSO 4: Develop a High Performance, Innovative, and Achievement Culture

The best organisations are always looking for opportunities to improve, and so are the best employees. Creating a culture that values innovation and creativity and developing our entire workforce, in a no blame culture, is critical to the performance of our organisation – it's the difference between an organisation that just gets the basics right and an organisation that successfully innovates by being willing to try new things, using mistakes as learning opportunities where everyone shares accountability.

Achieving high performance at all levels of the organisation is also fundamental to our future success. It begins with our leaders demonstrating the values and behaviours we want others to emulate and establishing clear performance measures that are aligned to these values and behaviours. From this, we will embed fair and consistent recruitment practices that reflect our community and focus on bringing in and retaining the best available talent. These performance measures underpin a standardised appraisal and performance management framework, and, when applied will allow us to identify high performers and high achievers. They will also help us to properly address underperformance via honest and constructive conversations and, by providing our leaders and managers with the necessary tools, will support them to effectively address underperformance.

Establishing clear career pathways for key roles and offering growth opportunities for everyone, we will support our workforce to flourish and succeed, while also promoting a culture of creativity and innovation and boosting employee engagement, retention, and loyalty.

Introducing a short-term experiential programme will provide our people with the opportunity to develop as they contribute to transformation projects whilst adding real value to our organisation.

Data currently shows that 21% of people across the UK lack the full basic digital skills, and the level of digital exclusion across Wales is higher still⁴. It is therefore vital that, as an organisation, we are digitally inclusive by ensuring our workforce is digitally confident and that our digital content adheres to accessibility guidelines.

A digitally confident workforce is essential for a modern, innovative, and efficient public sector. A digitally confident workforce is a workforce that has the skills, knowledge, and mindset to use digital technologies effectively and efficiently in their work. A workforce that can adapt to changing digital demands, collaborate online, and create value through digital innovation. A digitally confident workforce is not only digitally competent, but also digitally curious and creative.

We will support our people in becoming digitally confident and adapting to new technologies, artificial intelligence, and robotics, so that we make the most of the opportunities that are presented.

We will achieve this by:

- Developing fair and consistent recruitment practices that reflect our community and focus on bringing in, and keeping, the best available talent.
- Establishing clear leadership behaviours and expected management competencies.
- Working together to embed behaviours that reflect our values and let us show how proud we are to work for Carmarthenshire.
- Focusing on retaining our high performers and managing underperformance through periods of change and implementing succession plans in critical roles.
- Improving user experience with our new Learning Management System (LMS) and develop capability to extract appropriate management information.
- Using our transformation programme to listen to staff about improvement ideas and further explore the opportunities for smarter ways of working
- Introduced a Short-Term Experience Programme (STEP) providing staff with an opportunity to develop whilst supporting Transformation Projects.
- Further developing knowledge and skills to support the adoption of a more commercial approach to the delivery of Council services with the aim of generating additional income and mitigate the impact of on-going budget challenges
- Provide the organisation with relevant, accurate people-related data, to help effective evidence-based decision-making via the development of a people data dashboard.
- Developing and implementing a new qualifications and skills framework.
- Supporting our services to make better use of technology, so that we reduce waste and costs and free up our people to do better things.
- Implementing our new Digital Skills Framework.
- Reviewing our new appraisal process, from a qualitative and quantitative perspective.

7.5. WSO 5: Develop and Maintain a Safe and Healthy Workplace.

Our aim is to support our people to be safer, healthier, and happier in work. The integration of health, safety, and wellbeing into the way we work, whilst promoting a positive, safe, and healthy environment, is key to ensuring our people can thrive at work. To achieve this, we will continue to create opportunities that focus on our

⁴ *'Digitally excluded people are some of the heaviest users of health and social care services so risk being left behind in the digital health revolution'*. (Digital Communities Wales).

people's health, safety, and wellbeing, while supporting initiatives that provide education and advice on a wide range of health, safety, and wellbeing topics.

Working with our managers and their people we will develop, implement, review, and monitor risk assessments, policies, procedures, and safe systems of work that reduce risks and provide a safe and healthy workplace. Our people will actively be involved during these processes to ensure the outcomes are appropriate, making their workplace as safe as reasonably practicable.

Working closely with our people, we will actively encourage them to lead a healthy lifestyle. This includes providing access to information, resources and support necessary to make positive healthy and safe decisions, as well as running regular learning and development events, activities, and initiatives to promote positive health and wellbeing.

We will also work hard to reduce any aspects of the working environment, which may negatively impact upon an employee's health, safety, or wellbeing, ensuring all processes and procedures give due consideration to the mental and physical health of our people.

We will ensure sufficient capacity within our in-house Occupational Health Centre to support our people and will provide expert medical advice, to effectively manage attendance and employee's fitness to work. We will also continue to carry out statutory medical screening to measure the impact of work, for identified occupational groups.

We are committed to the development and implementation of policies relevant to the health and wellbeing of our employees and will continue to review and update such policies to ensure they support this Strategy.

Furthermore, it is important that we look at ways to build and support resilience and capacity to thrive in a climate of ongoing change. That means providing the tools, techniques, policies, and processes to support our people through difficult periods.

We will encourage personal responsibility to access the support available and continue to advocate our employee health and wellbeing networks and the fantastic work that they do, and the strong voice that they have across the organisation.

Our flexible working approach already provides great benefits for managing work-life balance. We want to do more to make sure that this mind-set is consistent across the organisation, whilst enabling managers to be creative and innovative to meet changing business needs.

We will achieve this by:

- Creating a culture where health, safety & wellbeing is integrated into employee behaviour, as well as relevant policies, processes and activities that have an influence on employees' overall health, safety, and wellbeing.
- Establishing and promoting positive leadership culture for health, safety and wellbeing that demonstrates commitment from Senior Management.
- Developing and implementing relevant management arrangements for health, safety, and wellbeing.
- Developing and implementing a health and wellbeing plan and programme.
- Ensuring we have the ongoing organisational commitment to the health and wellbeing of our people.
- Ensuring sufficient corporate focus in employee health and wellbeing support.
- Encouragement and support for employees to make positive lifestyle changes and take responsibility for their own health, safety & wellbeing, through provision of advice, support, events, and activities.

- Providing a positive working environment that promotes and enables improvements to employees' health, safety, and wellbeing.
- Consolidate Health & Safety learning in the new Learning Management System, to improve compliance and monitoring.

8. Appendices

8.1. Appendix 1: Cabinet Vision – Summary of Workforce Expectations

- **Ensuring that Carmarthenshire County Council is a diverse and inclusive organisation.**
- **To work with relevant groups to promote the council as an employer across all communities including within the Black, Asian and Minority Ethnic community.**
- Work with the Public Services Board to drive community engagement and good practice in relation to recruitment from Black, Asian and Minority Ethnic communities.
- To work with relevant external groups, to improve representation and signposting for Black, Asian and Minority Ethnic communities on the Council's website.
- **To look at ways of improving the quality of our workforce equality data and continuously improve the quality of information gathered to improve workforce planning and management.**
- **Work to position our recruitment competitively and work towards continuously improving recruitment levels across the organisation. Seeking to understand the steps needed in order to become the 'employer of choice' in West Wales.**
- **Work to market Carmarthenshire County Council as an attractive employer for apprentices, school leavers and graduates. Focusing on reducing the migration of young people out of Carmarthenshire and from rural areas.**
- **Work with stakeholders to increase the proportion of Welsh-medium apprenticeships.**
- **Consider the short and long-term capacity of our workforce to deliver the current administration's vision.**
- **Continue to embrace and promote agile working, hybrid meetings and new ways of working across the organisation.**
- **Work with Welsh Government, Public Service partners and Trade Unions in further progressing the Real Living Wage agenda.**
- Further increase our use of the latest digital technology to further transform the services delivered by the Council.
- **To develop a Council Transformation Strategy which will provide the strategic framework to support the implementation of a programme of transformation and change across the organisation.**

8.2. Appendix 2: Transformation Strategy – Workforce Priorities.

- Further develop and strengthen the Authority's strategic workforce management framework to support the Council in becoming an 'employer of choice'.
- Further develop the Councils approach to Workforce Planning to provide the capacity and resilience to deliver its strategic objectives and anticipate and meet future needs.
- Ensure that the Council is able to make effective use of data to strengthen the performance and strategic management of its workforce.
- Make effective use of technology to help modernise key workforce processes and procedures.
- Strengthen the Council's approach to the recruitment, retention, and flexibility of its workforce.
- Ensure that the Council staff are equipped with the necessary skills and behaviours to support the effective implementation of the modernisation and transformation agenda to enable the Council to deliver on its wider aims and objectives.
- Continue to strive to improve the health and wellbeing of our workforce.

CABINET

DATE: 29TH APRIL 2024

SUBJECT:

THE MID & WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS ANNUAL REPORT 2022-2023

Purpose:

To receive the Annual Report and note its findings.

Recommendations / key decisions required:

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

Reasons:

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

Cabinet Decision Required YES - 29th April 2024

Council Decision Required NO

**CABINET MEMBER PORTFOLIO HOLDER:-
Cllr. J. Tremlett, Cabinet Member for Health & Social Services**

Directorate:

Communities

Name of Head of Service:

Jake Morgan

Report Author:

Julie Breckon

Designations:

Director of Community Services

Regional Safeguarding Board Manager

Email addresses:

JakeMorgan@carmarthenshire.gov.uk

Julie.Breckon@pembrokeshire.gov.uk

EXECUTIVE SUMMARY

SUBJECT:

THE MID & WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS ANNUAL REPORT 2022-2023

This Annual Report outlines the progress that has been made against the outcomes set by CYSUR and CWMPAS as part of the joint Annual Strategic Plan for the year 2022-23.

Significant investment and time has been dedicated throughout the year to supporting the development of the new Single Unified Safeguarding Review (SUSR) process, including the development of the draft statutory guidance published earlier this year. We are proud to report we have been commissioned by the Welsh Government to develop and deliver the national training framework to support and accompany implementation of the new guidance.

Our particular successes this year include the development of multi-agency safeguarding training packages. This includes the development and implementation of professional curiosity training and accompanying resources, as well as the development of a safeguarding training animation created by our Junior Board. These suites of training and resources help to support practitioners in their work safeguarding children and adults at risk, and give powerful messages to practitioners about how to best communicate with and listen to children.

Our continued commitment to deliver against our Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV) agenda has progressed at some pace this year. Our new four-year strategy and accompanying delivery plan has been completed and published, directly informed by survivors with lived experience of domestic abuse in the Mid and West Wales area. Developing creative solutions to some of the significant workforce challenges the social care and the public sector workforce is experiencing has continued to be a key focus of the Boards' work this year, both within a regional and national context. A review of the social care workforce across the region has been undertaken, and we will be implementing actions in the coming year to improve recruitment and retention of staff locally alongside ongoing national work.

DETAILED REPORT ATTACHED?

YES - The Mid & West Wales Safeguarding Children & Adults Boards Annual Report 2022-2023

IMPLICATIONS

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

Signed: **Jake Morgan** Director of Community Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio- diversity & Climate Change
NONE	YES	NONE	NONE	NONE	NONE	NONE	NONE

2. Legal

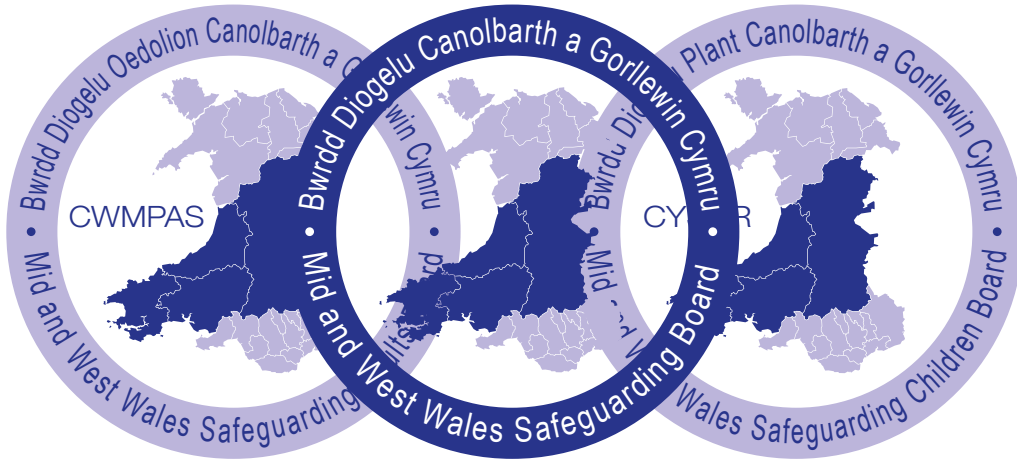
As well as enabling the Boards to meet their objectives as outlined in Part 7 of the Social Services and Wellbeing (Wales) Act 2014, this combined approach to Safeguarding aligns fully with the ethos and principles of the Act.

CONSULTATIONS

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

Signed: **Jake Morgan** Director of Community Services

1. Scrutiny Committee request for pre-determination		YES
Scrutiny Committee	Health & Social Services	
Date the report was considered:-	21st March, 2024	
Scrutiny Committee Outcome/Recommendations:-		
UNANIMOUSLY RESOLVED that the report be received.		
2. Local Member(s) - N/A		
3. Community / Town Council – N/A		
4. Relevant Partners		
Multi Agency representation on both CWMPAS (Safeguarding Adults Executive Board) and CYSUR (Safeguarding Children Executive Board).		
5. Staff Side Representatives and other Organisations - N/A		
CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Include any observations here	
YES		
Section 100D Local Government Act, 1972 – Access to Information		
List of Background Papers used in the preparation of this report:		
THERE ARE NONE		
Title of Document	File Ref No.	Locations that the papers are available for public inspection



THE MID AND WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS



ANNUAL REPORT 2022-2023

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



Cwmni Actiefyddu Cymunedol
**Cymru
Wales**
Community Rehabilitation Company



lechyd Cyhoeddus
Cymru
Public Health
Wales



Heddlu Police
DYFED-POWYS



Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Cyngor Sir Gâr
**Carmarthenshire
County Council**



Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board



Gwasanaeth Prawf
Cenedlaethol
National Probation
Service

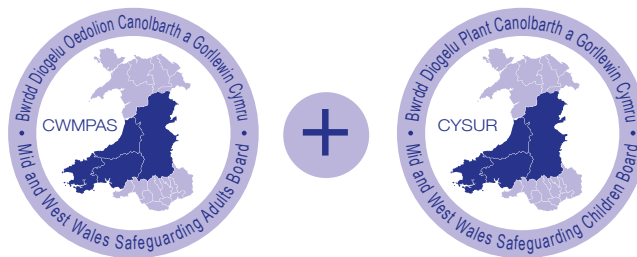


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Introduction

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



This Annual Report outlines the progress we have made against the outcomes set by CYSUR and CWMPAS as part of our joint Annual Strategic Plan for the year 2022-23.

work safeguarding children and adults at risk, and give powerful messages to practitioners about how to best communicate with and listen to children.

This year has seen the departure of the chair of the CWMPAS Board, Jonathan Griffiths. We would like to thank Jonathan for his leadership and commitment to the Mid and West Wales Safeguarding Boards and acknowledge the contribution he has made to the development of its work and strategic direction during the preceding six years.

Our continued commitment to deliver against our Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV) agenda has progressed at some pace this year. Our new four-year strategy and accompanying delivery plan has been completed and published, directly informed by survivors with lived experience of domestic abuse in the Mid and West Wales area.

Significant investment and time has been dedicated throughout the year to supporting the development of the new Single Unified Safeguarding Review (SUSR) process, including the development of the draft statutory guidance published earlier this year. We are proud to report we have been commissioned by the Welsh Government to develop and deliver the national training framework to support and accompany implementation of the new guidance.

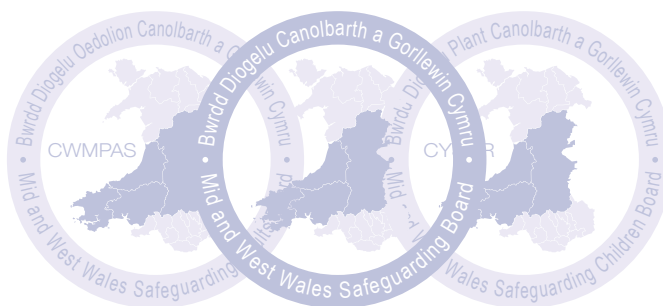
Developing creative solutions to some of the significant workforce challenges the social care and the public sector workforce is experiencing has continued to be a key focus of the Boards' work this year, both within a regional and national context. A review of the social care workforce across the region has been undertaken, and we will be implementing actions in the coming year to improve recruitment and retention of staff locally alongside ongoing national work.

Our particular successes this year include the development of multi-agency safeguarding training packages. This includes the development and implementation of professional curiosity training and accompanying resources, as well as the development of a safeguarding training animation created by our Junior Board. These suites of training and resources help to support practitioners in their

The commitment of our multi-agency partners to work together collaboratively to make a difference and to improve the lives children and adults at risk in Mid and West Wales is stronger than ever. We would like to thank the members of the Boards and sub-groups for their continued engagement, commitment and progress made in 2022-23, and we look forward to building upon this in the coming year.



Michael Gray (CWMPAS Chair)
 Director of Social Care and Housing
 Pembrokeshire County Council



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

Objectives of a Regional Safeguarding Board

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

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

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

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

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

Guidance on the functions of Safeguarding Boards

The focus for Safeguarding Boards is twofold. It is both the **protection** of children and adults who are in need of care and support from abuse, neglect or other kinds of harm, and the **prevention** of children and adults from becoming at risk of abuse, neglect or other kinds of harm. These two objectives should inform the priorities of Safeguarding Boards when they are considering their work programmes and annual plans, and reviewing their performance.

Keeping children and adults who may have needs for care and support safe is everyone's responsibility. This means feeling safe and being safe with those with whom they live and who support and care for them, as well as being safe in environments outside the home where they may live, travel, play, learn, work or undertake sport, cultural, leisure and other activities. This responsibility lies primarily within the family or with carers and within the wider community.

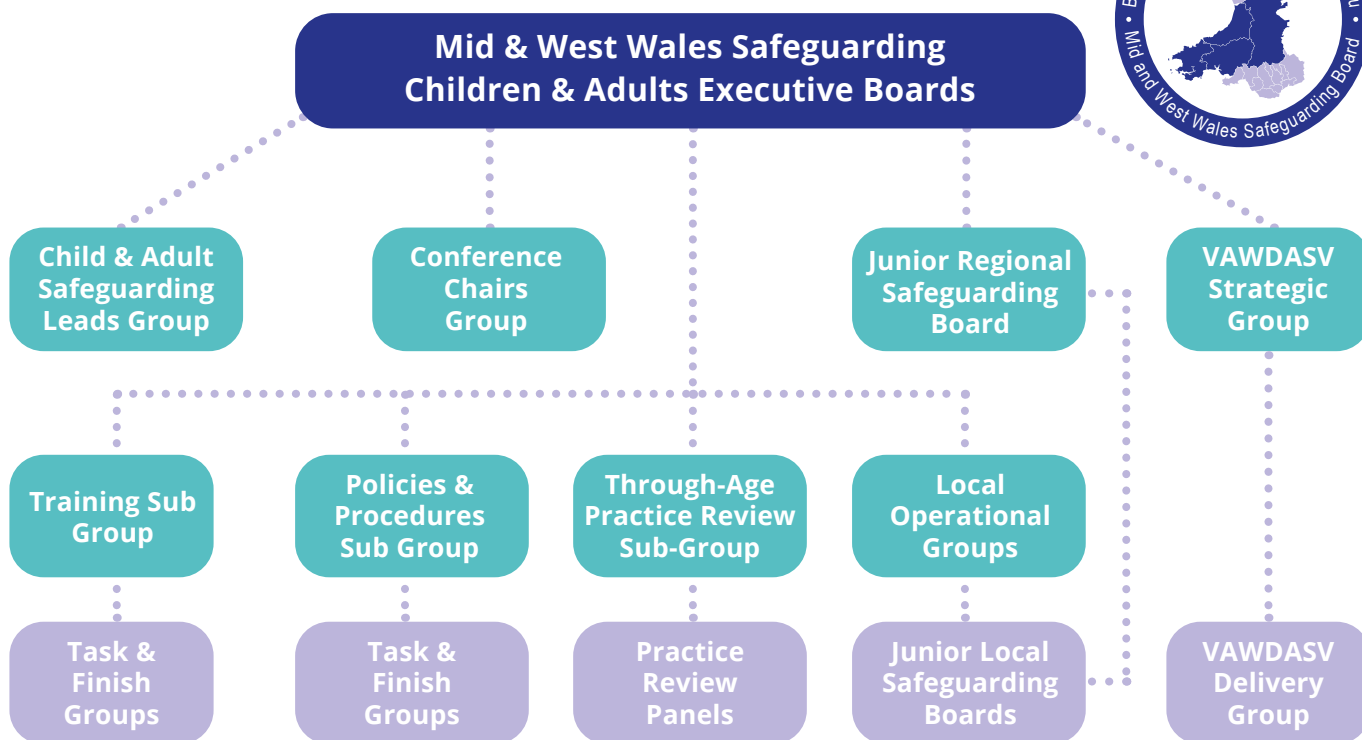
Many organisations have responsibility for safeguarding children and adults through the services they provide directly to them, through the help and support provided to families and carers, or through their work to develop and strengthen communities.



Board Structure

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

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



Executive Boards:

The Executive Boards for CYSUR and CWMPAS work together as an overarching regional Board to monitor and improve regional safeguarding activity across Mid and West Wales. The Executive Boards consist of senior managers from all key statutory partners and agencies (see Section A). The Executive Boards’ aim is to provide leadership and guidance to all its constituent agencies through the delivery of a series of strategic priorities for safeguarding activity and practice. The two Executive Boards support, guide and take advice from the regional sub-groups.



Hybrid Executive Board meeting held this year held in person and via Microsoft Teams

Local Operational Groups:

Each of the four Local Authorities within Mid and West Wales host Local Operational Groups (LOGs). The purpose, membership and structure of these LOGs mirror that of the Executive Boards. However, the primary objective of LOGs is to monitor and analyse safeguarding practice locally, rather than regionally. Membership consists of the Heads of Children’s and Adults’ Services, who chair the groups, and senior and middle managers from local statutory agencies, including Health, Police and Probation.

LOGs seek to improve practice locally by discussing local safeguarding activity in an open and transparent environment, sharing and analysing performance data and completing practice audits to inform practice improvements and identify risk. LOGs seek to share and acknowledge examples of good safeguarding practice; in addition, they will professionally challenge and hold agencies to account when safeguarding practice falls below expected standards.

Through-Age Practice Review Sub-Group:

The Through-Age Practice Review Sub-Group considers referrals from agencies where a child or adult at risk has either died or suffered significant impairment of health and development as a result of abuse and/or neglect.

The regional Practice Review Sub-Group considers information against defined criteria within [‘Working Together to Safeguard People Volume 3 – Adult Practice Reviews’](#) and [‘Volume 2 – Child Practice Reviews’](#) and makes a recommendation to the relevant Executive Board Chair as to whether there are identified learning outcomes, and whether an Adult Practice Review (APR) or Child Practice Review (CPR) should be undertaken to learn lessons.

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



Regional Multi-Agency Professional Forum (MAPF):

Multi-agency learning is undertaken via a Multi-Agency Professional Forum (MAPF) from identified cases that have not met the threshold for a full concise or extended Child or Adult Practice Review. The Regional Multi-Agency Professional Forum (MAPF) was closed in 2022 and has now been incorporated into the Through-Age Practice Review Sub-Group, to help achieve consistency in decision-making. Responsibility for managing and overseeing MAPFs, as well as receiving referrals for new MAPFs, now sit with the Practice Review Sub-Group, although a link to regional LOGs remains in place.

Regional Policies & Procedures Sub-Group:

The Policies & Procedures Sub-Group operates collaboratively and in conjunction with the Executive Boards. The Group seeks to provide guidance to professionals via the development of regional safeguarding policy and procedure. The Boards now have a significant number of multi-agency through-age policies to support practitioners in their practice, which are published on the Boards’ [website](#) once ratified.

Regional Training Sub-Group:

The Training Sub-Group operates collaboratively and in conjunction with the Executive Boards. It seeks to support and guide the delivery of safeguarding training and learning across the four Local Authority areas and partner agency organisations. The Training Sub-Group works closely with partners' training departments to promote the quality and consistency of safeguarding training and delivery. The group can commission specialist, bespoke safeguarding training across the region and works closely with other sub-groups, such as the Practice Review Sub-Group, to ensure any learning outcomes identified in Child/Adult Practice Reviews are disseminated to staff, and any identified specialist training is commissioned.

Other bespoke regional forums and groups support and are closely aligned to the Boards' annual strategic plan and priorities. These include regional multi-agency Adult and Children's Safeguarding Leads Groups, and a regional group for Child Protection Conference Chairs.

Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) Strategic and Delivery Groups:

VAWDASV affects all citizens of the region and incorporates all forms of violence against women, honour based violence, forced marriage, Female Genital Mutilation (FGM), trafficking, sexual violence and exploitation, and domestic abuse.

The VAWDASV Strategic Group is a multi-agency collaboration that is driving forward the requirements of the [VAWDASV Act](#), including the implementation of the new Mid and West Wales Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2023-27 (see section B).

The VAWDASV Delivery Group supports the Strategic Group on the progression and implementation of regional priorities, as well as maintaining key links with specialist providers.

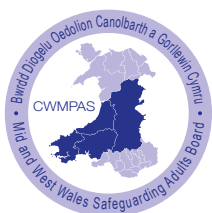
CADW: Junior Regional Safeguarding Board

The CYSUR Board continues to commission Tros Gynnal Plant (TGP) Independent Advocacy Service to facilitate its regional Junior Safeguarding Board. The group continues to advise the Executive Boards on safeguarding matters and issues from a young persons' perspective via meetings, workshops and consultation events.

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



(a) Membership



CWMPAS (Safeguarding Adults Executive Board)

Michael Gray (Chair)

Director of Social Care & Housing,
Pembrokeshire County Council

Jayne Butler (Vice-Chair)

Det Superintendent, Dyfed Powys Police

Jake Morgan

Director of Community Services,
Carmarthenshire County Council

Audrey Somerton-Edwards

Interim Director of Social Services,
Ceredigion County Council

Nina Davies

Director of Social Services,
Powys County Council

Sharon Daniel

Deputy Director of Nursing,
Hywel Dda University Health Board

Avril Bracey

Head of Adult Social Care
Carmarthenshire County Council

Donna Pritchard

Deputy Director of Social Services and
Corporate Lead Officer, Porth Gofal,
Ceredigion County Council

Mel Laidler

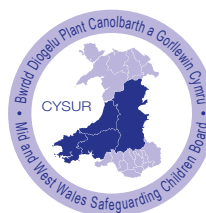
Head of Adult Services,
Pembrokeshire County Council

Sharon Frewin

Head of Adult Services,
Powys County Council

Christine Harley

Assistant Chief Executive,
National Probation Service



CYSUR (Safeguarding Children Executive Board)

Jake Morgan (Chair)

Director of Community Services,
Carmarthenshire County Council

Vice-Chair of CYSUR

Vacant at time of publication

Sharon Daniel

Deputy Director of Nursing,
Hywel Dda University Health Board

Michael Gray

Director of Social Care & Housing,
Pembrokeshire County Council

Audrey Somerton-Edwards

Interim Director of Social Services,
Ceredigion County Council

Nina Davies

Director of Social Services,
Powys County Council

Jayne Butler

Det Superintendent,
Dyfed Powys Police

Jan Coles

Head of Children's Services,
Carmarthenshire County Council

Donna Pritchard

Deputy Director of Social Services and
Corporate Lead Officer, Porth Gofal,
Ceredigion County Council

Darren Mutter

Head of Children's Services,
Pembrokeshire County Council

Sharon Powell

Head of Children's Services,
Powys County Council

Christine Harley

Assistant Chief Executive,
National Probation Service

Mandy Rayani

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

Mandy Nichols-Davies

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

Jayne Wheeler-Sexton

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

Claire Roche

Director of Nursing and Midwifery,
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Debbie Pachu

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

Nikki Harvey

Head of Safeguarding,
Welsh Ambulance Services NHS Trust

Hazel Lloyd-Lubran

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

Chris Harrison

Regional representative for Heads of Commissioning



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Regional Third Sector representative,
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Steve Davis

Regional representative of
Youth Justice Managers

Regional Directors of Education

Rotating membership from Pembrokeshire,
Carmarthenshire, Ceredigion and Powys

Dr Ingrid Prosser

Named Doctor, Child Protection,
Powys Teaching Health Board

Dr Damitha Ratnasinghe

Named Doctor, Child Protection,
Hywel Dda University Health Board

Mid & West Wales Safeguarding Boards Business Unit

Julie Breckon

Regional Safeguarding Board Manager

Rebecca Reynolds

Practice Review Business Manager

Theresa Welch

Business Development Officer

Stuart Hicks

Business Co-ordinator

(b) Action taken to achieve our outcomes

Commissioned Review and Analysis of Children and Adult Safeguarding Workforce Risk Factors

Independent consultants have been commissioned by the Boards this year to review and identify workforce risk factors in children’s and adults’ social care teams across the region. The work was jointly commissioned by the Regional Safeguarding Boards and the West Wales Regional Partnership Board as a collaborative endeavour. This followed previous work carried out in 2018 by the Regional Safeguarding Board.

In the main, key messages and findings from the review mirror the acknowledged national picture in relation to the significant challenges all social care and wider public sector services are experiencing in the recruitment and retention of staff into key positions. This remains one of the biggest risk factors to the safe delivery of services to the most vulnerable children and adults in our communities. Although the picture is variable across our region, themes identified include


high vacancy levels and difficulties recruiting to key safeguarding positions. Vacancies generally are noted to be higher in Mid and West Wales than in 2018. Challenges continue in securing a sufficient supply of social workers at all stages of their careers, especially in roles which involve specialist skills, alongside increasing demand for services and rising workload levels.

A number of recommendations were made, and these will be considered and progressed where appropriate in the coming year. They include strategies to reduce the delays in the recruitment process via the development of bespoke HR processes, local agreements and restrictions regarding the use of agency workers, and consideration to agree regionally consistent pay. Work with Welsh Government and Social Care Wales to develop a whole-Wales approach to workforce challenges continues alongside bespoke targeted regional actions.

.....

Commissioned Review of Multi-Agency Response to the COVID-19 Pandemic

This year has seen the progression of a key workstream for the region and its multi-agency partners, namely, to review how we responded collaboratively to the COVID-19 pandemic and what lessons we can learn should we find ourselves in a similar situation in future. In collaboration with the West Wales Partnership Board, an independent consultant has been commissioned to undertake a review of the multi-agency response, with a focus on older people residing in care and nursing homes.



“ Feedback shared during the Board Development Day on the COVID-19 regional response:

The region has come closer, pushing aside inconsistency

.....

Turning crisis into opportunity **”**

The review has endeavoured to seek assurance that the needs of vulnerable groups were appropriately met, identify any improvements and/or unmet needs, and capture the perspective and experience of those delivering critical services within the identified cohort. The conclusions and recommendations of this work are in the process of being analysed and will feature in the Boards' Strategic Annual Plan for 2023-24 whilst ensuring that any work complements the national review which will also consider these areas.

New Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Strategy 2023-2027



As required by Welsh Government under the VAWDASV Act 2015, the Mid and West Wales region published the Safe Lives, Healthier Relationships VAWDASV Strategy in November 2018. The Regional Strategy and annual delivery plans are overseen by the Regional Adviser and VAWDASV Strategic Board, who are accountable to the Regional Safeguarding Executive Boards. This strategy has been a huge success in the Mid and West Wales region, and the previous year saw the completion of a number of projects linked to our regional priorities. A comprehensive review and update of the existing strategy, alongside the completion of a new four-year delivery plan, has been completed this year.

[Building Happier, Safer, Stronger Lives, Mid and West Wales Violence Against Women Domestic Abuse and Sexual Violence Strategy 2023-2027](#) has been completed, approved and published. This is a reflection of the experiences of key stakeholders alongside survivors' voices and individual experiences regarding the services they have received, and how these can be improved. It has been developed within the national context and the [Welsh Government's National Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2022-2026](#).

VAWDASV remains extremely prevalent in this region, and the last two years have seen an increase of 40% in reports in respect of sexual violence and abuse, as well as a 22% increase in reported domestic abuse incidents. Irrespective of this concerning context,, the Mid and West Wales region is immensely proud of the progress made in the preceding 5 years and the development of services both for survivors and perpetrators of domestic abuse. Of those consulted as part of the development of the new strategy, 84% reported an improvement in partnership working, 89% reported an improvement in community awareness around violence and abuse, and 76% reported the strategy had resulted in a greater emphasis on early intervention and prevention.

The new strategy will build upon existing successes and continue to strengthen preventative and support services for children and young people, survivors and perpetrators, and will continue to raise awareness of violence against women within our communities.



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

The extent to which we have implemented our [strategic annual plan for 2022-23](#) is clearly evidenced throughout all sections of this report. Progress, achievements and outcomes against our core workstreams can, however, be summarised as follows.

1. Effective Engagement and Communication:

To Improve Engagement and Consultation with Children, Adults at Risk, Vulnerable Groups, Professionals and Partnerships.

What improvements we have made:

Our Junior Board CADW successfully completed their training animation this year to support multi-agency safeguarding training for practitioners and managers. A successful launch took place in November 2022 supported by the Children’s Commissioner for Wales as part of National Safeguarding Week.

Further work has been undertaken to review the Junior Board’s focus, terms of reference and their branding. Further information and recommendations in respect of this work will be provided to the Executive Boards in the coming year. The group continue to attend regional Executive Board meetings regularly to inform the Boards on what safeguarding work and issues should be a priority for children and young people across our region.

Communication with practitioners and the general public has been strengthened further this year with the implementation of a quarterly [Board newsletter](#). Work to develop and populate the Boards’ website has also been undertaken, and new webpages created. In addition, the training sections and the resource hub have been further populated with an array of tools and useful resources to support practitioners in their work. A comprehensive distribution list for the Board newsletter has been established across the region with multi-agency partners to ensure as wide a reach as possible to frontline practitioners.



Targeted social media campaigns have been promoted throughout the year to raise awareness and promote campaigns and messages on key safeguarding matters including VAWDASV (e.g. VAWDASV and older people, availability of perpetrator programmes and sexual violence), Look Closer (focusing on child exploitation), safe sleep, mental health, and Safer Internet Day.

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

- Multi-agency training across the region is strengthened and directly informed by the voices and lived experiences of children and young people in Mid and West Wales.
- The voice of children and young people continue to inform and influence the work of the Boards.
- Direct lines of communication with practitioners on key safeguarding information, practice and messages has been strengthened.



2. Thematic Learning and Developing Best Practice:

To Ensure a Thematic Approach to Learning and Evaluate the Continued Impact of Board Work over Time, Allowing Key Themes Identified to Inform Strategic Priorities. To Continue to Develop and Share Best Practice.

What improvements we have made:

Significant work has been undertaken this year to further develop our practice review work, and systems and processes in this area have been strengthened. The regional Child and Adult Practice Review Sub-Groups have been merged into one all-age forum, and as a result, all referrals for reviews and MAPFs are now jointly considered by one multi-agency group. This has enabled an all-age approach to be applied to cases considered for a review, as well as any practice lessons that may be identified. This aligns with and mirrors all-age structures already in place for all of the Boards' other sub-groups, including the regional Training and Policies & Procedures Sub-Groups and Local Operational Groups. Proformas and templates have been updated and refined to support the new process.

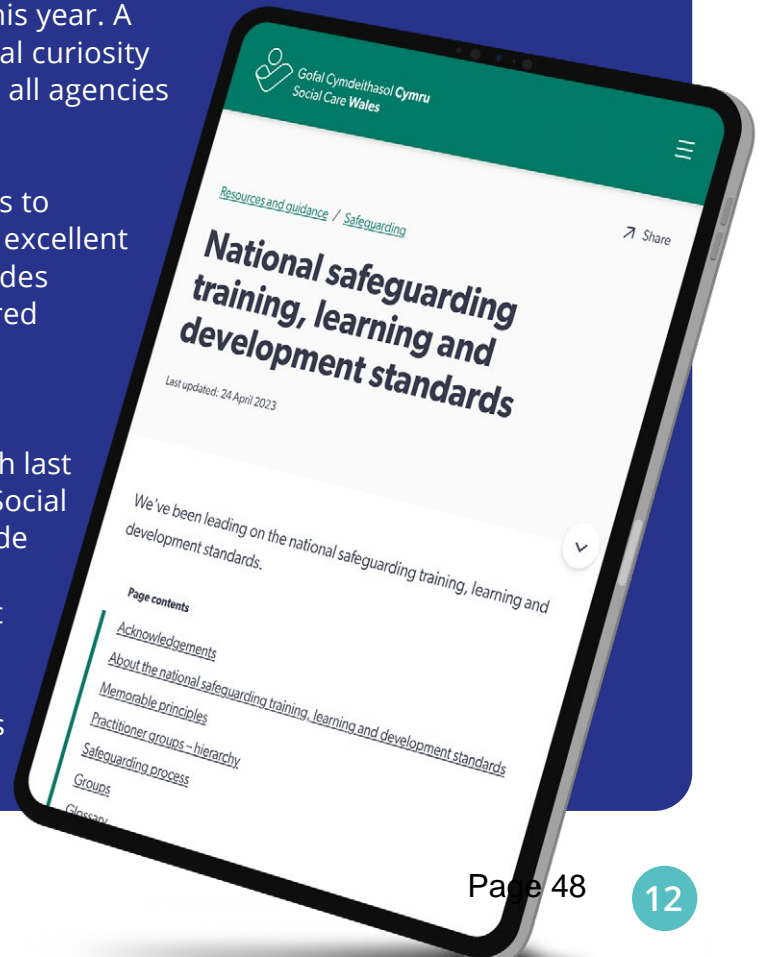
We have provided significant support and input to the development of the Single Unified Safeguarding Review work across Wales. In particular, Mid and West Wales is leading on the development of the national training framework to support implementation of this project.

A full review and update of the Regional Boards' Quality Assurance and Performance Framework has been completed and reviewed, and will be implemented for the collation and presentation of data in respect of 1st April 2023 onwards. Data collated and analysed as part of this framework now aligns with updated national performance indicators.

Considerable time and investment has been dedicated to support multi-agency safeguarding training this year. A whole training package to support professional curiosity has been developed and implemented across all agencies of the Board.

Delivery has primarily been on an all-age basis to practitioners with a great deal of success and excellent feedback received. The training package includes whole and half-day sessions that can be tailored to need, and are supplemented by a suite of practitioner resources.

Following the successful publication and launch last year of the national [training standards](#) led by Social Care Wales, this region has continued to provide considerable support to the next phase of this national project, as well as to the development of the national training framework. A national launch and publication of phase two of this work that will align with the national standards is scheduled for later this year.



A full review, monitoring and tracking process has been developed and introduced to support the continuing development of multi-agency safeguarding policies and procedures. A number of policies due for review have been updated this year, and robust systems are in place to support better oversight and review of existing policies.

Work has continued to support the region's suicide prevention work, and a 12 month pilot rapid response model has been introduced this year where suicide is suspected as the cause of death. This ensures timely and robust multi-agency support is provided and is available to siblings, communities and peers who have been affected by the death of a child or adult where suicide is a suspected.

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

- Practice themes and lessons identified as part of the merged practice review process are now captured more widely and consistently on an all-age basis.
- The Boards' understanding and oversight of safeguarding practice for children and adults is more robust, and is strengthened as a result of improved data and analysis.
- Practitioners' ability to be more professionally curious when undertaking assessments for children and adults at risk is enhanced via improved professional development, support and training.
- Individuals at increased risk of suicide and self-harm receive greater support at an earlier stage, facilitating greater prevention of suicide and self-harm amongst children and adults in the region.



3. Strengthening the Workforce and Managing Risk:

To Develop and Implement Strategic Initiatives, which will Enable Greater Retention of and Recruitment into the Social Care Workforce, and to Identify and Respond to Other Significant Risks in the Safeguarding Arena.

What improvements we have made:

This year has seen collaboration with the West Wales Regional Partnership Board to undertake a workforce review of the current risk factors, themes and trends experienced in the recruitment and retention of social workers in children's and adults' social care. This work has also considered the impact of the COVID-19 pandemic on working practices, and has considered what proportionate adjustments and changes need to be made moving forward to support a healthy workforce.

This year saw the Mid and West Wales region hold its first Safeguarding Awards Ceremony in May 2022. The event was supported by the Deputy Minister for Social Care, Julie Morgan. Practitioners across all agencies were rewarded for their dedication, commitment and standards of excellent practice throughout the COVID-19 pandemic.

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

- Risk factors associated with workforce deficits and challenges across social care are better understood, enabling action to be implemented to mitigate identified risks.
- Practitioners feel more valued and recognised for the positive impact they have had on the lives of children and young people across Mid and West Wales.



4. Leadership, Visibility and Challenge:

To Continue to Provide Visible Leadership and Influence the National Agenda in relation to Mid & West Wales Safeguarding Priorities, and to Enable Constructive Challenge and Active Engagement from all Agencies in our Partnership.

What improvements we have made:

A full review and update of the existing Violence Against Women Domestic Abuse and Sexual Violence regional strategy has been completed this year, alongside a full needs assessment. A supporting action plan has been completed and will be implemented in the coming year.

A new members' induction pack has been developed for Board members which clearly outlines their roles and responsibilities. A risk register has also been developed and approved, which will complement the updated quality assurance and performance framework referenced above.

The Boards have continued to proactively promote and influence the development of key national legislation policy and guidance. This includes ongoing work in respect of the [National Action Plan for Preventing and Responding to Child Sexual Abuse](#), and the and the abolition of the defence of reasonable punishment via the [Children \(Abolition of Defence of Reasonable Punishment\) \(Wales\) Act 2020](#).

The Mid and West Wales Regional Safeguarding Boards have made a significant contribution to the development of national work to better safeguard some of our most vulnerable and at risk groups. Collaboration has taken place with Public Health Wales on the need for better information for parents and practitioners on safe sleep and associated increased risk factors linked to co-sleeping. The result is Public Health Wales have agreed to undertake a national rapid review to identify any obvious lessons or changes that need to be made to practice.

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

- Survivors of Domestic Abuse will receive better intervention from practitioners as a result of a clear regional objectives and strategy to support them in the delivery of services and multi-agency support.
- The quality and output of regional Executive Board meetings will be enhanced and new Board members will be better equipped to fulfil their duties as a result of clear guidance.
- National safeguarding legislation, guidance and policy is strengthened via our influence and direct contribution to national workstreams and initiatives to better protect vulnerable and at risk groups.

5. COVID-19 Response and Recovery:

To Monitor the Impact of the COVID-19 Pandemic, Respond to any Issues Arising and Coordinate a Regional Multi-Agency Approach to Recovery.

What improvements we have made:

Although the peak of the COVID-19 pandemic has passed, the impact this continues to have on the delivery of services is monitored by the Boards via structures and processes that enable issues to be highlighted on an exception basis where appropriate. Safe hospital discharge processes, for example, were highlighted as an area of concern this year. As a result, the regional Adult Safeguarding Leads undertook a bespoke piece of targeted work to provide assurance that practice in this area was safe and robust.

A full review of the impact of COVID-19 across the multi-agency partnership and how we responded to our most vulnerable groups has been undertaken this year. The action we need to take to support best practice is in the process of being evaluated and will inform next year's work plan.

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

- Board work plans will be better informed moving forward, and practitioners will be better supported through the complex practice challenges arising as a result of the pandemic and its lasting impact

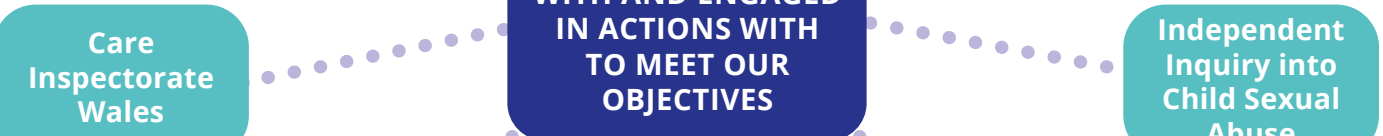
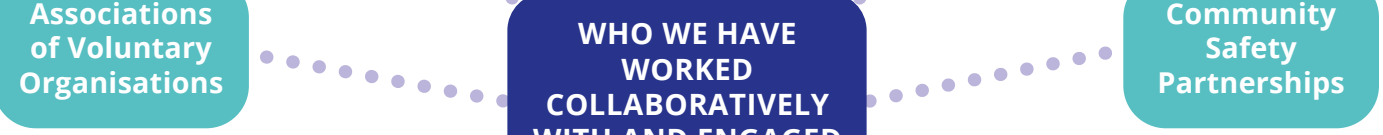


What do we still need to do?

- Consider how we can better engage with adults at risk and how they can inform and contribute to the Boards and their work.
- Review and update our regional training strategy to complement and align with the Multi-Agency Training Framework led by Social Care Wales following publication.
- Complete work to develop regional policy and guidance to support Section 5 of the Wales Safeguarding Procedures for Managing Allegations against Practitioners and those in a Position of Trust.
- Implement our Regional Risk Register to support the identification and escalation of multi-agency risk to the Safeguarding Boards.
- Implement any actions and recommendations from the reviews undertaken in relation to workforce challenges and our response to vulnerable and high-risk service users during the COVID-19 pandemic

“ Words used by Board members to describe the strengths of our Boards:
Communicating, celebrating success and sharing innovation
.....
Trusting, effective working relationships ”





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

Welsh Government

The Boards have continued to work closely with Welsh Government and to make a significant contribution to the Single Unified Safeguarding Review project. The Mid and West Wales Safeguarding Boards have been commissioned by Welsh Government this year to lead on and develop the national training framework to support the new review model once implemented, to include Domestic Homicide Reviews, Offensive Weapon Homicide Reviews and Mental Health Homicide Reviews, alongside Child and Adult Practice Reviews.



Llywodraeth Cymru
Welsh Government

The Mid and West Wales Safeguarding Boards have continued to attend regular briefing meetings with Government officials to discuss the Boards' work. The Mid and West Wales Safeguarding Boards have continued to support the implementation of the Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020, and we remain members of the Strategic Implementation group on behalf of other Safeguarding Boards in Wales.

Although the National Action Plan for the Prevention of Child Sexual Abuse has now formally ceased, the Boards have continued to implement the principles of this plan by continuing to promote and share resources with frontline practitioners. National consultation events were facilitated by Children in Wales on behalf of the Welsh Government in early 2023, to review the effectiveness of this plan. These events have been supported and attended by multi-agency managers across the region.

Children's Commissioner for Wales

The Boards have continued to work with the Children's Commissioner's Office, and have established contact and communication with the newly appointed Children's Commissioner for Wales. Briefings and meetings have taken place as appropriate throughout the year with the Chair of CYSUR, Jake Morgan, on matters of mutual interest and of regional and national importance.

This has included practice issues associated with published and ongoing Child Practice Reviews, and ongoing communication in relation to statutory guidance for children who are electively home educated (subsequently published in May 2023).

The Children's Commissioner supported the Boards' flagship event during National Safeguarding Week to promote a safeguarding training resource and animation developed by the Board junior group, CADW. The Mid and West Wales Safeguarding Boards look forward to working with the new Children's Commissioner throughout the remainder of her tenure on issues of mutual interest and importance to support the safeguarding of children in our communities.

Police and Crime Commissioner

The Boards' existing positive relationship with the Police and Crime Commissioner has been strengthened this year via the invitation to be a member of the Regional Safeguarding Executive Boards.



The introduction of the Serious Violence Duty in January 2023 and the intention to include the undertaking of Offensive Weapon Homicide Reviews, as well as Domestic Homicide Reviews, in the forthcoming SUSR guidance will support and enable closer working relationship in these areas of mutual interest.

Other Regional Safeguarding Boards across Wales

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

This year there has been a particular focus on collaborating with all other Regional Safeguarding Boards on the development of the national training framework to support the development and implementation of SUSR. The Mid and West Wales Safeguarding Boards continue to be represented on the National Project Board for the Wales Safeguarding Procedures, and play a very active part in their implementation and continuing development.

Regional West Wales Partnership Board

Strong links and communication established with the West Wales Partnership Board have been consolidated this year.

Two successful collaborative projects have been undertaken this year in on areas of mutual interest and importance in relation to workforce and lessons learned from the COVID-19 pandemic.

This work will provide information via themes and trends in relation to recruitment and retention of staff, as well as insight into learning available from the regional response to COVID-19 and lessons learned.



Social Care Wales

Following the successful launch last year during National Safeguarding Week of the Safeguarding Standards to support the delivery of multi-agency safeguarding training across Wales, work has continued this year to support the development of a national training framework to accompany and support the standards.



The Mid and West Wales Safeguarding Boards have continued to be represented on the national development group leading on this work, and remain actively engaged in this project.

Care Inspectorate Wales (CIW)

The Boards have responded to and provided information when requested by CIW, and in the latter part of the year, supported requests for information and support in relation to the forthcoming rapid review into child safeguarding practice across Wales.



The Boards have supported and provided information in respect of ongoing inspections where appropriate, and CIW are routinely offered a designated slot at all regional Executive Board meetings. Analysis and discussion has continued to take place in various forums with CIW and Welsh Government regarding the recruitment and retention crisis across the social care and public sector workforce in Wales.

It is acknowledged progress is being made, with agreement at a national level in some areas, however, existing challenges within the sector remain and further targeted work is needed to secure, retain and protect a skilled, competent workforce long-term.

Independent Inquiry into Child Sexual Abuse (IICSA)

Following the publication earlier this year of the full Independent Inquiry into Child Sexual Abuse (IICSA), the CYSUR Board has shared the report via promotion of relevant information on the Boards' website and the dissemination of bulletins to regional partners, as well as the promotion of dissemination events hosted via Welsh Government.



The Boards await and will welcome further communication from the Welsh Government on how the outcomes of this enquiry, alongside the evaluation of the National Action Plan in relation to Child Sexual Abuse, will be taken forward in Wales.

Community Safety Partnerships

The Mid and West Wales Safeguarding Boards continue to maintain strong links with Community Safety Partnerships in the region. This year, dialogue and work has focused primarily upon the Single Unified Safeguarding Review (SUSR) project, and constructive discussions continue to take place about what a future model in the region to support the SUSR will look like.

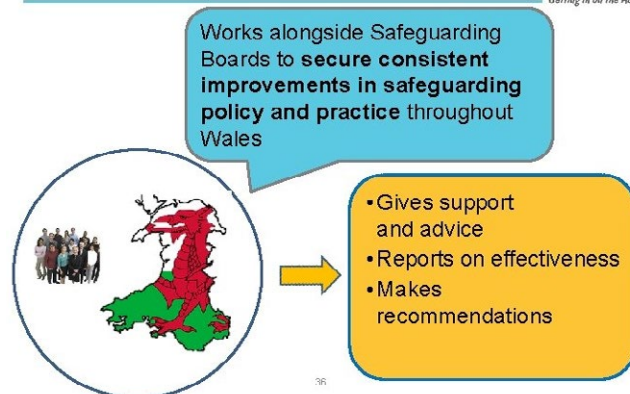


Proportionate communication takes place and is communicated into the Boards' various forums in relation to Domestic Homicide Reviews and any relevant learning in need of dissemination.

National Independent Safeguarding Board

The Mid and West Wales Safeguarding Boards continue to enjoy a constructive relationship with the National Independent Safeguarding Board (NISB), and members regularly attend and contribute to Regional Executive Board meetings. Discussions and dialogue with Welsh Government and the NISB continue to take place regularly via Board Manager Meetings, as well as supplementary meetings with Board Chairs.

National Independent Safeguarding Board



The Boards have continued to support the national review of multi-agency safeguarding arrangements currently being led by the NISB, via attendance at various meetings and events hosted by researcher Michelle McManus from Liverpool John Moores University. Focus this year has been specifically on the development of a national performance framework to support multi-agency safeguarding practice and activity, in respect of which the Mid and West Wales Safeguarding Boards have played a full and active part.

Public Health Wales

We have worked closely with our colleagues in Public Health Wales this year on a number of ongoing aspirational projects to better safeguard vulnerable service users and those at increased risk.



The Regional Safeguarding Board Manager and other Board members directly contributed to the review and update of the [national PRUDiC guidance](#) published in April 2023. Work has taken place to advocate for better information and messaging for parents in relation to safe sleep, due to the number of PRUDiC related deaths in the region and across Wales. A national rapid review is to take place in the coming year in relation to this led by Public Health Wales.

An agreement in principle has been made between the Mid and West Wales Safeguarding Boards and Public Health Wales to support the development of a practice guide to accompany the Wales Safeguarding Procedures in relation to fabricated and induced illness. Progression of this work is however dependent upon further advice needed from Welsh Government on how they intend to take this work forward.



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

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

The Mid and West Wales Safeguarding Boards made no such specific requests this year, however, a formal complaint was lodged by the CWMPAS Board to the Judicial Conduct Investigations Office in respect of a Coroner and his conduct. The matter was in relation to an Inquest linked to an ongoing Adult Practice Review. Following a full investigation, the complaint was upheld.



(f) Achievements we have made during the year

On 13th May 2022, the first Mid and West Wales Safeguarding Boards' Safeguarding Awards Ceremony took place in The Halliwell Centre, Carmarthen. This event originated from an action on the Boards' Annual Plan, arising as a result of discussion around how we as Boards can find new opportunities to celebrate and share the excellent practice across agencies in the partnership. There was a strong desire to recognise and thank dedicated safeguarding practitioners across the Board area, whose outstanding practice has greatly improved the experience of children and adults at risk in the region, including during the COVID-19 pandemic.

Award nominations were invited from all partner agencies across the region, and 30 nominations were received in total. Awards were categorised as follows:

- Exceptional Commitment Demonstrated to the Safeguarding of Adults at Risk During COVID Restrictions
- Exceptional Commitment Demonstrated to the Safeguarding of Children During COVID Restrictions
- Innovation and Creativity Leading to Improved Safeguarding Practice for Children and Adults at Risk
- Outstanding Practice Demonstrated in the Safeguarding of Adults at Risk
- Outstanding Practice Demonstrated in the Safeguarding of Children
- Participatory Practice Leading to Co-production in the Safeguarding of Children or Adults at Risk
- Loyal and Dedicated Service to the Safeguarding of Children or Adults at Risk



The Boards were delighted to welcome Julie Morgan, Deputy Minister for Social Services, as Guest Speaker for the Awards Ceremony. Board Chairs Jake Morgan and Jonathan Griffiths provided the Opening Address and presented awards alongside the Deputy Minister. The Boards are immensely grateful to Welsh Government for offering this support to our event, and for joining us in celebration of the incredible practitioners working to support children and adults across the region. We held our second MAWWSB Awards Ceremony in June 2023 and look forward to sharing the success of this event in next year's Annual Report.



Mid and West Wales Safeguarding Boards' Safeguarding Awards Ceremony 2022, winners

Some collective photos from the MAWSS Award Ceremony 2022



Outstanding Practice Demonstrated in the Safeguarding of Adults at Risk winner, Cathy Richards, Carmarthenshire County Council



Exceptional Commitment Demonstrated to the Safeguarding of Adults at Risk during COVID Restrictions winners, Ian Randell and Alison Watkins, Pembrokeshire and Carmarthenshire County Council



Innovation and Creativity leading to Improved Safeguarding Practice for Children or Adults at Risk winners, INTACT Team, Dyfed Powys Police



Participatory Practice leading to Co-production in the Safeguarding of Children or Adults at Risk winners Dr Sion James and Dr Catherine Burrell, Hywel Dda University Health Board



Exceptional Commitment Demonstrated to the Safeguarding of Children during COVID Restrictions winner, Kizzie Garner-Hughes, Ceredigion County Council



Innovation and Creativity leading to Improved Safeguarding Practice for Children or Adults at Risk, Highly Commended, Powys Child Exploitation Team, Powys County Council



Outstanding Practice Demonstrated in the Safeguarding of Children winner, Shevaughn Williams, Pembrokeshire Youth Service



Loyal and Dedicated Service to the Safeguarding of Children or Adults at Risk winner, Raquel Bennett, Powys Teaching Health Board

⋮ Congratulations everyone! ⋮

Launch and Implementation of “The Do’s and Don’ts of Caring”

It gives us pleasure to share the outcome of 18 months of dedicated work undertaken by our Junior Board, which culminated in the launch and implementation of an animation to support safeguarding training, “The Do’s and Don’ts of Caring”. This originated from a regional Child Practice Review surrounding the tragic death of a child, where it was recommended the voice of the child and children’s lived experience needed to directly inform multi-agency safeguarding training.

Led by the regional Training Sub-Group, a brief was shared with the Junior Board, CADW, inviting them to produce a piece of work which could be utilised in regional safeguarding training across agencies in the partnership. CADW were asked to share their views about how safeguarding practitioners could more effectively support them, and were free to choose the format of the resource they produced.

They decided to develop an animation, and to invite a professional animator to develop a product fully designed and scripted by the young people. Curious Ostrich and Space to Create were employed following approval of the Junior Board’s Animation Task and

Finish Group, as animator and artist for the animation. Next, the young people conducted surveys in local groups to obtain some further views from children and young people beyond the Task and Finish Group. The findings from this work, together with learning obtained from completed Child Practice Reviews in which children’s views were shared in contribution to the review process, were considered by the Task and Finish Group as a basis to the message to be delivered via the finished product.

Young people in the Task and Finish Group also shared and considered their own experiences and perspectives of how they have been supported by professionals in the past. The young people utilised these sources to devise a script, and designed characters to feature in the animation.

Three regional workshops were then held with the animator and artist, in which the young people produced materials and recorded the animation in stop-frame motion. Imagery and sound in the animation were created by the young people with careful consideration of how to illustrate the message conveyed in their script.



Once the animation was approved by the young people at a premiere in their 2021 Residential, the completed product was presented to the Executive Board. The product received excellent feedback and the young people were thanked for their remarkable work and dedication to the project.

The launch of the animation held during National Safeguarding Week 2022 provided a well-deserved opportunity to celebrate and promote the finished work. The launch was held at Parc y Scarlets, Llanelli and was extremely well attended by all agencies in the region.

The young people attended and premiered both the animation and a supplementary video directed by one of CADW's young people, in which the young people discuss the experience of making the animation and explain how and where they wish for the product to be shared.

The Children's Commissioner for Wales, Rocio Cifuentes, attended the event as Guest Speaker, and remarked on the outstanding quality and value of the resource, which she expressed a desire to share more widely across Wales. The animation was met with immeasurable praise from all attendees, who collectively expressed their intention to embed the resource fully within agency training.

The coming year will see the Junior Board attend the Executive Board meeting, to receive updates from agencies as to how they have taken forward and promoted this work, and to consider the next steps in terms of utilising this valuable product.

The Boards would like to extend their sincere thanks to the young people, who continue to demonstrate outstanding dedication and valuable contribution to safeguarding work across Mid and West Wales.



Images from the "The Do's and Don'ts of Caring" Launch Event, November 2022

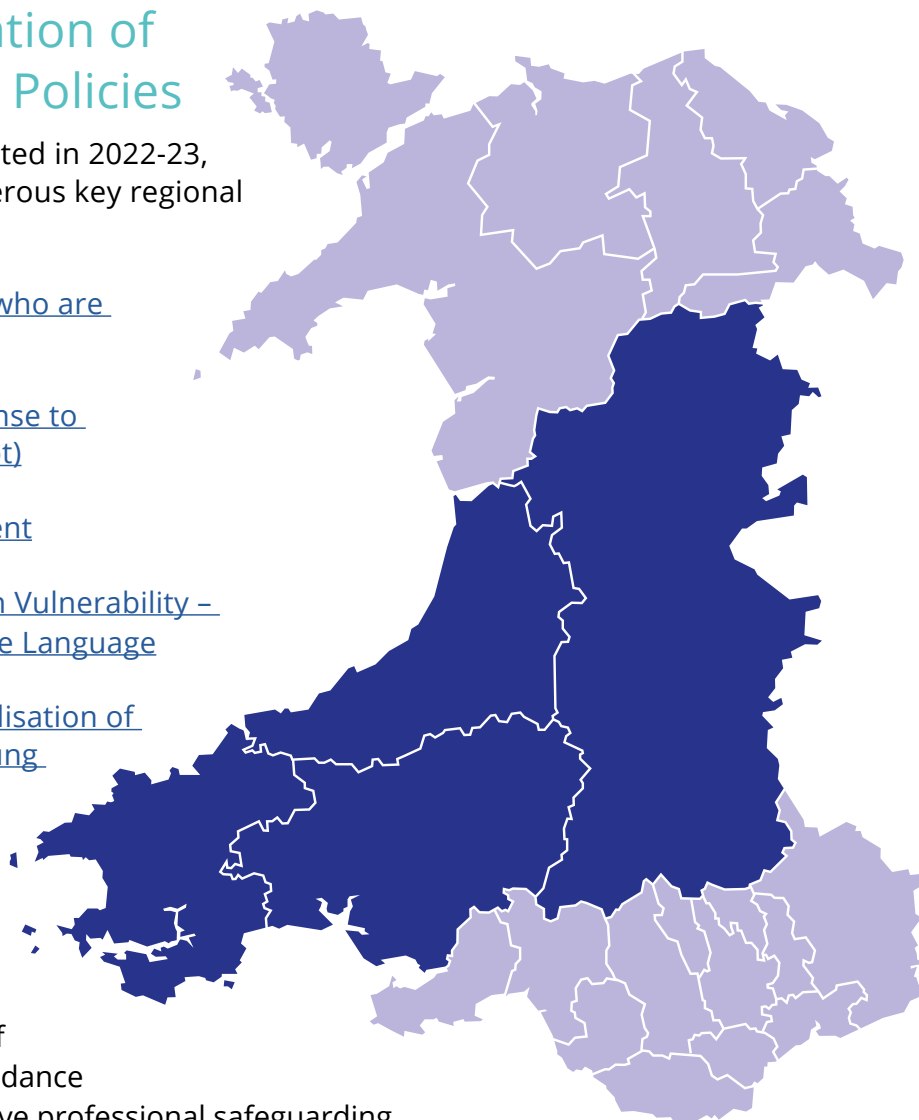


Completion and Publication of Regional Strategies and Policies

A number of key projects were completed in 2022-23, culminating in the publication of numerous key regional policies and pathways that include:

- [Guidance on Working with People who are Difficult to Engage](#)
- [Interim Protocol for a Rapid Response to Incidents of Suspected Suicide \(Pilot\)](#)
- [Child Exploitation Strategy Document](#)
- [Child and Adolescent Young Person Vulnerability – Guidance on the Use of Appropriate Language](#)
- [Reducing the Unnecessary Criminalisation of Care Experienced Children and Young Adults: Practice Guidance](#)

All of these projects have been completed within the Boards' various groups and sub groups. Extensive support has been provided by all partner agencies to the development of these policies. All resources provide guidance to staff, and seek to support and improve professional safeguarding practice, closely aligned to the Boards' strategic priorities.



Executive Board Development Day

On 13th January 2023, the Executive Board came together to hold their Annual Development Day in Llandovery. This standing annual event provides an essential opportunity for colleagues to consider as a collaborative the outcomes and successes of the previous year's Annual Plan, and to use this reflection to look forward to the key aims to be included in the plan for the coming year.

This year, the Boards elected to agree new strategic objectives to replace those which had formed the focus of the Annual Plans over the last three years. The motive for this change was to devise new objectives which better reflect the key priorities within the safeguarding arena in a post-COVID world, and to allow for reflection not just of the specific actions to be taken forward in the coming year, but more broadly in terms of the key areas of focus and priority in the years to come.

In addition to reflecting upon the work undertaken in the previous year, the Boards undertook an exercise of "blue-sky thinking" during the day. The focus of this discussion was on "the ideal Safeguarding Board" and allowed for consideration of how we can be innovative and creative in our activity, to utilise the strong partnerships within the Boards in order to strive towards best practice in regional safeguarding.



The outcome of this discussion was very fruitful, with in-depth analysis of the areas which would most benefit from targeted activity and work in the coming year.

The strategic priorities which were agreed by the Boards were:

- 1 Develop a culture of collaboration and innovation across the partnership, which promotes a safe, skilled and resilient workforce.
- 2 Measure, evidence and understand the impact of this Board’s work on professional practice, and how this improves outcomes for children and adults at risk.
- 3 Undertake systemic analysis of organisational performance and change to better understand its impact on children and adults at risk.
- 4 Continue to influence and contribute to the national strategic agenda to support improvements in safeguarding legislation, guidance and policy.

“ Feedback from Executive Board members at the Development Day:

A key priority is for the Board to encourage joint working and an oversight of recruitment opportunities to develop a more resilient workforce. ”

The work to be undertaken this year in respect of these priorities will be reported against in next year’s Annual Report. To view the full Annual Plan for the coming year, please click [here](#).



Facilitation of Practice Review and Multi-Agency Professional Forum (MAPF) Learning Events

The Boards continue to oversee numerous ongoing Child and Adult Practice Reviews, with Local Operational Groups also managing ongoing Multi-Agency Professional Forums (MAPFs). This year, four Practice Review Learning Events have been held (two Child Practice Reviews, one Adult Practice Review, and one Hybrid Practice Review), and three MAPF Learning Events have been held across the four localities in the region.

Learning Events have mostly been undertaken in person this year, with one event held virtually due to agencies from outside of the region attending.

A variety of models have been used, each with a broad objective of exploring good practice and learning evident in the review timeline, centred on the experiences and perspectives of the professionals who worked with the family. A positive, well-established culture of learning in a safe, non-blame space is at the heart of regional review processes and is the foundation of all Learning Events held in Mid and West Wales. As a result, professionals have contributed richly to discussions, and provided excellent feedback in respect of all events.



“ Learning Event Attendee feedback:

It was a constructive working environment, in which we all felt listened to.

.....

The learning event definitely met its objectives...I found it amazing. I will be able to ensure that the individual's voice is heard. ”

Local, Regional & National Collaboration for National Safeguarding Week (NSGW22)

In November 2022 the Board Business Unit, in collaboration with the four Local Operational Groups, coordinated and supported a regional programme of events to support National Safeguarding Week. Events and communications during the week were centred on the theme of “Moving On from the COVID-19 Pandemic”, exploring some of the challenges that exist in the safeguarding arena in a post-COVID world.

A hybrid approach was taken to the week, with an in-person flagship conference celebrating the CADW animation launch, and several virtual events facilitated across the region, focussing on themes such as domestic abuse, neglect of older people in care homes, and children’s wellbeing post-pandemic.



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

Hywel Dda University Health Board

Hywel Dda University Health Board is a consistent member of the Mid and West Wales Regional Safeguarding Boards of CYSUR and CWMPAS, continuing to provide representation at Executive Board level, as well as on multiple Board subgroups and each county's Local Operational Group.



The Assistant Director of Nursing Assurance and Safeguarding Corporate Nursing continues to hold the role of Vice Chair of the CYSUR Executive Board.

Hywel Dda remain committed to regional Child and Adult Practice Reviews and MAPFs, both as panel members and by offering Chairing roles to regional reviews. They have implemented an internal model of holding "pre-learning events" to support and prepare staff identified to attend Learning Events for regional Child and Adult Practice Reviews and MAPFs.

Numerous Hywel Dda colleagues have contributed richly to regional and national safeguarding work and forums once again this year.

For example, the Lead Nurse Safeguarding Children collaborated in drafting the Regional Guideline for Working with Uncooperative Families. The Lead Nurse for Looked After Children is an active member of Corporate Parenting panels and MACE meetings, as well as the NHS Wales LAC Steering group.

In addition, the Lead VAWDASV and Safeguarding Practitioner has worked in partnership with specialist providers to engage with GP clusters to promote regional learning across Primary Care.

The UHB actively contribute to the NHS Wales Safeguarding Network and subgroups. The Head of Safeguarding is the Vice Chair of the NHS Wales Safeguarding Network and UHB lead alongside a Designated Nurse at the NHS Wales Network VAWDASV Steering Group.

Hywel Dda have led the pilot of a Once for NHS Wales Safeguarding Management System on behalf of NHS Wales, supporting an improved quality of data collection systems and analysis across Wales.

To celebrate NHS Wales Safeguarding Network 10th Anniversary, a conference was held on the theme of "NHS Wales Safeguarding Together: Then, Now, Next" at City Hall, Cardiff on 8th March 2023. Hywel Dda University Health Board were shortlisted to display five posters out of ten that were displayed at the conference.



Safeguarding Practice Highlight

Hywel Dda University Health Board have worked collaboratively with a manager of a Residential Home to develop and Standard Operating Procedure for looked after children who attend the sexual health clinic.

The shortlisted posters displayed focused on the following five topics:

- 1 Strengthening SCAMHS for CYP with Safeguarding Needs & Children Looked After
- 2 Health Assessment Framework
- 3 Safeguarding in Pregnancy Database
- 4 Role for VAWDASV
- 5 Frailty – Quality Improvement Safeguarding



Posters developed by Hywel Dda University Health Board for the NHS Wales Safeguarding Network 10th Anniversary Conference

Powys Teaching Health Board (PTHB)

Powys Teaching Health Board (PTHB) continue to contribute fully to the CYSUR and CWMPAS Boards. PTHB representatives are routinely represented at the Executive Boards, Local Operational Group and all sub-group meetings, and they support the ongoing development of safeguarding practice at a regional and local level.



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NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Health Board staff work in close partnership with their multi-agency partners in all areas of the safeguarding agenda including VAWDASV, MARAC, MAPPA, MACE, PRUDIC, Corporate Parenting, Practice Reviews, DHRs and multi-agency audits. PTHB remains an active partner in the NHS Wales National Safeguarding Network, engaging in its sub-groups, work-streams and task and finish groups.

Safer sleep has been a key focus within Powys Teaching Health Board this year. With the support of the Women and Children’s Directorate, PTHB’s Safer Sleep Standard Operating Procedure has been developed by the Safeguarding Team, in response to a number of unexpected child deaths over the last 18 months within the county which have featured risk factors relating to safer sleep, alongside links to regional Child Practice Reviews.

A task and finish group was formed, including colleagues from Midwifery, Health Visiting and Safeguarding, with the decision was made to produce a detailed document to support practitioners and ensure that clear, consistent, tailored advice was being provided to parents and carers.

A short presentation was been developed and recorded to support the launch of the standard operating procedure and has been shared widely across the Health Board, including team meetings



Testimonial 1 - Midwife:

I love the QR codes on the red books as I feel I can get parents to scan and have the links open on their phones. Makes the start of the conversation easy. I also really like the laminated sheet because it is again a good prompt with extra resources to signpost the families to - this will be even better when they are in the postnatal pathways.





with General Practices and colleagues employed by the local authority and domestic abuse services. This will help support unsafe sleeping practices and environments are recognised by all practitioners supporting families and carers with young babies.

PTHB midwifery documentation has also been updated to include a page within the postnatal pathways specifically focused on safer sleep. This supports midwives' practice and provides evidence that these important messages are being shared with parents and carers in the early postnatal period. Lullaby Trust QR codes have also been embedded into the postnatal pathway and used within a poster presentation that can be displayed in healthcare settings.

Stickers with the QR codes have been added within each Child Health record, giving parents and carers have easy access to information, advice and support.

“ Testimonial 2 - Health Visitor:

I have found them really helpful and have shared the QR codes at visits. One Dad has opened and read it whilst I have been at the visit and initiated discussion particularly on co-sleeping. Having the laminated card in my diary is really helpful.

I have always discussed the Lullaby Trust App and show them this on my own personal phone. In addition, the printed information that you sent out to bases is good as I can photocopy some of these and use them if appropriate. It is great for consistency for delivering the same messages. ”



Safeguarding Practice Highlight

Powys Teaching Health Board identified an opportunity to develop a care leavers' health pack for young people who leave care/turn 18. The health pack was to provide young people with health links to useful websites, information regarding sexual health, mental health and emotional support, and keyring condoms.

Other key achievements within Powys Teaching Health Board include:

- Development of a new LAC Database
- Auditing of Was Not Brought/No Access Visits
- Development of a DoLS Tracker
- Rollout of Mental Capacity Act Competency Framework and supporting information

Public Health Wales (National Safeguarding Team)

Public Health Wales' National Safeguarding Team works closely with Welsh Government, Health Boards and NHS Trusts to improve safeguarding across NHS Wales. From a regional perspective, the Mid and West Wales Regional Safeguarding Boards have a very positive relationship with key members of the National Safeguarding Team, including the Designated Doctors and Paediatricians who contribute and lead on national safeguarding workstreams. The Designated Nurse attends and contributes to Regional Executive Board meetings and Practice Review Sub-Group meetings.



Dr Aideen Naughton attended and made a full contribution to the Executive Boards' Development Day in January this year. During the pandemic, a decision was taken to scale back their input and contribution to some of the Boards' broader work, including practice reviews. The position going forward nationally remains unclear at the present time, regarding what future role they will play in Regional Safeguarding Boards.

Welsh Ambulance Service Trust (WAST)

The Welsh Ambulance Service Trust (WAST) are represented at the Mid and West Wales Safeguarding Executive Board, and participate in sub-groups and Local Operational Groups as and when needed. WAST have consistent involvement with all PRUDiCs, MAPFs and Professional strategy meetings.



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NHS
WALES

Ymddiriedolaeth GIG
Gwasanaethau Ambiwllans Cymru
Welsh Ambulance Services
NHS Trust

Despite the increase in demand on the service and staff due to operational pressures and incidences of industrial action, WAST Safeguarding Team have noted a continued increase in concerns identified and safeguarding reports submitted by WAST staff. On average during the reporting period, they achieved over 90% compliance with submission of written referrals to Local Authorities within 24 hours across Wales.

During industrial action, the Safeguarding Team were required to support operational shifts and activity whilst still maintaining core safeguarding responsibilities. The Team has been expanded during the year, with three safeguarding specialists recruited.

WAST Patient Engagement and Community Involvement (PECI) team have worked with children and older people in formulating a charter for both groups which provides staff and volunteer workers with the expectations of these individuals who use the service. They have also worked closely with the deaf community, learning disability groups and currently with carers on how WAST can support them in accessing the service.

WAST work closely with PEGI to ensure safeguarding principles are embedded into any work that they develop, and PEGI will seek support following disclosures that are received during their face to face engagements.

In addition, the Safeguarding Team work very closely with WAST Putting Things Right team when they have received complaints and adverse incidents where safeguarding is a component. There is regular safeguarding attendance at WAST Serious Case Incident Forum on a bi-weekly basis.



Safeguarding Practice Highlight

During this reporting year, the Welsh Ambulance Service Trust Safeguarding Team undertook an audit in relation to the submission of safeguarding reports (pan-Wales) for children and young people who have contact with the service for self-harm/suicide ideation. The outcome of this audit will help inform learning for the organisation details of which we can include in the next reporting period.



Dyfed-Powys Police

Dyfed-Powys Police (DPP) continue to make a rich and active contribution to the Mid and West Wales Regional Safeguarding Boards. The DPP Superintendent Board representative continues to hold the position of Vice Chair of the CWMPAS Board, and DPP officers are represented at all Board levels, including the Executive Boards, Local Operational Groups and all sub-groups. Panel Chairs for numerous Child and Adult Practice Reviews in the region continue to be provided by Dyfed-Powys Police, and the newly merged Through-Age Practice Review Sub Group is chaired by a DPP Detective Chief Inspector.



The force continues to support regional events, meetings and training via the provision of estate. This year, the Boards' Safeguarding Awards Ceremony was hosted at DPP facilities in the region, and the Boards are immensely grateful to Dyfed-Powys Police for their hospitality and support. Dyfed-Powys Police have collaborated with Hywel Dda University Health Board this year to improve the response to service users experiencing mental health crises. There is now a service which allows staff in the police control room to send a distressed caller directly through to a mental health practitioner who can provide instant advice and guidance. This ensure the vulnerable individual engages with a qualified mental health practitioner quickly and can receive the assessment, help and support they need immediately. The collaborative work between these two agencies has also enabled a mental health practitioner to be co-located within the Police Vulnerability Hub.



Safeguarding Practice Highlight

Dyfed Powys Police have received a number of inputs from victims of offences, offering an insight into lived experience. These have related to domestic abuse, stalking and murder.

Each of these inputs has enabled staff in the organisation to gain an insight into the suffering, the barriers to police engagement and the trauma from living with domestic abuse informing an improved police response to such incidents and crimes.

Domestic abuse continues to be a key priority area within Dyfed-Powys Police. This year, a pilot has been introduced to respond to domestic abuse remotely where it is deemed appropriate and agreeable to the victim. The aims of this pilot are to improve the timeliness of the response to survivors of DA, reduce the impact of the report, and provide increased time to engage with the survivor. This will elicit better quality information so officers can identify and manage risk appropriately, which will lead to improved safeguarding outcomes.

The force has also convened a forum to engage with those who have previously reported sexual abuse and domestic abuse to provide feedback on access to and the delivery of service by the force. The feedback was shared with lead officers to consider utilising this in change processes. Dyfed-Powys Police has been engaging with the regional BAWSO officer, with the aim to develop consultation processes to ensure that all minority groups in the region have a voice. DPP are currently using some of the case studies from BAWSO and sharing these with officers so they better understand the impact of culture on barriers to reporting crime, and improve the service to make it more accessible. The force have also been working to increase awareness of commissioned services and third sector organisations who can assist those who do not want to engage with police, in an effort to ensure they have advice and support and their safeguarding is enhanced.

In terms of perpetrator-focused initiatives, a robust framework has been implemented which DPP can use to identify the highest risk offenders, acting as a prompt to review and assess the measures undertaken to manage the offender and safeguard the community.

Dyfed-Powys Youth Justice Service (YJS)

The Youth Justice Service (YJS) contribute to the Safeguarding Boards via regular and consistent attendance at the Executive Boards and underlying Local Operational Groups and sub-groups. The Pembrokeshire Youth Justice Service Manager continues to represent regional Youth Justice interests at the Executive Boards and sub-groups, disseminating information to colleagues across the Dyfed-Powys area via regional Youth Justice Meetings.



Youth Justice Services are themselves a multi-agency partnership, with statutory input from Police, Probation, Education, Health and Social Services. They also work closely with substance misuse and wider youth services.

During the previous year, YJS have developed a regional report from all four Youth Justice Services to assist and support the work of the Boards. This includes data regarding involvement with children and young people who are Looked After and/or have other vulnerable characteristics. This has allowed Police, Children's Services and other partners to cross-reference with their own data and build a better intelligence picture of specific issues, challenges and resource implications in terms of keeping children and young people safe.

The National Probation Service (NPS)

The National Probation Service (NPS) is represented on the Executive Boards, Local Operational Groups and some sub-groups. Their attendance and engagement in local groups has been inconsistent this year due to significant workforce pressures, however plans have been agreed to improve this. Work has also taken place this year to incorporate NPS into some of the Boards' wider work and sub-groups including policy and training.



The NPS have provided significant support to regional VAWDASV work, helping to secure additional funding to facilitate key workstreams on perpetrator interventions. The increased focus on safeguarding within the context of VAWDASV has increased the volume of requests for safeguarding checks, and this additional demand has been serviced via the agreement of an additional admin resource through the Public Protection Team to be co-located in Police HQ. The NPS has also welcomed 28 new trainees this year, as well as new PSO staff in the Probation Delivery unit. A key achievement within the organisation this year is the launch of the new HMPPS policy framework on safeguarding. NPS have ensured that all managers are aware of this new framework and its implications.

Carmarthenshire County Council

Carmarthenshire County Council's Statutory Director of Communities chairs the CYSUR Board and has fulfilled this role for a number of years, providing consistent strategic leadership to the Executive Board and its Local Operational Groups and sub-groups.



Adults' Services are also leading on work to achieve greater clarity and consistency in adult safeguarding practice, with a particular focus on Section 5 of the Wales Safeguarding Procedures, in relation to Managing Safeguarding Allegations/Concerns about Practitioners and those in Positions of Trust.

The Regional VAWDASV Advisor and Coordinator posts are hosted by Carmarthenshire Local Authority, and these roles are integral to the development and delivery of the VAWDASV Strategy and its objectives. The regional VAWDASV Delivery Group is chaired by a Senior Manager within Carmarthenshire Adults' Services.

Both Children's and Adults' Services within Carmarthenshire have provided extensive support to several regional Child and Adult Practice Reviews during the year, in both panel chair and reviewer roles. These processes have benefited greatly from the expertise and dedication of the individuals giving their time to these roles, and the Boards are extremely grateful to all regional colleagues who support regional review mechanisms in this manner.

Carmarthenshire Children's Services have this year moved to all children's case conferences being offered as face-to-face meetings post-pandemic, with the option of hybrid being available. Such meetings were held remotely during the pandemic, however, the majority of meetings in March were held face-to-face and the hybrid option was not required.

Anecdotally, professionals have reflected on the difference face-to-face meetings have made on the discussions and debates that take place in the conference. Children's Services within Carmarthenshire aim to make further improvements to the meeting so that it can be a vehicle of change for children at risk of significant harm.

The regional Review of the Multi-Agency Response to the COVID-19 Pandemic has been led by Carmarthenshire, and will enable the region to reflect upon the multi-agency response to the pandemic in terms of safeguarding children and adults at risk.

The Local Operational Group remains a focus for Carmarthenshire going forward into the next year, with the intention to identify opportunities to review and improve the structure of this forum.



Safeguarding Practice Highlight

Carmarthenshire Adults' Services have been instrumental in the development and pilot of the regional Protocol for a Rapid Response to Incidents of Suspected Suicide, which seeks to holistically assess the wider impact of instances of suspected suicide with peer groups and communities. The pilot phase of this work remains ongoing at the time of writing, with positive feedback received thus far on the implementation of the process across all areas of the region. The Head of Service within Carmarthenshire Adults' Services continues to champion key workstreams and forums within the area of suicide prevention.

Pembrokeshire County Council

Pembrokeshire County Council is the regional host authority for the Mid and West Wales Safeguarding Boards, and facilitates the Regional Safeguarding Boards Business Unit. The Director of Social Services and Housing is the Chair of the CWMPAS Board. Pembrokeshire continues to benefit from an Integrated Safeguarding Team, combining both children and adult safeguarding strategic work into one unified service.



Numerous Child Practice Review in the region have enjoyed a rich contribution from Pembrokeshire in terms of the provision of independent reviewers, and Pembrokeshire continue to be actively engaged in groups and forums at all levels of the Boards' structure.

Pembrokeshire's Local Operational Group is a model of good practice across the region within the context of its structure, chairing and agenda model and as a result benefits from strong commitment and buy-in from regional partners. This has been used a blueprint for other LOGs across the region who have followed Pembrokeshire's example. The result is an effective and integrated meeting, with excellent attendance and strong commitment and contributions from all agencies.



Safeguarding Practice Highlight

In response to the shortage of placements for Young People Looked After (YPLA), Pembrokeshire County Council have developed a place of safety model for young people awaiting placements who are identified as high-risk.

Collaborative working is also evident in Pembrokeshire in respect of resettlement schemes, including Homes for Ukraine and Unaccompanied Asylum Seeking Children (UASC). A robust safeguarding checks process is in place and the model is recognised by Welsh Government as good practice example within national statutory guidance.

A schedule of whole-authority safeguarding self-evaluation risk assessments has taken place this year, which has shown a near-100% completion rate of the mandatory e-learning POD course on 'safeguarding children and adults' across the department.



Powys County Council



Powys County Council have continued to make a steady and consistent contribution to the Mid and West Wales Safeguarding Boards and their workstreams at all levels in the last year. Powys Children’s Services Senior Manager continues to chair the Regional Training Sub-Group, and Powys Children’s and Adults’ Services have each provided valuable contributions to ongoing practice reviews this year by way of chair and reviewer roles.

Powys’ Child Exploitation Strategy has acted as the foundation for the [Regional Child Exploitation Strategy](#) implemented this year across Mid and West Wales. Powys Children’s Services chaired the task and finish group and presented the strategy at the Executive Board for approval.

Within the context of the preventative safeguarding agenda, this reporting year has seen the creation of an Integrated Family Centre in Welshpool. The refurbishment of the building situated in the heart of a Flying Start catchment was funded by Welsh Government Flying Start Capital funding. The Flying Start team, who include Health Visitors and Speech and Language professionals, will move from the Maesydre Offices in Welshpool to the site. They will be joined by Powys County Council’s Children’s Early Help Team and Youth Services.

The council’s Adults’ Services staff, along with colleagues from agencies such as Montgomeryshire Family Centre, will also share the office space within the building, supporting an integrated multi-agency all-age approach.

The Welshpool Integrated Family Centre opened on 10th October 2022 will be a “one stop shop” providing services and support to children, young people and their families. The centre will provide activities such as parent and toddler groups, baby massage, information and advice, Incredible Years Parenting Training programmes, health advice, family support and counselling. The Centre was officially opened in February 2023 by the Deputy Minister. In terms of Adults’ Services, a key focus this year has been in the area of Adult Practice Reviews and MAPFs. Significant developments have been achieved in progressing MAPFs this year, facilitating the identification and dissemination of learning in respect of key identified areas relevant to the local area.



Safeguarding Practice Highlight

Through their Grow Our Own Social Worker development programme, Powys County Council appointed five newly qualified social workers (NQSWS) into the service during the Summer/Autumn 2022.

They have also increased the number of wellbeing worker positions within some teams to establish if this is a more effective way of working. 2023 will see seven NQSWS come into Children’s Services, with nine projected for 2024 and eleven projected in 2025, helping to mitigate ongoing workforce challenges.



Ceredigion County Council



Safeguarding Boards at all levels. Senior officers have attended and engaged in all Executive Board meetings, and there is appropriate consistent representation at all identified regional sub-groups. Ceredigion have also provided valuable support to an ongoing Adult Practice Review this year by providing a second reviewer. Ceredigion continued its development this year of a Through-Age Wellbeing Model, and the completion and implementation of the 7-year implementation strategy. As a result, Ceredigion are also implementing a Through-Age Safeguarding Team, working with the whole family in a proportionate way to safeguard people, and to ensure that families receive targeted support as early as possible.

There has been a review of Ceredigion’s current structure this year, two years following the embedding of the Through Age Well-Being Model. Some changes have been made in order to strengthen the Quality Assurance Team in order to develop the Quality Assurance Framework work, and to align the substance misuse team with the Mental Well-Being Team. Early Intervention/Prevention services and resources have been strengthened with the further development and increasing of capacity, which are being used for both children/young people and adults. The Through Age Well-Being strategy has informed how Early Intervention/Prevention services will be developed in order to prevent people needing statutory services.

Managing staffing levels have been a challenge in the organisation due to challenges with recruitment and retention, which is noted to be a national issue. This was a particular issue for the Planned Care Children’s Team and due to this, the Local Authority commissioned a Managed Team to support work with children and their families. The involvement from this team is under review at the present time. There has been a number of different initiatives undertaken in relation to recruitment campaigns.



Safeguarding Practice Highlight

Ceredigion County Council's Safeguarding Adults Team have developed a Quality Assurance questionnaire which concentrates on what has changed for people as the result of safeguarding intervention. This face to face work with people will progress in the coming year.

Notably, Ceredigion are working with Aberystwyth University in relation to the development of a social work training course which could in the future support local training and recruitment. The Local Authority are recruiting a number of trainee social workers in order to build on sustainability of the workforce moving forward.



Regional Directors of Education

All education services related to the Boards collaborate well. There are strong relationships with other partners including Health, Police, Youth Services, Probation Services, and Youth Offending Teams. Each education directorate shares information related to their own risks in order to provide support to one another. Education Services from across the region continue to engage at all levels of the Board structure. There is an Education representative on the panel of all Child Practice Reviews in the region, and in the planning groups for all Child MAPFs. All Local Operational Groups and Board sub-groups enjoy continued attendance from Education representatives.

All Executive Board meetings this year have been attended by at least one Statutory Director of Education from the region. Pembrokeshire Education Services, who previously held the role of overarching regional Education representative at the Executive Board, have been represented at all meetings this year, with other localities also attending meetings during the year. Agreement is to be reached in the coming year on the long-term representation of Education Services at Executive Board level, in terms of whether Education representation at Executive Board level is to be rolling across all four localities, or assigned to a designated Statutory Director as a regional lead for the service.

Assurance on safeguarding practice is provided via the submission of an annual Section 175 report to the Regional Executive Board, which is a comprehensive assessment of all safeguarding systems processes within Education across the region.

Regional Further Education (FE)

The Further Education (FE) colleges within the region have supported the work of the Boards and have been fully compliant in the adoption of its policies. They have also offered support to the Boards through the use of venues for meetings, and participated in all Board activities and events. They have this year been involved in a number of Rapid Response meetings following the commencement of the regional pilot.

FE colleagues are represented on the sub-groups of the Boards by the Designated Senior Lead for Safeguarding at Pembrokeshire College, who is the regional designated Board link for FE Colleges. The FE Lead has also led on the continued regional response to Welsh Government guidance, Keeping Learners Safe guidance, and co-chairs the Welsh Government's Safeguarding in Education Group. They have recently joined the Welsh Government's Safeguarding in Education Group's task and finish group to consider the IICSA recommendations and represent the Boards, and continue to provide key input into the ongoing work around transition planning and suicide. The Designated Senior Safeguarding Leads from Pembrokeshire College and Coleg Sir Gar/Coleg Ceredigion have been commissioned by Welsh Government to write four Keeping Learners Safe training modules for further education and work-based learning staff and Corporation Board members, which will be live on Hwb from August 2023, and provide consistency of training to the sectors responsible for post-16 education.

FE colleges across the region have continued their partnership work related to the mental health and wellbeing of learners, and have been successful in four mental health bids worth over two million pounds to Welsh Government, which has secured substantive support for learners and staff in the FE Colleges in the Boards' region. Resources from all the projects have been uploaded on Welsh Government's Hwb site. Refresher safeguarding training has continued to be delivered

across the regional colleges remotely and in person this year, consistent with the updated safeguarding modules. Within all the FE Colleges, strong and proactive safeguarding teams have been enhanced and further developed this year, which have played a pivotal role in multi-agency working. They are also providing post-16 support to the work of the Local Authorities' Liberty Protection Safeguards implementation and are participating in the regional and local suicide prevention forums.

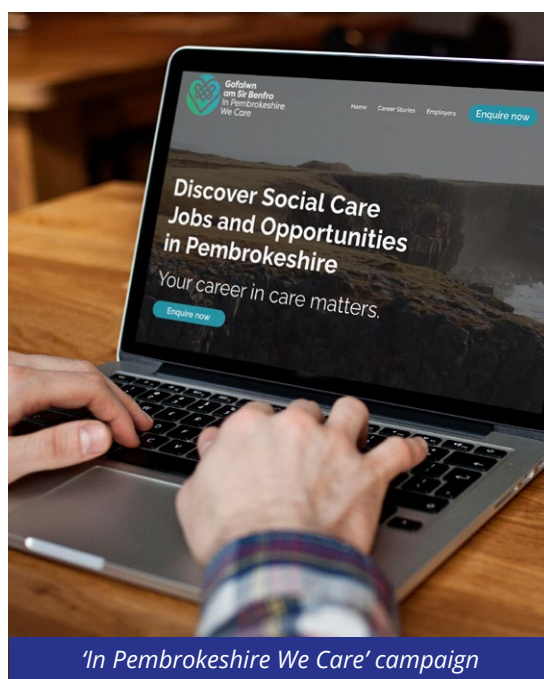
During the Autumn Term of 2022, the Colleges participated in an Estyn thematic inspection concerning peer on peer abuse. The Thematic Report from the inspection was published on the 7th June 2023 and contained seven recommendations for the sector. The DSLs will present the reports and local action plans at the respective LOGs.

Regional Commissioning Representative

The Mid and West Wales Commissioning Partnership is represented on the Executive Boards and links with the Powys Commissioning Partnership for regional collaboration. Commissioning Teams have worked collaboratively across the region with Health Boards, Public Health Wales, CIW and other partners to support the in-house and commissioned sector providers to mitigate the significant impact of COVID-19.

Commissioning Services have worked proactively with the sector to support a number of the Boards' key objectives, in particular, strengthening the workforce and managing risk. The fragility of the market, primarily linked to workforce issues, poses a key issue in terms of meeting service demands. Collaborative work undertaken within the region has been instrumental in managing and attempting to mitigate this risk. Commissioning Services have worked collaboratively to publish the Market Stability Report for West Wales, which has identified key risks across all regulated activities (adults and children), with recommendations to mitigate market failure and develop alternative services linked to the Population Needs Assessment. From a safeguarding perspective, this is key to avoid such risks as inappropriate placements, unregulated placements, and mitigation to market failure.

Local initiatives include the development and implementation of the ['In Pembrokeshire We Care' campaign](#), to support recruitment and workforce capacity to ensure population needs are met. Domiciliary care has been recommissioned in Carmarthenshire, with focus on outcomes and terms and conditions. Recruitment and retention initiatives have also been undertaken by the sector. Some positive signs have been seen in the last year in terms of the commissioning landscape, such as a decline in waiting lists and greater market stability; however, caution and collaboration continue to be employed across the sector to continue to manage and respond to risk within this area. Key achievements in the commissioning sector this year include ongoing quality and provider performance oversight, as well as improving terms and conditions for the commissioned domiciliary care workforce to support workforce challenges.



'In Pembrokeshire We Care' campaign

(h) An assessment of how the Boards use their resources

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

This year has seen the Boards incur significant additional expenditure and costs to fund legal counsel in respect of a judicial review application made against the CYSUR Board. Further potential legal costs in relation to other bespoke legal actions are pending at the time of publication and consideration is needed as to how any similar future costs should be funded.

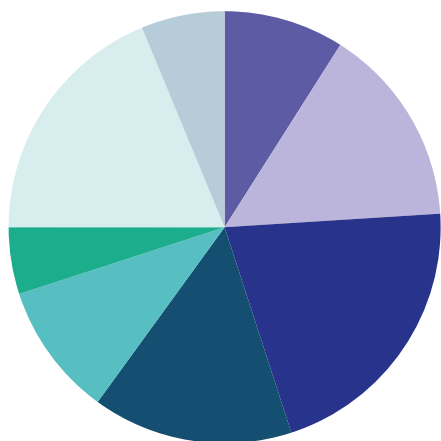
Resources used to support the work of the Regional Safeguarding Boards are not confined or restricted to financial contributions from statutory partner agencies. The Regional Safeguarding Board Chairs, Executive Board Members, Sub-Group Chairs and members provide a significant amount of their time to support the Boards



and their work. This is often in addition to their professional roles and day-to-day responsibilities.

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

All statutory partners of the Mid and West Wales Safeguarding Boards contribute financially to the running of the Boards, with the exception of Public Health Wales. This contribution is based on population areas within the region across the varied organisations. The total income into the Safeguarding Boards this year excluding grant funding was £170,956, which is significantly lower than most of the Regional Safeguarding Boards in Wales.

Income 2022 - 2023



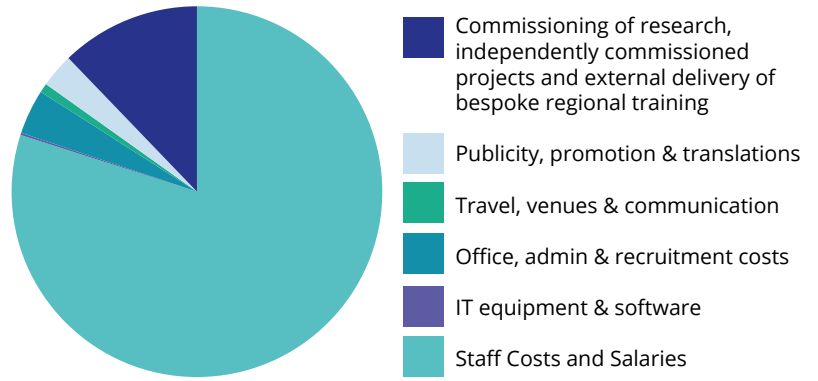
-  Powys Teaching Health Board
-  Ceredigion County Council
-  Powys County Council
-  Carmarthenshire County Council
-  Pembrokeshire County Council
-  Dyfed Powys Police
-  Wales Probation Service
-  Hywel Dda Health Board



In 2022-23, the majority of the Boards' expenditure was dedicated to general running costs, including staffing the Business Unit (80%).

The commissioning of services and training constituted 12% of Board expenditure, which is a reflection of the increased output from the Training Sub-Group in the delivery of the Training Strategy and accompanying 3-year Delivery Plan.

Expenditure 2022 - 2023



Admin and IT costs totalled 4% this year, with publicity, promotion and translation costs totalling 3%, reflecting the increased generation of resources and content for practitioners and the general public. Travel, venues and communication constituted just 1% of expenditure, with marginal IT costs of less than 1% in the year. The breakdown of expenditure this year aligns with previous years, with the exception of the legal costs referenced above, and is reflective of the outputs of the Boards and their functions.



(i) Underlying themes in the way the Safeguarding Boards have exercised their functions

Single Unified Safeguarding Review

Working alongside Welsh Government colleagues to support the development of the Single Unified Safeguarding Review model to learn lessons from reviews, including Child Practice Reviews (CPRs), Adult Practice Reviews (APRs) and Domestic Homicide Reviews (DHRs) has continued to be a key theme of the Boards' work and priorities this year. Work has continued to support updating the existing national model in Wales and the drafting of new statutory guidance.

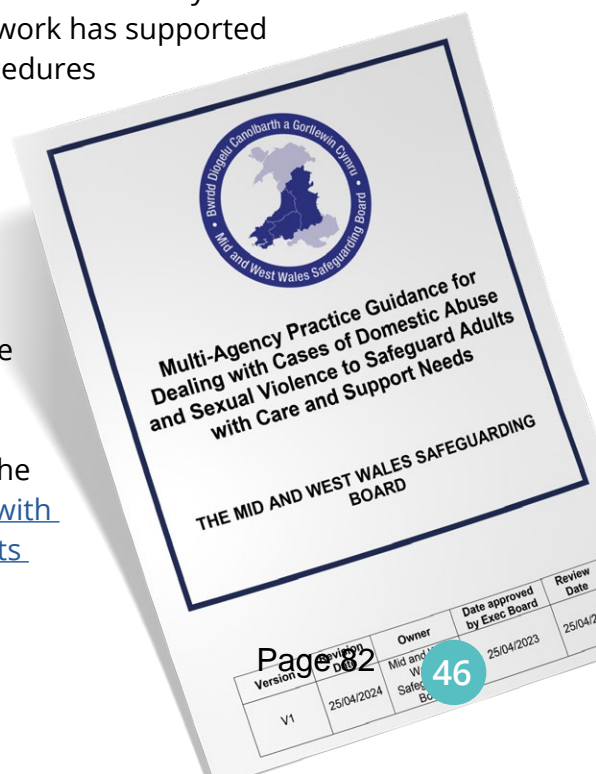
The CYSUR Board Chair, Regional Board Manager, Practice Review Business Manager and other sub-group members have continued to contribute to national task and finish groups to progress this work. This sits alongside extensive investment committed locally to strengthen our regional work and to amalgamate our CPR and APR sub-structures and sub-groups into one all-age sub-group.

Multi-Agency Adult Safeguarding Practice Development

The Mid and West Wales Safeguarding Boards are fortunate to have a strong and committed group of multi-agency senior managers and strategic leads who have continued to work together collaboratively this year to strengthen and improve safeguarding practice and intervention across the region for adults at risk. The group meets regularly with a focus to establish consistent practice across the four local authority areas of Mid and West Wales.

Projects the group have collaborated on this year include work to strengthen the approach taken in respect of Safeguarding Allegations/Concerns about Practitioners and those Positions of Trust. This work has aimed to support practice where there are gaps, and more clarity is needed regarding Section 5 of the Wales Safeguarding Procedures. This work has supported a national workstream being led by the Wales Safeguarding Procedures Project Board, and will help influence updates to section 5 of the Wales Safeguarding Procedures in the coming year.

The multi-agency group have also worked together to further develop a bespoke safeguarding training package for Dyfed Powys Police delivered to support their Specialist Child Abuse Investigators: Development Programme (SCAIDP) training course for police officers. Other projects the group have collaborated on include work to implement a rapid review model for the prevention of suicide (more information contained below), and the development of the [Multi-Agency Practice Guidance for Dealing with Cases of Domestic Abuse and Sexual Violence to Safeguard Adults with Care and Support Needs](#).



Serious Violence Duty 2023

Along with strengthened relationships with the Police and Crime Commissioner, this year has seen the Boards commit to support the implementation of Serious Violence Duty which commenced on 31st January 2023, placing a duty on specified local authorities along with other agencies to work together to reduce incidents of violence, including knife and gun crime, and to prevent loss of life.

This work is in its early stages, however, the Regional Safeguarding Boards have committed to work closely with multi-agency partners and Crest Advisory, who have been commissioned by the Home Office to work with partners to support implementation, and are in the process of completing a strategic needs assessment across the region.

National Action Plan for Responding to and Tackling Child Sexual Abuse

Although the three-year national action plan formally ceased in 2022, implementation of the key messages and resources developed to support the plan has continued this year.

An array of related information, training and resources remain available to staff on the Boards' and agencies' intranets and websites, and via promotion in staff briefings and newsletters. This includes information in relation to CSA and exploitation, and the "it's time we talked about it" campaign.

Education Safeguarding Leads have continued to work closely with schools to promote awareness, which has included the promotion of various relevant resources and access to training packages, such as the [Lucy Faithfull Foundation's 'What's the Problem?'](#) booklet, a guide for parents of children and young people who have got in trouble online.

The VAWDASV Regional Strategic and Delivery Groups have continued to undertake significant work in relation to the promotion of information to children, parents and carers on healthy relationships.

This includes work with Curriculum Leads across the region in respect of the

Relationships and Sex Education (RSE) curriculum and ensuring that topics around VAWDASV are delivered consistently and with confidence.

Partners from the Mid and West Wales region have attended and supported national events and workshops facilitated by Children in Wales to support the national evaluation of the plan alongside the publication of the full ICSSA enquiry, and the Boards remain committed to supporting and implementing the next phase of this work.



Professional Curiosity

The need for professionals to exercise more robust and better professional curiosity when intervening into the lives of children or adults who may be at risk of harm has been a theme in a number of CPRs/APRs and MAPFs across the region. This is not unique to the Mid and West Wales region, and we are aware this consistently features in reviews in other Boards in Wales, and in UK-wide published safeguarding reviews.

As such, considerable investment has been dedicated by the Regional Training Sub-Group to the development of a bespoke all-age multi-agency training package and accompanying practitioner resources. Please see Section L for more information on the rollout of this training.



Rapid Response Model Pilot

Following significant planning and work undertaken in the previous year, a 12-month pilot of a rapid response model in respect of suspected suicides for both children and adults has been implemented. The purpose is to provide targeted, rapid support to family members, peers and the community when incidents of suicide occur and this forms part of the Boards' broader mental health, suicide and self-harm work.

The outcome of the pilot will be formally evaluated in the coming year, including its impact from a support and prevention perspective.



Safe Sleep

Continuing and rising numbers of preventable deaths related to babies co-sleeping with parents have continued to feature in the Process for Reviewing Unexpected Deaths in Children (PRUDiCs) across the region this year, as well as Child Practice Reviews. We are aware this trend is not unique to the Mid and West Wales region and features in other Boards in Wales.

Health partners have communicated concerns to the Welsh Government and Public Health Wales, and as a direct result, Public Health Wales have agreed to undertake a rapid review of safe sleep related PRUDiCs across Wales in the coming year.

This will establish if there is any immediate action needed or clear lessons to learn. Localised literature including a standard operating procedure has been developed by health partners, and this has been shared and promoted widely with partners across the region. Identifying ways in which agencies can work together with parents to better avoid highly preventable deaths will be a key workstream for the Boards this year as part of a published Child Practice Review action plan.

High-Risk Behaviours for Adults at Risk (Including Hoarding and Self-Neglect)

Current legislation in Wales provides a robust and comprehensive framework for agencies to provide early intervention for adults who exhibit high-risk behaviours, including those who hoard and self-neglect.

Irrespective of this, a disproportionately high number of cases feature in referrals into the Boards for Adult Practice Reviews and MAPFs, where sadly adults have either died or suffered serious harm where concerns of this nature are known and understood by professionals, who often feel powerless to effectively intervene to prevent harm or reduce risk.

Following the implementation of a regional protocol to support this hugely complex and challenging area of work last year, work has continued this year led by the Adult Safeguarding Leads to implement the model consistently.

Numbers who meet the criteria to be considered by the model are lower than expected and this will be further reviewed in the coming year. It is hoped the framework will help improve practitioners' understanding of the legislation in Wales, alongside an enhanced and improved understanding of how mental capacity legislation can be implemented to support adults in a more creative, solution focused multi-agency approach.



Legal Challenges

This year, the Boards have been subject to two legal challenges. The first concerned a Judicial Review undertaken on application from a family member of a deceased child, in respect of a document produced in respect of the child by a Local Safeguarding Children Board, prior to the Boards' conception. CYSUR were named as defendants in this application, with the applicant asserting that CYSUR had inherited the document at the conception of the Regional Safeguarding Board. The Judicial Review considered whether CYSUR had the power to release the document, which it had not created and did not have ownership of or access to, to the applicant.

CYSUR obtained legal representation for the duration of these proceedings at significant cost to the Boards, funded using a significant portion of Board reserves. The judgment issued confirmed CYSUR's position that it did not have the power to release the document, citing the fact that it did not create, issue or hold the document in question. Furthermore, the legislation which provided for the creation of Regional Safeguarding Boards did not stipulate that Boards were to inherit any duties held by the now defunct Local Safeguarding Boards.

The second legal proceedings in which CYSUR was engaged in concerned an Inquest undertaken in respect of another child from the same local area. The Coroner in those proceedings requested information, and subsequently a submission from CYSUR, to consider whether CYSUR should be made an Interested Party to those proceedings at the request of the family. The Inquest would consider inter-agency arrangements between local services, and the family requested that CYSUR should be made an Interested Party to consider how effectively it "discharges its statutory oversight duties".

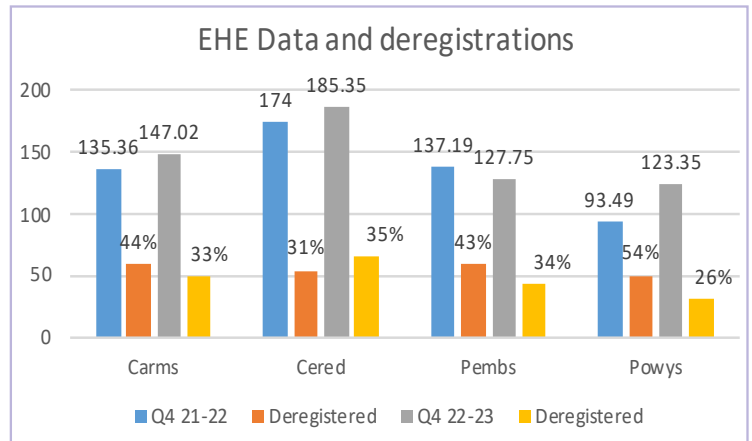
As a result, CYSUR was required to seek legal representation to explain that its functions did not extend to such operational matters, which are dealt with by the relevant Local Authority. Furthermore and for this reason, CYSUR had no involvement with the child prior to their tragic death. The Coroner upheld CYSUR's position on the grounds that it did not have a sufficient interest in proceedings to be afforded Interested Party status. These proceedings were ongoing at the end of the reporting year and have since concluded with the aforementioned outcome, i.e. that CYSUR should not become an Interested Party.

Safeguarding People

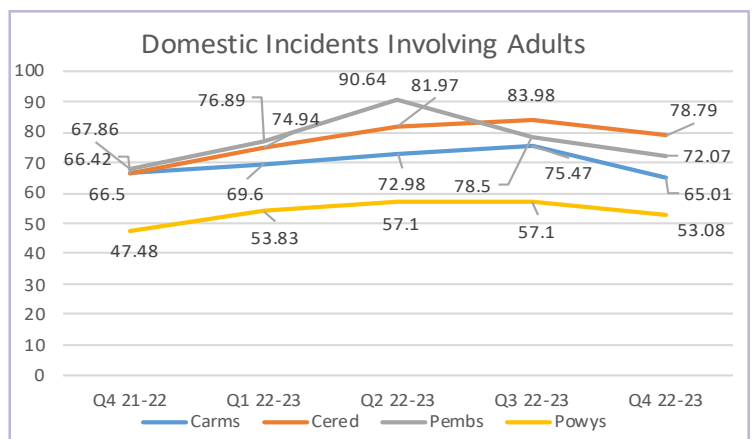
- Supporting effective challenge and professional accountability in the delivery of safeguarding practice

The Boards' Quality Assurance and Reporting Framework, which includes a comprehensive dataset alongside a local and thematic regional audit schedule, has been comprehensively reviewed and updated this year. This will aid the Boards' understanding of professional safeguarding practice, and data now aligns with the new updated Welsh Government performance indicators.

New data linked to practice areas of common interest in the region including professional concerns, those in a position of trust and escalating concerns has also been introduced. This will support the Regional Executive Boards' robust helicopter view of high-level multi-agency safeguarding practice across the region, via the scrutiny of quarterly overview reports containing analysis of key regional and local trends. This supports the Boards in their commitment to effective challenge and holding agencies to account when safeguarding practice and service delivery falls below expected standards.



Graph showing the number of electively home educated children this year in our region.



Graph showing the number of domestic incidents involving adults this year in our region.

Practice Reviews and MAPFs

A number of Practice Reviews remain ongoing, and three have concluded during the year. This is alongside an active MAPF programme with several ongoing and concluded this year. Themes identified for consideration as a result of these reviews include:

- The need for training and awareness raising for multi-agency practitioners in relation to professional curiosity and disguised compliance
- The need for improved training and awareness for practitioners in relation to mental capacity legislation
- Suicide prevention
- Alcohol and substance misuse
- Deaths related to safe sleep
- The need for better information sharing between agencies



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

Regional Animation Project

The primary objective of the combined CADW Junior Board this year has been the completion and launch of "The Do's and Don'ts of Caring". The completed animation and accompanying video are an outstanding package of resources which reflect the dedication and talent of the young people who sit on the CADW Board. This resource is an invaluable addition to safeguarding training across the region.

CADW Residential 2022

After two years of holding "Residentials with a Twist", virtual get-togethers arranged in light of COVID-19 restrictions, the CADW Board were thrilled to come together face-to-face once again in 2022 for an in-person Residential in Brecon, Powys.

CADW membership has fallen through the past year as some young people have moved onto new adventures such as college, University and employment. The Boards wish to thank both the departing and continuing CADW members for the significant contribution and achievements they have made to date.

It was also felt that the virtual nature of the group became less desirable as time went on, however, the workshops held as part of the animation project saw CADW welcome new members from different areas of the region.

Nevertheless, in light of the size of the groups decreasing in some areas this year, and in recognition of the changes in membership since the conception of CADW, this year's Residential was a chance to gather some motivation for the Junior Board and get young people's opinions on how the group should move forward.

Nine young people attended the Residential this year, enjoying indoor climbing and abseiling at the indoor activity centre in which they stayed, before conducting their Annual General Meeting (AGM). The Terms of Reference were reviewed and there was a discussion about what issues



they would concentrate on for the next year. The young people then watched the premiere of “The Do’s and Don’ts of Caring” animation, and discussed what questions they could ask professionals during the round table discussions at the launch event taking place during National Safeguarding Week (please see section L).

A young person from Ceredigion interviewed the other young people about making the animation and how they felt about it, utilising this footage to develop a sister video to the animation itself. Both videos are shared together, so that the young persons’ reflections complement and expand upon the content in the animation produced.

The Residential also facilitated the handover of management of the group to a new officer due to a change in staff at TGP Cymru. The departing and newly appointed officers attending the Residential together allowed for a smooth transition and a continuation of the progress made in the group to date. The Boards look forward to working with the new Participation Officer in the coming year on new CADW priorities and workstreams following the review of the implementation of “The Do’s and Don’ts of Caring”.



Powys Ambassadors of Youth Safeguarding (PAYS) have experienced a decreased level of membership this year, with just one active member during the reporting period. This young person has nevertheless been a key member of the regional CADW Board, providing an invaluable input into numerous stages of the animation project concluding this year, and attending this year’s Residential.

PAYS ensure activity and information from CADW is fed back into Powys’ Local Operational Group and Junior Start Well Board. A recruitment drive is planned for the coming year within PAYS, and it is hoped that this year’s Residential will see attendance from new members recruited into Powys during the coming months.

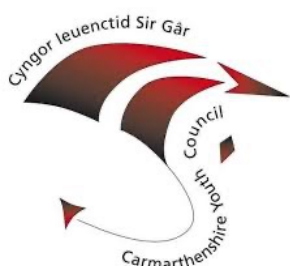




Ceredigion 'Sêr Saff' and Ceredigion Youth Service have experienced similar membership challenges during the year, with several long-standing members moving on to pastures new after numerous years of dedicated engagement with both the local and regional groups.

As a result, Ceredigion 'Sêr Saff' currently only have one active member, despite having historically comprised the largest proportion of CADW membership in recent years. Nevertheless, the remaining 'Sêr Saff' member has continued to make an immeasurable contribution to the work of CADW this year. They have utilised their outstanding cinematic and editorial skills to produce an accompanying resource to "The Do's and Don'ts of Caring", after working with other CADW members to produce this piece of work during the Residential. Feedback at the launch event for this resource was that the accompanying video greatly enriches the messages of the animation, and a strong desire was shared to promote both resources as a package. A condensed version of this video was produced to facilitate even wider sharing at multi-agency meetings and training.

Ceredigion 'Sêr Saff' have also seen a change of Participation Officer this year, who is commencing in role with a focus on recruitment. At the time of writing, events are scheduled for summer 2023 which are aimed to promote CADW and attract new membership to ensure continued stability and regional representation within the Junior Board.



Carmarthenshire Council do not commission a local Junior Board and young people's safeguarding matters and issues are captured via **Carmarthenshire Youth Council (CYC)**, who continue to run the Children's Rights Community Ambassadors scheme. Their main role as Ambassadors is to promote the United Nation Convention on the Rights of the Child (UNCRC), act as a voice for local young people and pass on their opinions to the Children's Rights Commissioner in Wales.

CYC focused on Domestic Abuse as their priority issue for the past year and set up a new sub-group to focus on this topic. The group have received training on and information about domestic abuse, with a particular focus on challenging myths and understanding services who can offer support. The group are currently developing a script for a drama about a young person whose parent is experiencing abuse, which continues to progress at the time of writing.

This year, CYC are taking part in the accredited Local Councillor Shadowing Award. This provides a unique opportunity for the young people to engage with councillors face to face, and to gain knowledge and skills which will facilitate their involvement in the democratic process and help them to influence decision-making. The Youth Council have also engaged actively with numerous consultations on topics such as mental health and wellbeing, child poverty, and the impact of COVID-19.



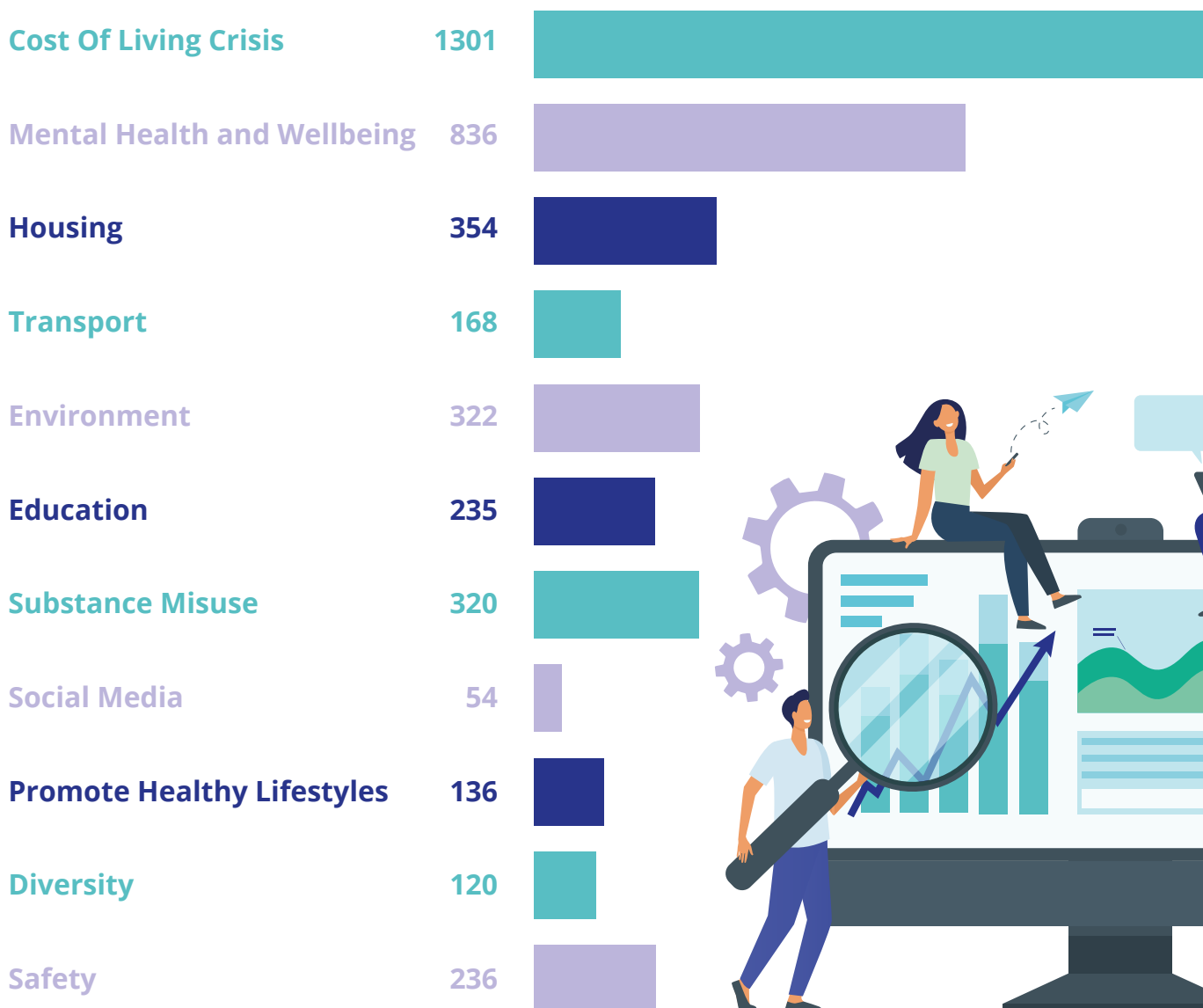


Pembrokeshire Junior Safeguardians have been working hard to re-establish themselves since the pandemic, and have been slowly moving forward in planning what they would like to achieve in 2023-2024. Throughout this time, they have still maintained strong links with a range of services in Pembrokeshire County Council who ensure that children and young people have a voice and influence services who support them.

The Junior Safeguardians, in collaboration with Pembrokeshire Youth and Social Care departments of Pembrokeshire County Council, hosted Pembrokeshire Spotlight Awards held on 11th November 2022 at Merlin Theatre, Pembrokeshire College. Young people were involved in the design of the event, shortlisting the nominations and getting involved on the evening.

A key workstream undertaken this year was a collaboration between the Junior Safeguardians and Pembrokeshire Youth Assembly, who jointly produced the “What Matters to You” consultation.

4,082 young people took part in the consultation, and the results are shown below:



(k) Applications for Adult Protection & Support Orders

There have been no applications for an Adult Protection & Support Order (APSOs) in Mid and West Wales during 2022-23, and there has only been one application in this region since the introduction of the Social Services and Wellbeing (Wales) Act 2014.

The Boards are aware this trend mirrors activity in other areas and welcomes any observations from Welsh Government as to the likely reasons for this.



(I) Information or learning the Boards have disseminated and training recommended or provided

Website

The Boards' website continues to act as a central hub of useful information, including how to report a concern and as a repository for regional policies and procedures and Practice Review reports.

The Business Unit has further worked to develop the training page of the website this year, with an increased emphasis on disseminating details of workshops, seminars and training events occurring throughout the region.

The training section has also been extended to include a new area hosting the safeguarding training resources that were developed by our Junior Board, CADW, and officially launched during National Safeguarding Week 2022, with support and attendance from the Children's Commissioner for Wales.

New pages have been added to support VAWDASV work taking place across the region. This includes pages highlighting new and innovative behavioural change programmes underway in Mid and West Wales, details of local services and support available for survivors of domestic abuse, information relating to the new Survivor Advisory Panel for Mid and West Wales, and details of Safe Video Link Evidence Facilities.

The resource hub for practitioners has been extended to include new pages dedicated to key topics such as missing children and safer sleep.

A brand new search facility has also made retrieval of safeguarding information far more effective and added to the overall usability of the website.



13,869
Page views of
CYSUR's website
this year
(6.5% higher than the
previous year)



A new page on the Boards' website sharing information about behavioural change programmes

Training

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

The Boards' multi-agency Regional Training Strategy and accompanying Delivery Plan continues to provide a framework that both supports the commissioning and delivery of bespoke multi-agency training linked to the Boards' strategic priorities, as well as providing assurance on the quality and availability of safeguarding training to practitioners and managers across the partnership.

The Boards are assured all agencies provide good quality safeguarding training to their staff, and this has continued throughout the period. A wealth of safeguarding training has been delivered across Mid and West Wales this year, in face to face and virtual formats as follows.

Professional Curiosity Training Package

A Professional Curiosity Task and Finish Group was established to review and explore how the use of "Professional Curiosity" can support practitioners to develop the communication and observational skills required to work more effectively with individuals and families.

A high-quality suite of Professional Curiosity Training and Resources has been developed, which aims to raise awareness of the underpinning principles of "Professional Curiosity" and how it can be embedded within practice to continue to raise the standards of work undertaken with individuals and families by safeguarding professionals. It includes three key elements:

- 1 A Through-Age Multi-Agency Training Package, which includes options for both a full-day and half-day training session.
- 2 A Resource Pack which can be accessed virtually at any time by practitioners across the region, providing an introduction to professional curiosity, including a detailed overview of how to exercise professional curiosity and judgement, supported by case studies.
- 3 A Training Video in which the Lead LAC Nurse from Hywel Dda University Health Board explains what it means to be professionally curious, and the questions which practitioners can ask themselves and the families they work with to exercise professional curiosity in practice.

Professional Curiosity Training Attendee feedback:

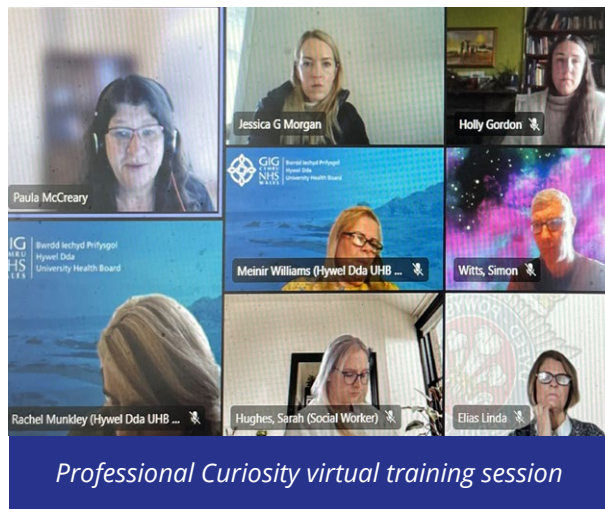
The interactive sessions were extremely useful as they were multi-agency.

The case studies were great to look at scenarios from a multi-agency aspect.

This suite of training provides numerous avenues through which professionals can access information on this topic, which continues to feature in ongoing and completed Child and Adult Practice Reviews regionally and nationally. Feedback received from pilot training sessions using these resources was excellent and there was an overwhelming consensus the all-age approach worked very well. The Professional Curiosity training has now been copyrighted to MAWWSB and is available to be incorporated into basic safeguarding awareness training.

Delivery of this training has rolled out as follows:

- Ceredigion Local Authority offered dates for training for the half day session, from November to the beginning of April, which were well attended. There is currently some tweaking of the material being undertaken to contextualise it. There is an intention to add more dates as required, and potentially include multi-agency training at a later date.
- Powys Local Authority held its first half day course in December 2022, which was delivered as multi-agency and invitations were extended to health colleagues, police, and housing. Further dates were then delivered by health colleagues in January 2023.
- Dyfed Powys Police are currently exploring the potential of incorporating the training into their existing Vulnerability Training.
- Pembrokeshire Children’s Services commissioned a bespoke session on professional curiosity, with a further four sessions scheduled by the end of April 2023.
- Carmarthenshire are planning to deliver in-house training. They have delivered four sessions to date and are exploring possible future collaboration with Pembrokeshire Local Authority.
- Plans for further development are to map the training to the competencies in the national training standards, identifying staff groups to target for different levels.



National Safeguarding Week

National Safeguarding Week took place this year from 14th to 18th November 2022, with the theme of “Moving on and Recovering from the Pandemic”. Under this broad heading, a programme was designed that aimed to respond to some of the challenges children and adults at risk face on their journey of recovery from the COVID-19 pandemic.

Throughout the week six key events were held, including conferences and webinars

that sought to highlight issues that currently affect children and adults at risk. The regional programme was supported by national events taking place across the whole of Wales. This included the launch of new multi-agency training standards being led by Social Care Wales, and an event hosted by the National Independent Safeguarding Board in collaboration with the Violence Prevention Unit on shaping the future of safeguarding in Wales.



Images from the launch of ‘The Do’s and Don’ts of Caring’ in November 2022

'The Do's and Don'ts of Safeguarding': Training Resource

The flagship event for the week was a launch and celebration of a safeguarding training resource for professionals, which took place at Parc-y-Scarlets Stadium in Llanelli. The video animation was created by children and young people from our Junior Board and is designed to be used as part of safeguarding training for practitioners. In addition, 'A reflection on the Do's and Don'ts of Caring', an accompanying video, was created by a former Junior Board member, who had captured the reactions of group members when they first viewed the resource at their annual residential event.

The keynote address was delivered by the new Children's Commissioner, Ms Rocio Cifuentes, who commended the children and young people on their excellent work, and underscored the importance of sharing this resource more widely in support of disseminating its key messages.

Feedback from practitioners at the animation launch praised both achievements and encouraged the animation and video to be used and viewed together to get maximum impact. It also focused on what practitioners will do differently after watching the video (e.g. avoid note taking, incorporate resource in meetings), how they will make sure young people are heard in meetings (e.g. co-chairing LAC reviews, pupil bodies having a voice) and how they will adapt training to incorporate the contents of the video and its accompanying film (e.g. include in school based training, staff meetings). The group have since worked on a fully bilingual version of the resource to make it even more widely accessible.

All versions of the animation and its accompanying video can be downloaded or accessed from the [animation page of our website](#).





Dyfed Powys Police Domestic Abuse Conference

Dyfed Powys Police hosted a very successful multi-agency Domestic Abuse Conference at Police HQ, where speakers included those with lived experience of domestic abuse. The programme also included a closer look at domestic abuse and dementia, a discussion of older people and domestic abuse and the impact of domestic abuse on children.

The feedback noted how the guest speakers were incredibly impactful, and that it was a very informative conference. People also commented on how it good it was to be back together face to face, and that they will be taking a lot of learning back to their teams.

“ Dyfed Powys Police Domestic Abuse Conference, Attendee feedback:

This was an extremely informative and powerful conference. Great balance between training from specialist services and personal accounts from our extraordinary speakers.

The lived experiences of survivors very much felt at the centre of the event today, and leaves me feeling positive that these experiences will go forward to inform our practice.

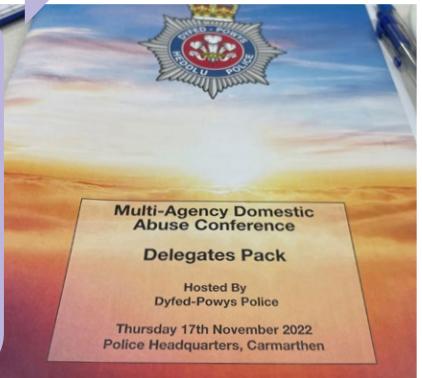
Thank you. ”



“ Dyfed Powys Police Domestic Abuse Conference, Attendee feedback:

Absolutely first class. The venue, speakers – including content and delivery. Very powerful and emotive.

Thank you. ”



Microsoft Teams Live Seminars

A series of successful Microsoft Teams Live Seminars were held throughout safeguarding week, which received excellent feedback and were very well attended. Dedicated webpages were also created to share speakers’ presentations, videos and images from the events, as well as training resources for use during and after the sessions.

Microsoft Teams Live Seminars were as follows:

Safeguarding Children living with Foster Carers, Adopters and Special Guardians: Learning from Case Reviews 2007-2019.

Facilitated by Professor Hedy Cleaver and Wendy Rose OBE, this webinar sought disseminate the key themes and messages from the Corum BAFF publication, based on a UK-wide study of 52 case reviews concerning 98 children who had experienced serious harm while living with foster carers, adopters or special guardians.

Feedback from ‘Learning from Case Reviews 2007-2019’ virtual event led by Professor Hedy Cleaver, and Wendy Rose OBE

“Thank you Wendy and Hedy! Very informative and insightful!”

“Thank you for this morning. It's been very interesting and given me lots to consider!”

“Relevant, excellent and thought provoking, thank you!”



Operation Jasmine. This regional webinar, run in collaboration with the Regional Partnership Board, offered an overview of the key themes and messages that arose from “In Search Of Accountability: a review of the neglect of older people living in care homes” investigated as Operation Jasmine.

Its key facilitators were Margaret Flynn, who was commissioned by the First Minister to review the events associated with Operation Jasmine and Margaret Rooney, Deputy Chief Inspector of Care Inspectorate Wales (CIW).

“ Operation Jasmine Event Attendee feedback:
It was very enlightening, thought provoking and empowering. It was a brilliant example of what practitioners should be looking out for and to encourage professional curiosity. Well done and thank you. I will be using the results in my future training sessions. ”

A panel offering a local health perspective and input from a family member directly affected by the events associated with Operation Jasmine also supported its delivery. The webinar was attended by 88 participants from across the region. The following are examples of what attendees specified they will now do differently in light of the messages shared:

“ *Review when we discuss overall care home concerns with families. Ensure families are involved in discussions.* **”**

“ *We already have safeguarding as a standing item on the agenda of all meetings but will specifically reference care home practice issues within that now.* **”**

“ *To challenge when safeguarding becomes too process-focused to remind of the individual at the centre.* **”**

Presentations, a recorded interview with a family member and a copy of the full report, were made available to participants on a dedicated webpage after the session.



Think Family — See the Adult, See the Child. This webinar drew on learning from safeguarding adult reviews and serious case reviews (now child safeguarding practice reviews) in England, and Child Practice Reviews in Wales. It sought to identify why practitioners and managers must always “think family” and see both the adult and the child. Highlighting the core components of this approach to practice, it gave participants the opportunity to discuss what enables and what obstructs “thinking family” in their work experience.

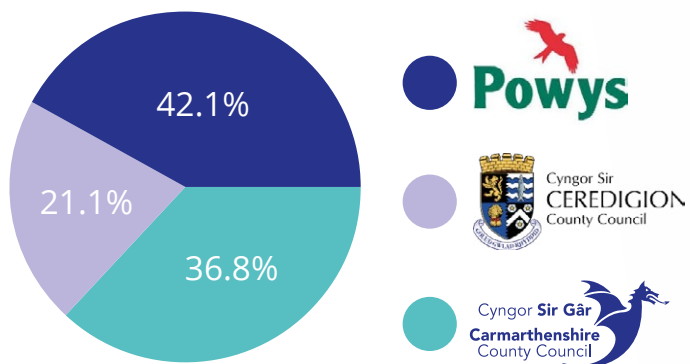
The facilitator, Michael Preston-Shoot, is a Professor (Emeritus) Social Work at the University of Bedfordshire, England. Michael is also Independent Chair of Lewisham and Brent Safeguarding Adults Boards, and has undertaken wider thematic research examining patterns and trends in safeguarding practice. The webinar proved very popular and was attended by 131 participants from across the region. When attendees were asked to rate the extent to which the content of the course would influence their practice going forward, an average score of 85% was given.

Promoting Positive Mental Health and Well-Being of Children and Young People since the COVID-19 Pandemic, in collaboration with CAMHS Schools In-Reach Team.

This webinar aimed to explore how the COVID-19 pandemic precautions and regulations may have affected children and young people, with an emphasis on their emotional growth and development. It was designed to share strategies to promote positive mental health and well-being, and to share details of the national rollout of the School In-Reach Service.

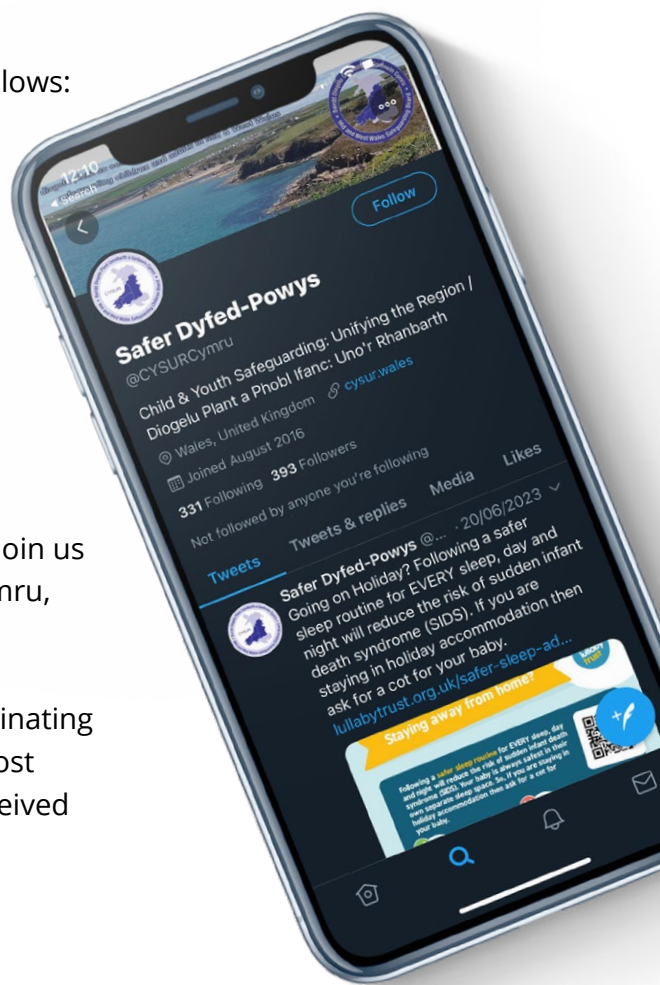
This presentation was delivered by the Powys CAMHS School In-Reach Service, but theoretical content and strategies was applicable to all areas of Wales. The event was facilitated by Gail Morris and Stephen Lloyd from the Powys CAMHS School In-Reach Team.

This event was delivered as an after school session. 93 delegates were present from three county councils as follows:

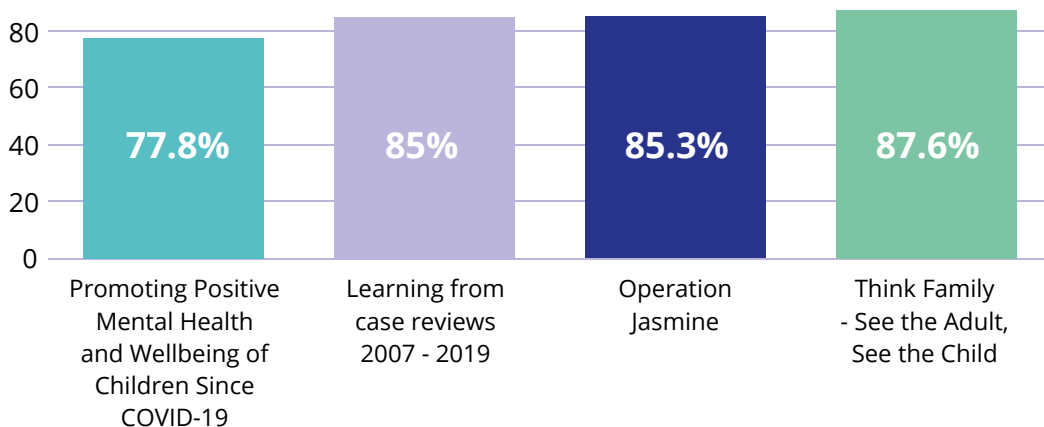


Throughout the week, delegates were invited to follow and join us on social media - Twitter @CYSURCymru and @CWMPASCymru, Facebook @CYSURCymru and Instagram @cysurcymru.

This proved useful for continuing the conversations, disseminating learning, and offering additional links and information. Almost 5.5k Twitter, Facebook and Instagram impressions were received throughout the period.



NSW 2022 Events and their Impact to Practice



Average scores given by event attendees to the question, "to what extent will what you have learnt influence your practice and help keep service users at risk safe?" on a scale of 1 to 10, per event held during National Safeguarding Week.

Fabricated and Induced Illness Training

A Microsoft Teams live webinar was held in September that sought to introduce delegates to the current thoughts about 'Fabricated and Induced Illness' and 'Perplexing Presentations'. This presentation was led by Dr Didi Ratnasinghe, Consultant Paediatrician and Named Doctor for Child Safeguarding at Hywel Dda UHB. Dr Didi has extensive experience of working with Fabricated and Induced Illness and its management.

The session was aimed at multi-agency frontline practitioners and managers, meeting the set learning outcomes for staff group D of the Mid and West Wales Safeguarding Boards All-Age Regional Training Strategy.

The presentation was a very useful session which drew attention to the debates about different approaches to FII as emphasised by British Association of Social Workers (BASW). Delegates were given the opportunity to discuss case studies illustrating the wide spectrum of manifestations and were encouraged to interactively participate via Q&A and challenging controversies.



Ongoing Training Projects

VAWDASV

The MWW VAWDASV Regional Training Subgroup, consistent of all four Local Authorities and both Health Boards, continues to meet and oversee the Regional Training Plan to deliver Groups 1-3 and 6 of the [National Training Framework](#). The region has committed to a joint delivery plan and reporting framework directly into Welsh Government for national oversight.

Centralised governance across the delivery ensures consistency and is supported by co-delivery with our commissioned specialist providers. This co-delivery is coordinated and funded centrally via the VAWDASV Subsidy Grant. We also support consistency with shared practice, resources and regional training packages across LAs, Health Boards and the Fire Service.

Developments in delivery have included a focus on innovative delivery models to reach staff within Education. We have also focused on Health colleagues and delivery of sessions with specialist providers on areas of practice to support the outcomes of Ask and Act. This year also saw investment in technology and development of virtual reality training resources which have been piloted across regional partners.

We have made and supported significant investment to meet the requirements of groups 4 and 5 within the specialist service providers and practitioners across the region. This was in conjunction with specialist training commissioned by Welsh Government and included regional delivery of Independent Sexual Violence Advisor (ISVA), Independent Domestic Violence Advisor (IDVA) and mediation training. We have also funded regional, multi-agency training on Non-Violent Resistance, Child to Parent Abuse and stalking-specific training from Professor Jane Monckton-Smith. Regional funding applications were also successful in supporting investment in Dyfed Powys Police force-wide training on stalking, risk assessment and Multi-Agency Risk Assessment Conference (MARAC chairing).

Other Agency Training

Carmarthenshire Local Authority

delivered training on the Wales Safeguarding Procedures, VAWDASV Awareness, Channel awareness, High-Risk Behaviours, Liberty Protection Standards and the Mental Capacity Act. They also identified a number of key priorities in terms of future safeguarding training which include Professional Curiosity, Ask and Act and more Prevent/Channel training. They have plans to review the Carmarthenshire Local Operational Group and to consider management training around professional concerns and code of conduct.

Ceredigion Local Authority delivered an extensive programme during the year, including Professional Curiosity Training, which was delivered to all staff across the Through-Age Well-Being Model, and offered to partner agencies. The Statutory Director held workshops on Corporate Parenting and delivered Corporate Safeguarding training to Elected Members. Safeguarding Lead Practitioners (children's and adults') facilitated information training sessions for all newly elected members of the council. Elected Members also received training regarding PREVENT and VAWDASV. A significant amount of training was delivered in relation to ACEs and Trauma Induced Practice, with bespoke sessions being offered to their in-house Foster Carers. Training was also offered in relation to autism, concentrating on the lived experience of people who have autism.

Key safeguarding training delivered to staff within **Pembrokeshire County Council** included Understanding Trauma Informed Practice, Ask & Act, and VAWDASV legislation. Safeguarding & Substance Misuse Joint Working Protocol Workshops were delivered to independently address the needs of

both children and adults. Two versions of Professional Curiosity training were delivered, one all-age and one specific to staff working in Children's Services. Quarterly, courses were held for Safeguarding Children under the themes of Managing Allegations against Adults, Child Protection Processes & Procedures and Mental Health and Suicide Prevention. Staff also engaged in a number of e-learning modules that are available to all Pembrokeshire County Council staff.

In **Powys Local Authority** training was delivered in Safeguarding Adults and All Wales Procedures – PAVO, Mental Capacity Act, Hoarding, and Self-Neglect. "What matters" outcome-focused training also continued throughout the period. Within children's safeguarding teams, Section 47 training was delivered virtually to support frontline social care workers to develop their skills in relation to safeguarding in social care to gain an understanding of the impact of changes to legislation. Professional Curiosity training was delivered by the Powys Teaching Health Board on four occasions, each receiving very positive feedback. A further four dates have been arranged for the next financial year. A joint Hydra exercise was also delivered by Dyfed Powys Police and Powys staff.

The **Powys Teaching Health Board** safeguarding team continued to add to their safeguarding training and throughout the year, delivered training in Safeguarding Children Level 3, Safeguarding Adults Level 3, Ask and Act, Mental Capacity Act, DoLS and multiple sessions on domestic abuse. They have plans for the forthcoming year to update the Level 3 training competency framework and to review and update their systems in regards to training.

The **Welsh Ambulance Services NHS Trust (WAST)** delivered a range of bespoke training including sessions on making digital reports for VAWDASV to Live Fear Free, and to the Regional Fire Service for fire safety and hoarding concerns, and making a report via WAST's digital process. They have also offered Safeguarding Children and Safeguarding Adults training and Group 1 and 2 Ask and Act.

During the year, **Youth Justice Services** continued to follow the same training programme as other local authority colleagues working directly with children and young people. Specific additional training included AIM training to address sexually harmful behaviour, sector specific assessment training on use of ASSET Plus, Motivational Interviewing and other behaviour change approaches.

Hywel Dda University Health Board also continued to deliver a broad range of safeguarding training. The Named Doctor delivered Level 3 Clinical Recognition of Abuse and Neglect (Child Safeguarding) training and offered this to staff from Social Services and Police. Lucy Faithfull Training was commissioned during the period and the Lead Nurse Safeguarding Children and Named Doctor continued to deliver PRUDiC training. The adult safeguarding team delivered a number of useful presentations,

the first at the University Health Boards Dementia Awareness Day on Safeguarding and Dementia, and the second at a lunch and learn session during National Safeguarding Week on Safeguarding and the older person.

Training was rolled out to Adult Heads of Service and service leads on the use of the Safeguarding Management Function with the Once for Wales management system, including the development of electronic support documents/videos.

In **Further Education**, safeguarding induction and refresher training continued to be delivered to staff. The Colleges in the Safeguarding Board region continued to commission Dai Durbridge, a leading safeguarding lawyer, to deliver training to college staff covering the learning from CYSUR 7 2018 relating to peer on peer abuse.

During the period, **Dyfed Powys Police** implemented joint safeguarding training with the Local Authority to improve working together in response to children and vulnerable adults. Lunch and learn sessions were introduced to improve multi-agency understanding of domestic abuse. The force also established an immersive training programme for SIOs dealing with Organised Immigration Crime, and provided frontline staff with information and scripts to ensure an effective response to human trafficking.





Some collective photos from National Safeguarding Week 2022



A Human Story – Honor (Swindon SAB)

- ▶ Repeated concerns about physical and financial abuse by Honor's son
- ▶ When Honor was interviewed at home, this was always in the presence of her son and she denied abuse
- ▶ When interviewed away from home, on her own, she began to disclose
- ▶ SAR found that coercive and controlling behaviour was not well understood
- ▶ Intervention was framed through a lens of a stressed carer rather than through a lens of domestic abuse



Physical abuse Visible physical injuries: bruising, broken bones, unexplained falls. Poor physical health conditions: <ul style="list-style-type: none"> • unexplained injuries • repeated urticarial rashes • sores • hearing difficulties • limited mobility • chronic illness • poor overall health • poorly managed health conditions • self-harm 	Financial abuse Controlling the individual's finances and denying them access to their own financial information Borrowing money and not paying it back Exploiting an individual's care needs to access benefits or selling assets to benefit Going shopping for an individual and buying shopping for themselves with the individual's money without their permission Giving the individual an allowance or 'pocket money' Placing someone in financial hardship or debt Misuse of financial power of attorney
Psychological and emotional abuse Verbal abuse: threats, criticism and put-downs Suggestion of impending loss of custody to other person and to others Making the older person feel like a burden Preparation regarding cremation or 'burial' Because of the impact on themselves, placing guilt on the older person to meet their needs	Sexual abuse Any form of forced or unwanted sexual activity including: <ul style="list-style-type: none"> • rape, sexual assault, unwanted or inappropriate touch • exposure to sexual language or pornography • gynaecological problems • STIs • pregnancy • anxiety • fear

Children's Commissioner for Wales
Ms Rocio Cifuentes

Anerchiad gan Gwmisiynydd Plant Cymru
Mis Rocio Cifuentes

The Five Ways to Wellbeing

Five Ways to Wellbeing

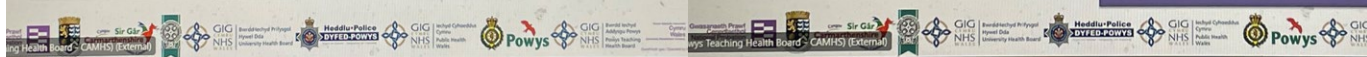


All Wales School In-Reach Services

- The programme aims to build the capacity (including skills, knowledge and confidence) in primary and secondary schools to support mental health and wellbeing of pupils and staff. The project was aimed at achieving a service for support and supervision to children and young people who may have emotional health needs but do not meet criteria for CAMHS (Child and Adolescent Mental Health Services), in order to enable schools to effectively respond to those needs.
- Delivery of this is through the principles of the three pillars:

All Wales School In-Reach Services

Training for staff – A number of resources were utilised throughout the pilots in Wales including Youth Mental Health First Aid.	Rapid access to consultation – access to advice, signposting and strategies via email and ad hoc telephone or face to face consultation as required.
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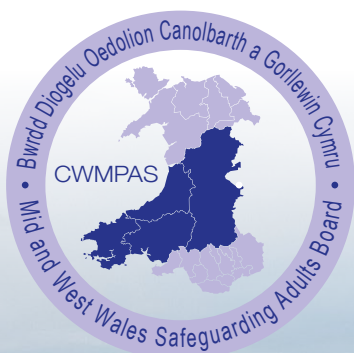
(m) How the Safeguarding Boards have implemented advice from Welsh Government and the National Independent Safeguarding Board

The Chairs of CYSUR and CWMPAS and the Regional Safeguarding Board Manager and team continue to work closely with senior WG officials and the National Independent Safeguarding Board on areas of mutual interest, and where it is identified improvements can be made to professional safeguarding practice. This year has focused upon implementing advice linked to the Ukraine Crisis and ongoing post-pandemic work.

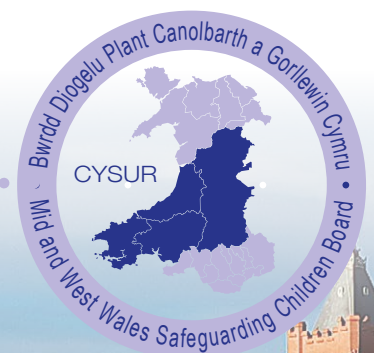
The Boards have supported requests from the NISB to provide information in relation to a second thematic review undertaken in relation to Child Practice Reviews. The Boards have continued to implement the National Action Plan for Child Sexual Abuse, although this is now formally closed. Significant support has been provided to the ongoing national work led by the NISB to develop a performance framework for safeguarding practice in Wales.

This year, the Boards have worked closely with Welsh Government on the ongoing development of the Single Unified Safeguarding Review framework. Our Boards are represented on multiple sub-groups tasked with developing numerous aspects of the project, and are leading on the national training and development framework which will support the rollout of SUSR upon publication of the final statutory guidance. At the time of writing, the Boards await this publication, having contributed to the national consultation in respect of the draft statutory guidance which closed in June 2023.

The Boards remain actively engaged in all aspects of this project, with the view to ensuring the good practice established in respect of Child and Adult Practice Reviews will continue into the new framework once implemented.

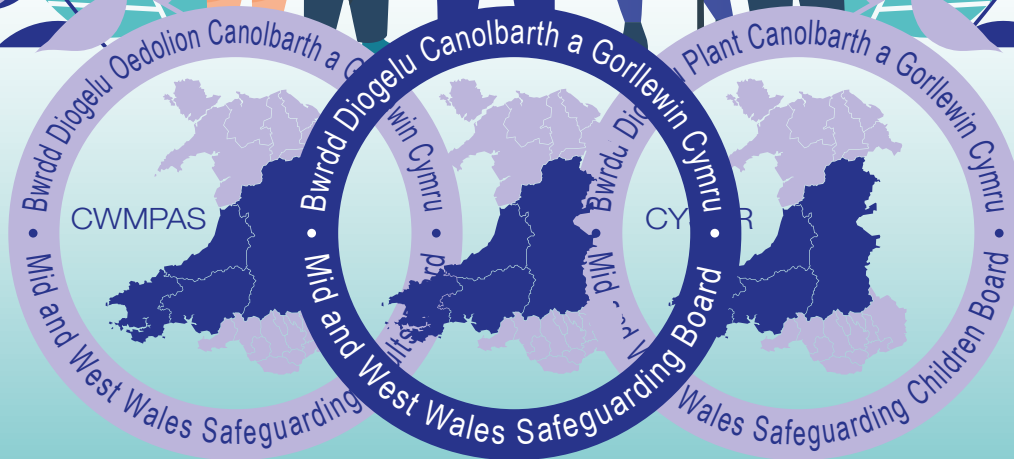


Llywodraeth Cymru
Welsh Government



Glossary

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



THE MID AND WEST WALES SAFEGUARDING CHILDREN & ADULTS BOARDS ANNUAL REPORT

Produced by the Mid & West Wales Safeguarding Board

Julie Breckon
Regional Safeguarding
Board Manager



Rebecca Reynolds
Practice Review
Business Manager



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Board Business
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Cabinet 29.04.24

CARER'S LEAVE POLICY

Purpose:

The Carer's Leave policy sets out our commitment to supporting carers and the procedure for managing a request from an employee for carer's leave in line with the Carer's Leave Act 2023 which comes into force to 6th April 2024.

Recommendations / key decisions required:

To endorse the Carer's Leave policy and recommend for adoption.

Reasons:

To ensure the Authority is compliant with the Carer's Leave Act 2023 and meets its statutory obligations.

Cabinet Decision Required	YES
Council Decision Required	NO

CABINET MEMBER PORTFOLIO HOLDER:
Cllr. Philip Hughes, Organisation and Workforce.

Directorate:	Designations:	Tel/ Email addresses:
Name of Head of Service:	Paul Thomas	01267 246123
	Assistant Chief Executive	PRThomas@carmarthenshire.gov.uk
Report Author:	Ann Clarke	01267 246167
	HR Manager (Business Partnering)	ALClarke@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

Carer's Leave

Carer's Leave

From 6 April 2024, employees will have a statutory right to a week's unpaid leave to care for a dependant.

Whilst the Carer's Leave Act 2023 became law on 24 May 2023, it required regulations to set out how the entitlement would work. These have now been enacted by parliament and come into force on 6th April 2024.

Who can take carer's leave?

Carer's leave will apply to employees and is intended to allow the individual to provide or arrange care for a dependant with a long-term care need.

The definition of "dependant" mirrors the definition used for the right to time off for dependants. This includes a spouse, civil partner, child, parent, a person who lives in the same household as the employee (other than by reason of them being their employee, tenant, lodger or boarder), or the wider catch-all provision, of a person who reasonably relies on the employee for care.

The leave is a "day one" right, meaning there is no minimum service requirement to take advantage of it. As with other statutory leave entitlements, employers cannot penalise any employee choosing to take advantage of carer's leave once it is brought into force. Dismissal of an employee for a reason connected with their taking carer's leave will be automatically unfair. Employees are also entitled to return to the same job they were doing immediately before they took carer's leave.

What will carer's leave be used for?

A "long-term care need" is defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age. The focus on a long-term care need is deliberate as the government stated in its consultation response that it believed that other types of leave should be used for dealing with "short-term care needs", such as time off for dependants or annual leave.

The regulations make clear that the entitlement to one week's leave is the maximum any employee could be entitled to, irrespective of how many dependants an employee has.

Employers are not able to require an employee to evidence their entitlement to the leave.

How can carer's leave be taken?

Flexibly. The key procedural requirements are:

- Employees using the leave must take a minimum of half a working day at a time; a working day meaning the employee's usual working pattern. There is no need for the leave to be used on consecutive days either. Employees could therefore take five separate days over a 12-month rolling period.
- Employees are required to provide notice, although this does not need to be in writing. The notice must include the fact that the employee is entitled to take carer's leave and the day(s) or part of a day that will be taken.
- Employees will be required to give notice which is either twice the length of time being requested, or three days, whichever is the longest. It is open to employers to waive the notice requirement provided the employee is otherwise eligible to take carer's leave.

Does an employer have to agree?

Employers are not able to deny an employee's request for carer's leave but can postpone it if they reasonably consider that the operation of the business would be unduly disrupted if the leave was approved. If the employer does postpone the leave, they must provide a written counter notice within seven days of the request, explaining the reason for the postponement and the revised dates the leave can be taken on. The employee must be allowed to take the requested leave within a month of their original request.

What remedies does an employee have if these rights are not upheld?

An employee will be able to bring an employment tribunal claim if their employer has unreasonably postponed, prevented or attempted to prevent them from taking carer's leave. A tribunal can make a declaration and award compensation. Compensation is subject to what the tribunal considers "just and equitable", taking into account the employer's behaviour and any consequential loss sustained by the employee.

Decision required: Recommendation that Carer's Leave policy is adopted.

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: Paul Thomas, Assistant Chief Executive (People Management)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio-diversity & Climate Change
YES	YES	YES	NONE	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The Carer’s Leave Policy supports the Authority’s Corporate Strategy and our Well-being Objective 2: Enabling our residents to live and age well (Live & Age Well) and Well-being Objective 4: To further modernise and develop as a resilient and efficient Council (Our Council).

2. Legal

The Carer’s Leave policy enables the Authority to meet its statutory requirements as laid out in the Carer’s Leave Act 2023. Dismissal of an employee for a reason connected with their taking carer’s leave will be automatically unfair.

3. Finance

Whilst the new statutory right is for up to one week’s unpaid leave per employee who is defined as a carer in a rolling 12-month period, for some frontline services this leave will require back fill and therefore additional staffing costs from within existing delegated budgets.

4. Staffing implications

The People Management team has a role to play in educating managers on these new responsibilities, managing and advising on applications, to ensure the statutory obligations are complied with and risks of claims minimised.

CONSULTATIONS

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

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

1. Scrutiny Committee request for pre-determination	NO
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

Recognised trades unions have been consulted via CERF.

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE**

YES

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

THERE ARE NONE

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



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Carer's Leave Policy

People Management

Adopted:



1.0 Introduction

This policy sets out our commitment to supporting carers and the procedure for managing a request from an employee for Carer's Leave in line with the Carer's Leave Act 2023.

Employees may have caring responsibilities and may request our support to combine work with care. We have adopted this policy to demonstrate our support for employees who are carers, and to set out what support is available.

We aim to give carers the same recruitment and career opportunities as everyone else. We will give carers as much support as possible to achieve this objective.

2.0 Scope

This policy and procedure cover all employees including centrally employed teachers but excludes staff on the complement of locally managed schools for whom a separate policy applies. In the absence of a policy agreed locally by individual schools the principles of this policy should be followed.

3.0 Definition of a carer

When defining carers, we aim to strike a balance between recognising the special circumstances of caring, and not classifying carers as a rigid or separate group.

We define carers as employees with significant caring responsibilities that have a substantial impact on their working life. The activities that carers undertake are wide ranging, including but not limited to:

- help with personal care.
- help with mobility.
- managing medication.
- practical household tasks.
- emotional support; and
- help with financial matters or administration.

Carers' needs are different from the needs of employees with routine childcare responsibilities, and the circumstances and milestones of caring are different from those of routine childcare. Please look at our [Leave and Absence](#), and [Flexible Working](#) policies for options that may support you balancing childcare.

Caring can be unpredictable and emotionally upsetting. An employee may acquire caring responsibilities overnight, for example where their parent has a stroke, or caring responsibilities may develop over time, for example where the employee's partner has a debilitating long-term health condition. With routine childcare, the

child's journey is more predictable as they grow older, go to school and become more independent. The milestones of caring may go in the opposite direction, for example an elderly parent may become frailer and more dependent over time, and a disabled child may continue to have significant support needs when they become an adult.

4.0 Definition of a dependents

The definition of a “dependant” who may require your care includes:

- your spouse, civil partner, child, parent.
- a person who lives in the same household as you (other than by reason of them being their employee, tenant, lodger or boarder); or
- any other person who reasonably relies on you to provide or arrange care.

5.0 Identification and disclosure

You are not required to disclose to your line manager that you are caring for someone but are encouraged to do so. This will help us provide appropriate support to you. Line managers will respect the confidentiality of any information provided to them in this regard.

When you disclose to your line manager or via the Equality and Diversity section of 'MyView- Dashboard' that you are a carer, we will process any personal data collected in accordance with our [data privacy statement](#). Data collected from the point at which you inform us of your caring responsibilities is held securely and accessed by, and disclosed to, individuals only for the purposes of supporting you with your caring responsibilities (for example when dealing with requests for flexible working).

Where a manager knows that you have caring responsibilities, your line manager should discuss the support that our organisation offers carers and encourage you to access this support. Please see our [Support for Carers](#) web page.

6.0 Carer's leave.

Carer's leave is one week's unpaid leave in a rolling 12-month period and there is no minimum service requirement to apply for it. A week of carer's leave is the same duration as your normal working week.

Carer's leave will apply to all employees and is intended to allow you to provide or arrange care for a dependant with a long-term care need.

7.0 What carer's leave can be used for.

Carer's leave can be used for a long-term care need. A dependant has a long-term care need if they:

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months.
- have a condition that amounts to a disability under the Equality Act 2010; or
- require care for a reason connected to their old age.

This statutory right to carer's leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

Where you have short term caring responsibilities, please refer the authority's [Leave and Absence](#), and [Flexible Working](#) policies and procedures. This will provide other options, eg, annual leave, Time Off for Dependents, etc.

8.0 How can carer's leave be taken?

Carer's leave can be taken flexibly. The key requirements are:

- When using the leave, you must take a minimum of half a working day at a time; a working day meaning your usual working pattern. There is no need for the leave to be used on consecutive days. If you work full time, you could therefore take five separate days over a 12-month rolling period.
- You are required to provide notice, although this does not need to be in writing. The notice must include the fact that you are entitled to take carer's leave and the day(s) or part of a day that will be taken.
- You are required to give notice which is either twice the length of time being requested, or three days, whichever is the longest. This notice can be waived with mutual agreement from your line manager provided you are otherwise eligible to take carer's leave.

9.0 Applying for Carer's Leave

You must contact your line manager or nominated officer as soon as possible, explaining why you require carer's leave and the number of day's leave using Appendix 1.

You will be also be required to apply for Carer's Leave via the web-based self-service system, 'MyView – Dashboard' using 'Other Absence'. However, there is no requirement to provide documentary evidence. The primary purpose of completing

the MyView Form is to authorise the subsequent deduction from pay for the period of unpaid leave.

10.0 Manager's decision and postponing your carer's leave.

Your line manager cannot deny your request for carer's leave but can postpone it if they reasonably consider that service delivery would be unduly disrupted if the leave was approved as set out in Appendix C. If your line manager does postpone the leave, they must provide you written counter notice within seven days of the request, explaining the reason for the postponement and the revised dates the leave can be taken on. You must however be allowed to take the requested leave within a month of your original request.

11.0 Our commitment to you

You have the right not to be subjected to any detrimental treatment (including being unfairly penalised, disciplined or dismissed) because you have taken, sought to take, or made use of the benefits of carer's leave.

If you consider that you have had a legitimate request for time off turned down, you can use the [Grievance Procedure](#) to resolve the matter.

12.0 Pay during carer's leave.

You do not have a statutory right to be paid during carer's leave. Therefore, any leave taken as carer's leave is unpaid.

While sums payable by way of wages/salary will cease, all other benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

13.0 Cancelling your carer's leave.

You can cancel your carer's leave and take it at a different time as long as you let your line manager know before your leave has started.

You cannot cancel any carer's leave that has already begun.

14.0 Returning to work after carer's leave.

Following your carer's leave, you have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

15.0 External sources of help

There are various organisations that provide help and support to carers, including:

- [Carers UK](#), which provides help and advice for carers on employment rights, benefits and tax credits, assessments, and other practical matters for carers.
- the [NHS website](#), which provides a wealth of information and advice for carer.;
- [Grace Care Consulting](#), which provides advice and support on care, special needs and neurodiversity, al needs and neurodiversity.
- [Age UK](#) and [Independent Age](#), which offer information and support to anyone providing informal unpaid care to an older person through a range of local services.
- [Contact a Family](#), which provides support, advice and information to families with disabled children; and
- [Carers Trust](#), which works with other organisations to provide access for carers to breaks, information, advice, education, training and employment opportunities.

16.0 Abuse of Carer's leave.

Any abuse of the Carer's Leave Policy scheme will be dealt with under the Council's Disciplinary Procedure, e.g., Taking leave for purposes other than for a carer's leave as detailed above.

17.0 Ensuring equality of opportunity.

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

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the People Management Team who will, if necessary, ensure the policy/procedure is reviewed accordingly.

If you require this publication in an alternative format, please contact People Management by emailing CHR@carmarthenshire.gov.uk

DRAFT

Request for carer's leave	
Employee's name:	
Employee number:	
Job title:	
Department:	
Start date carer's leave:	
End date carer's leave:	
Please confirm the number of full or half day(s) that you are requesting carer's leave:	
A. Declaration (please tick - you must meet this criterion to be eligible to take carer's leave):	
I will be absent from work for the purpose of providing or arranging care for a dependant	
B. Declaration (please tick one option):	
The dependant is my spouse, civil partner, child or parent OR	
The dependant is a person who lives in the same household as me (other than as a lodger, tenant, boarder or employee) OR	
The dependant is a person who reasonably relies on me to provide or arrange care.	

C. Declaration (please tick one option):	
The dependant for whom I request carer's leave has an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months OR	
The dependant for whom I request carer's leave has a condition that amounts to a disability under the Equality Act 2010 OR	
The dependant for whom I request carer's leave requires care for a reason connected with their old age.	
<p>Notes</p> <p>You must meet the criterion under Declaration A, as well as one criterion under Declaration B and one criterion under Declaration C.</p> <p>Carer's leave is unpaid. While sums payable by way of [wages/salary] will cease, all other benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.</p>	
Employee signature:	
Date:	
Manager approval	
Name of approving manager:	
Approving manager's signature:	
<p>Notes</p> <p>Please enter your proposed alternative dates if you cannot authorise the dates the employee has requested</p>	
Alternative start date carer's leave:	

Alternative end date carer's leave:	
Please confirm the number of full or half day(s) that you are proposing as alternative dates for carer's leave:	
Date:	
Carer's leave taken in the last 12 months:	

DRAFT

Template letter to employee agreeing request for carer's leave.

Dear []

Your request for carer's leave

Thank you for your notice requesting a period of carer's leave received on [] .

I confirm that you can take the requested [number] days' unpaid carer's leave starting on [date] and ending on [date].

[OR

I confirm that you can take [date] as the requested one day's unpaid carer's leave.

OR

I confirm that you can take the [morning/afternoon] of [date] as the requested half a day's unpaid carer's leave. This means that your working day on [date] will start at [9am and finish at 12.30pm] / 2pm and finish at 5.30pm].]

Please do refer to our Carers Leave policy, which sets out other support that we provide to help employees combine work with care.

If you have any queries or concerns, or if I can help in any way, please do not hesitate to contact me.

Yours sincerely

[]

Manager



Template letter to employee postponing requested period of carer's leave.

Dear []

Postponement of your requested carer's leave

Thank you for your notice requesting a period of carer's leave [and discussing your request with me on [date]].

Regrettably, I find it necessary to postpone your leave as your absence on [insert date(s)] would cause significant disruption to service delivery. This is because [insert reason].

I appreciate your understanding in this matter and pleased that you have agreed to postpone your carer's leave to [insert date(s)].

[OR

I am committed to finding a mutually agreeable period for you to take your leave. I proposed the following alternative dates for you to take your carer's leave: [insert dates]. I would ask you to reconsider these alternative dates and let me know at your earliest convenience if any of these are suitable.]

Please be assured that postponing your leave is not a decision that I have taken lightly as I recognise the difficulties of trying to balance the demands of caring and work.

Please feel free to contact me at any time if you have any queries, if you would like to discuss any of the above, or if you would just like to talk through other avenues of support, please contact me.

Yours sincerely

[]

Manager



**Draft Supplementary Planning Guidance (SPG)
Revised Carmarthenshire Local Development Plan 2018-2033**

Purpose:

- To set out the proposed SPG as contained within the report for approval to undertake formal consultation.
- To outline the process for the preparation and adoption of SPG as part of the documentation in support of the Revised LDP.
- Set out the programme in relation to the preparation of future SPG including those identified as for forthcoming preparation and reporting.

Recommendations / key decisions required:

- That the Draft SPG as set out in this report be approved for publication for formal public consultation.
- Provide officers with delegated authority to update or amend any factual, typographical or grammatical errors.

Reasons:

- To reflect the requirements and commitments set out within the emerging Revised Local Development Plan to prepare Supplementary Planning Guidance.
- To provide additional clarity on specific thematic policy areas to support implementation and provide guidance and elaborate on the policies and provisions of the Revised Local Development Plan at the point of its adoption.

Cabinet Decision Required YES

Council Decision Required YES

CABINET MEMBER PORTFOLIO HOLDER:- Cllr. Ann Davies - Cabinet Member for Rural Affairs & Planning Policy

Directorate: Place & Infrastructure	Designations: Head of Place and Sustainability	Tel: Email addresses: RDGriffiths@carmarthenshire.gov.uk
Name of Head of Service: Rhodri Griffiths	Forward Planning Manager	IRLlewelyn@carmarthenshire.gov.uk
Report Author: Ian R Llewelyn		

EXECUTIVE SUMMARY

Draft Supplementary Planning Guidance (SPG) Revised Carmarthenshire Local Development Plan 2018 - 2033

1. Background.

This Report follows the publication of the 2nd Deposit Revised Local Development Plan (LDP) for public consultation between the 17th February 2023 and 14th April 2023. The 2nd Deposit Revised LDP sets out a strategy, vision, strategic and specific policies, proposals and development allocations as well as areas where policies have been designed to protect and enhance the environment from inappropriate development.

As part of implementing the content of the Revised LDP, it is often necessary for policies to be supported by supplementary guidance. This guidance is intended to support the interpretation and use of policies and proposals in the Plan. These are produced in the form of Supplementary Planning Guidance (SPG) and can be brought forward at various stages including to coincide with the adoption of the forthcoming Plan. They are required to undergo a formal consultation on their content prior to adoption.

In recognising the role of SPG in supporting the Plan's policies and provisions and as a means of providing additional detailed guidance, Appendix 3 of the Revised LDP identifies a series of proposed SPG for preparation during the Plan period through to 2033. These SPG range from thematic policy guidance through to site-specific Development Briefs. Each of these is accompanied by an indicative date for their publication and whilst not exhaustive, it does give a clear indication on the forthcoming areas where additional guidance will be produced.

Further commitments to prepare SPG are also contained within the Revised LDP Written Statement responding to specific policy considerations within the document. It is important to note that the timetable for their production is aligned with evolving priorities.

2. Draft SPG

3.1 This report sets out three specific SPG for public consultation, each relating to a specific policy areas within the Revised LDP. Further details on these are set out below with copies of the draft SPG appended to this report.

- **Sites of Importance for Nature Conservation (SINCs):**

Sets out the methodology for the future identification and designation of SINCs across the Plan area. These represent a local environmental designation on sites which offer significant potential as a biodiversity resource. In setting out the methodology, the SPG sets out the parameters against which any site will be designated.

By consulting on the methodology, we are seeking to ensure that the method for any future designations are fully informed, transparent and robust. At present there are no SINCs identified within the plan area, however it is the objective of the Authority to actively explore their designation.

- **Welsh Language;**

This SPG reflects the importance of the Welsh language to Carmarthenshire and seeks to elaborate on the progressive policy approaches and the innovative supporting assessment of a development's impact on the language developed as part of the Revised LDP – including

the recognition of the whole of Carmarthenshire as linguistically sensitive. It recognises the potential positive and negative impacts on the language and that the pressures on the use of the language in Carmarthenshire's communities are influenced by a number of social factors. It sets out the role planning can play including through the determination of individual applications and potential mitigation on safeguarding and promoting the use of the Welsh language.

- **Open Space: Requirements for Integrating Open Spaces within New Residential Developments;**

The SPG sets out the positive role well-designed open space can play as part of development, alongside the wider built environment. When coupled with effective design solutions and sympathetic management, open spaces can play an essential part in contributing towards the health and wellbeing of residents, user, and visitors alike and help create that sense of place and embed the principles of sustainable development.

It sets out the requirements for integrating open spaces within new residential developments providing design criteria and streamlining the process of calculating section 106 contributions, and assisting in decision making. It proposes incorporating requirements for greenspaces and community growing spaces in accordance with the 'Beyond Six Acre Standard'. It has been developed with the support of Play Sufficiency, Ecology, Leisure, Active Travel, and Estates.

Copies of the Draft SPG are appended to this report. It should be noted that the content of the SPG are subject to ongoing development/refinement and will be updated as this report progresses through to Council for consideration

Next Steps

Following Council approval, the draft SPG set out in this report will be subject to a 6-week public consultation which will be undertaken in a manner consistent with the approach set out within the Delivery Agreement for the Revised LDP. Following the consultation, the representations received will, along with any recommended amendments to the SPG, be reported back through the democratic process ahead of Council approval.

It should be noted that the SPG relate to the emerging Revised LDP and not the current adopted Plan. In this respect they will come into force concurrent with the adoption of the emerging Revised LDP, scheduled for November/December 2024.

Future SPG Production

As stated above, the Revised LDP identifies a programme for future SPG preparation – this is appended to this report along with the projected programme for development and is for information only and is subject to change. Based on this programme and to respond to emerging pressures, a further report setting out additional draft SPG will be entering the reporting cycle early 2024. These include:

- Landscape Character Assessment.
- Improvement and Alterations to Historic Buildings

It should be noted the Landscape Character Assessment SPG is being brought forward to reflect the need to provide additional clarity and revised priorities.

DETAILED REPORT ATTACHED?	YES Appendix 1: SPG Programme Draft SPG: Sites of Importance for Nature Conservation Draft SPG: Openspace Draft SPG: Welsh Language
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IMPLICATIONS

ALL IMPLICATIONS REQUIRE SIGN OFF BY THE DIRECTOR OR HEAD OF SERVICE

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: **R Griffiths**

Head of Place and Sustainability

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio-diversity & Climate Change
YES	YES	YES	NONE	NONE	YES	NONE	YES

1. Policy, Crime & Disorder and Equalities

The Revised LDP and these associated SPG identify and develops the links and requirements necessary to ensure they, and the processes in their preparation are compatible with Carmarthenshire County Council's well-being objectives. It also ensures alignment with the national Well-being Goals set out within the Well-being of Future Generations Act 2015. Through its land use planning policies, the Revised LDP will seek to promote the principles of sustainability and sustainable development by facilitating the creation of communities and local economies which are more sustainable, cohesive and provide access to local services and facilities and reducing the need to travel.

The integration of sustainability as part of the preparation of the LDP, and by extension these SPG, is reflected in the undertaking of a Sustainability Appraisal and Strategic Environmental Assessment reflecting national and international legislative requirements. The formulation of the Revised LDP will closely consider matters of sustainability and will be prepared with the outcomes of the Plan measured in light of the Sustainability Appraisal indicators. This iterative approach ensures sustainability is at the heart of the Plan and that it is reflective of the requirements emanating from the Wellbeing and Future Generations Act 2015 and the Carmarthenshire Well-being Plan.

The LDP and these SPG will have full regard to the national legislative provisions and will relate and have regard to the Carmarthenshire Well-being Plan. They will be assessed against the National and local Well-being Objectives. The Revised LDP will ensure the requirements emanating from the Act are fully and appropriately considered within the Plan, reflective of its duties.

2. Legal

The preparation of the draft SPG and the Revised LDP reflects the provisions of the Planning and Compulsory Purchase Act 2004, the requirements of the Planning (Wales) Act 2015 and secondary legislation in the form of the Local Development Plan (Regulations) Wales (As amended) 2015.

Their preparation also has appropriate regard to other sources of primary and secondary legislation including the Environment (Wales) Act and the Well-being of Future Generations Act 2015. They must also have regard to the provisions of the Habitat Regulations as transposed into the Conservation of Habitats and Species Regulations 2017 (as amended) and our legal duties as competent authority.

Their preparation is in accordance with the 2004 Planning and Compulsory Purchase Act. It is also in line with national regulations and guidance in relation to its scope and content.

Note: The Revised LDP will be required to comply with the provisions of Future Wales: the National Plan 2040 (formerly the National Development Framework) which sets out a high-level spatial strategy for Wales.

3. Finance

Financial costs to date are covered through the financial provisions in place - including growth items and reserves as required. Should the Planning Division Budget not be in a position to provide further funding necessary to meet the statutory requirements to review and prepare a development plan then an application will be made for a further growth bid for future years.

Should the Planning Division Budget not be able to provide further funding necessary to meet the statutory requirements emerging from the specialist input necessary to address the phosphates impacts, then an application will be made for further funding. In addition, we will look to share financial burden of such work with partners and seek financial assistance (where applicable) from the Welsh Government as well as maximising grant income (where available).

The Delivery Agreement, in making reference to such matters, outlines the Council's commitment to prepare and adopt an up-to-date LDP in accordance with the Council's statutory duty.

6. Staffing Implications

Whilst the progression of the Revised LDP will be delivered through current staffing provisions, any delay may require extensions to contracts of those temporary posts in place to support Plan preparation and delivery. Funding would be through current financial provisions and/or future growth items.

Provision will be required for a Programme Officer for the Examination into the LDP (scheduled 2023/24), this accommodated within existing financial provisions.

8. Biodiversity and Climate Change

The report and its provisions have full regard to our duties in relation to the biodiversity and climate change responsibilities. In this regard both the proposed SPG in relation to Sites of Importance for Nature Conservation and that for open space include provisions compatible with our duties under the environment act and as expressed through the declaration of nature emergencies as well as delivering on the nature and biodiversity requirements set out in Planning Policy Wales.

It should be noted that SPG support the implementation and provision of the Revised LDP which has been prepared against the backdrop of legislation and corporate policies.

CONSULTATIONS

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

Signed: R Griffiths

Head of Place and Sustainability

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	YES
If yes include the following information: -	
Scrutiny Committee	Communities, Homes and Regeneration
Date the report was considered:-	07/03/24
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s)

The proposed SPG will be subject to full public consultation. Members will be engaged throughout the Plan making process.

3. Community / Town Council

The proposed SPG will be subject to full public consultation. Town/Community Council(s) are a specific consultee at statutory stages throughout the Plan making process.

4. Relevant Partners

The proposed SPG will be subject to full public consultation. Contributions have been made and will continue to be sought throughout the revision process.

5. Staff Side Representatives and other Organisations

The proposed SPG will be subject to full public consultation. Internal contributions have and will continue to be sought throughout the Plan making process.

**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
2nd Deposit Revised Local Development Plan		Second Deposit Revised Local Development Plan (gov.wales)
Integrated Sustainability Appraisal and Habitats Regulations Assessment		Integrated Sustainability Appraisal and Habitats Regulations Assessment (gov.wales)
Revised Delivery Agreement		Delivery Agreement (gov.wales)
Local Development Plan 2018 - 2033		Local Development Plan 2018 - 2033 (gov.wales)

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Appendix 1: Supplementary Planning Guidance – Programme for Preparation

The following is an extract of Appendix 3 from the Revised LDP and reflects the scope and breadth of SPG proposed to support and elaborate on the policies and proposals of the Plan. It should be noted that the following is subject to amendment as a result of changing the priorities and the need to bring forward certain SPG in advance of the date initially anticipated, but also as a consequence of changes emerging as part of the examination of the content of the Revised LDP.

Policy Ref.	Topic	Existing SPG to be carried forward. Note: Subject to updating	New SPG	Target date for Adoption
NE4	Caeau Mynydd Mawr Special Area of Conservation	Y (Note original substantively updated as a result of revised evidence)	N	October / November 2024
HOM3	Homes in Rural Villages	N	Y	October / November 2024
AHOM1, AHOM2	Affordable Housing	Y (Note original substantively updated)	N	October / November 2024
INF4	Burry Inlet	N	Y	October / November 2024
SP12	Placemaking and Sustainable Places	N	Y	October / November 2024
PSD4	Trees and planting as part of new developments	N	Y	Summer 2025
NE1	Sites of Importance for Nature Conservation Value (SINCs)	N	Y	October / November 2024
NE2	Nature Conservation and Biodiversity	Y	N	October / November 2024
SP15	Built and Historic Environment	N	Y	December 2025
CCH1, CCH2	Renewable Energy	N	Y	December 2025
CCH4	Water Quality – Protected Riverine SACs	N	Y	October / November 2024
PSD9	Advertisements (guidance on bilingual requirements).	N	Y	Summer 2025
INF1	Planning Obligations	Y (Note original substantively updated)	N	October / November 2024

Revised Carmarthenshire Local Development Plan – Report on Supplementary Planning Guidance

SP15	Archaeology	Y	N	October / November 2024
SG3	Pembrey Peninsula	N	Y	December 2025
PSD3	Green and Blue Infrastructure Networks and Development	N	Y	Summer 2025
BHE2	Landscape Character	N	Y	Summer 2025
WL1	Welsh Language and New Developments	Y (Note original substantively updated)	N	October / November 2024
	Site Specific (planning and development briefs - TBC)			Continuous
Multiple	Design Principles in New Development (Suite of SPG to be prepared over the lifetime of the LDP)	N	Y	Continuous
RD2	Conversion and reuse of rural buildings for residential use	Y (Note original substantively updated)	N	October / November 2024
INF2	Health Impact Assessments	N	Y	Summer 2025
VE3	Alternative Luxury Camping	N	Y	October / November 2024
PSD12	Light Pollution	N	Y	December 2025
CCH3	Electric and Ultra Low Emission Vehicles in Developments	N	Y	Summer 2025

**Draft Supplementary Planning Guidance:
Methodology for Determining SINCs in
Carmarthenshire
October 2023**

Revised Local Development Plan 2018 – 2033

1 Introduction

This Supplementary Planning Guidance (SPG) is one of a series of guidance notes that has been produced to supplement and support the Revised Carmarthenshire Local Development Plan (LDP). It provides further guidance and, where applicable, elaborates on how policies and proposals of the Development Plan are to be implemented. This SPG in particular supplements the consideration and application of specifically Policy NE1. The SPG is intended to provide the framework for the identification and designation of Site of Importance for Nature Conservation (SINC) and will ensure consistency and robustness in their designation and the resultant application of the LDP policy. The SPG does not apply to the area of Carmarthenshire which falls within the Brecon Beacons National Park.

Sites of Importance for Nature Conservation are an important resource in Carmarthenshire, covering significant areas of biodiversity priority habitats and species. Designation is based on objective scientific criteria for Carmarthenshire that accord with the Wales wide guidelines. This SPG sets out the methodology for designation of SINCs, however, LDP policy will be applied to all sites that meet the criteria for designation.

In interpreting this guidance, regard should also be had to the other pertinent policies of the LDP.

This guidance is intended to ensure that all parties, including decision makers and applicants, receive clear advice and information in respect of the designation and identification of SINCs.

The Council will have regard to this SPG when making planning decisions. It is a material consideration in the determination of planning applications and appeals, alongside the policies and provisions of the LDP and other SPG.

In accordance with good practice, applicants are encouraged to discuss developments with officers before submitting an application where there may be implications with the provisions of Policy NE1 and the designated SINCs.

2. Status of the Supplementary Planning Guidance

This SPG is subject to a 6-week consultation exercise conducted in a manner consistent with that set out within the Delivery Agreement for the Revised Local Development Plan (rLDP).

3 Policy Context

CCC's 2nd deposit Revised Local Development Plan 2018 – 2033

NE1: Regional and Local Designations Development proposals that will result in adverse effects to a Local Nature Reserves (LNR), Site of Importance for Nature Conservation (SINC), and/or Regionally Important Geological/Geomorphological Site (RIGS), will only be permitted where it can be demonstrated that:

All adverse impacts are addressed in accordance with the mitigation hierarchy; Where this is not feasible, ensure sufficient compensatory measures are put in place which address all potential adverse impacts upon these sites resulting from the proposal; or in exceptional circumstances, where the reasons for the development and/or land use change clearly outweighs the need to safeguard conservational interests of the site.

Development proposals must not cause any significant loss of habitats or populations of species, locally or nationally, and must provide net benefits for biodiversity.

Paragraph 11.412 of the Revised LDP states 'Sites of Importance for Nature Conservation Value (SINCs) offer significant potential as a biodiversity resource. Whilst there are no SINCs identified within the plan area, it remains an objective of the authority to actively explore their designation. Any future designation of SINCs will be in accordance with emerging SPG detailing the revised methodology for underpinning their identification. This SPG will be produced concurrently with the adoption of the Plan (2nd deposit revised Local Development Plan 2018 – 2033)'

Environment (Wales) Act 2016

6 Biodiversity and resilience of ecosystems duty

(1) A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.

(2) In complying with subsection (1), a public authority must take account of the resilience of ecosystems, in particular the following aspects—

(a) diversity between and within ecosystems;

(b) the connections between and within ecosystems;

(c) the scale of ecosystems;

(d) the condition of ecosystems (including their structure and functioning);

(e) the adaptability of ecosystems.

...

(5) In complying with subsection (1), a public authority other than a Minister of the Crown or government department must have regard to—

(a) the list published under section 7;

(b) the state of natural resources report published under section 8;

(c) any area statement published under section 11 for an area that includes all or part of an area in relation to which the authority exercises functions.

(6) A public authority other than a Minister of the Crown or government department must prepare and publish a plan setting out what it proposes to do to comply with subsection (1).

7 Biodiversity lists and duty to take steps to maintain and enhance biodiversity

(1) The Welsh Ministers must prepare and publish a list of the living organisms and types of habitat which in their opinion are of principal importance for the purpose of maintaining and enhancing biodiversity in relation to Wales.

(2) Before publishing a list under this section the Welsh Ministers must consult the Natural Resources Body for Wales (“NRW”) as to the living organisms or types of habitat to be included in the list.

(3) Without prejudice to section 6, the Welsh Ministers must—

(a) take all reasonable steps to maintain and enhance the living organisms and types of habitat included in any list published under this section, and

(b) encourage others to take such steps.

(4) The Welsh Ministers must, in consultation with NRW—

(a) keep under review any list published by them under this section,

(b) make such revisions of any such list as appear to them appropriate, and

(c) publish any list so revised as soon as is reasonably practicable after revising it.

(5) In exercising their functions under this section, the Welsh Ministers must apply the principles of sustainable management of natural resources.

Planning Policy Wales 11

Designated Sites

6.4.10 Many of the most important areas of nature conservation value have been statutorily designated. These statutorily designated sites make a vital contribution to protecting biodiversity and can also be important in providing opportunities for achieving wider well-being objectives.

Hierarchy of Designations: International, National, Local

6.4.11 Planning authorities must have regard to the relative significance of international, national and local designations in considering the weight to be attached to nature conservation interests. Further guidance, particularly in relation to Natura 2000 sites, is contained in TAN 5: Nature Conservation and Planning.

6.4.12 The supporting reasoning for the designation at all levels and an outline of the qualifying features of the designation should be clearly recorded as part of the Green Infrastructure Assessment and considered in formulating development plans, when designing new development proposals and in development management decisions.

Figure 12: Designated Sites Hierarchy

Tier	Name	Statutorily and Non-Statutorily Protected Sites
<i>International</i>	<i>Special Area of Conservation</i>	<i>Statutory</i>
	<i>Special Protection Area</i>	<i>Statutory</i>
	<i>Ramsar sites</i>	<i>Statutory</i>
	<i>UNESCO Biosphere Reserve</i>	<i>Non-Statutory</i>
<i>National</i>	<i>Site of Special Scientific Interest</i>	<i>Statutory</i>
	<i>National Nature Reserve</i>	<i>Statutory</i>
<i>Local</i>	<i>Sites of Importance for Nature Conservation</i>	<i>Non-Statutory</i>
	<i>Local Nature Reserve</i>	<i>Non-Statutory</i>
	<i>Local Wildlife Sites</i>	<i>Non-Statutory</i>

Protection of Non-statutory Designations

6.4.20 Although non-statutory designations carry less weight than statutory designations, they can make a vital contribution to delivering an ecological network for biodiversity and resilient

ecosystems, and they should be given adequate protection in development plans and the development management process. Before authorising development likely to damage a local wildlife designation, planning authorities should give notice of the proposed operation to the County Ecologist and third sector environmental organisations. Where a Green Infrastructure Assessment has identified that certain features or characteristics of the site need to be conserved or enhanced, planning authorities should state in their development plans what features or characteristics require this extra protection and why, and explain how the policies will achieve this protection. Assessments should similarly consider the presence of protected and priority species including those on the Section 7 list and appropriate weight attached to their protection. Policies for non-statutory sites should make it clear that such designations do not preclude appropriate developments, where there are no adverse impacts on the features for which a site is designated.

Technical Advice Note (TAN) 5: Nature Conservation and Planning

TAN5 states: **5.5 Local Sites**

Local Sites: includes Sites of Interest for Nature Conservation (SINCs), Local Nature Reserves (LNRs), Wildlife Sites and Regionally Important Geological Sites (RIGS)

5.5.1 Local sites have an important role to play in meeting biodiversity targets and contributing to the quality of life and well-being of the community. Paragraph 5.3.11 of PPW explains the policy in respect of such sites. Policies in UDPs and Local Development Plans provide for their protection. The nature conservation interests for which they have been designated are a material consideration in planning decisions.

5.5.2 Locally designated sites should be subject to the application of rigorous criteria to ensure their designation is justified on biological or geological grounds. The process of designating and maintaining the sites should be transparent with records and assessments publicly available, unless information about particular species is sensitive in terms of their protection. Developers should be able to identify how their proposals may affect the interests for which the sites are designated (either positively or negatively) and where relevant, how the sites contribute to wider ecological networks or mosaics.

5.5.3 The conservation and enhancement of locally designated sites is an important contribution to the implementation of Biodiversity Action Plans and to the management of features of the landscape of major importance for wild flora and fauna (see paragraph 3.2.2 above). Developers should avoid harm to those interests where possible. Where harm is unavoidable it should be

minimised by mitigation measures and offset as far as possible by compensation measures designed to ensure there is no reduction in the overall nature conservation value of the area or feature. Where locally designated sites may be affected, developers should consult the local planning authority and Wildlife Trust and/or Local Record Centre to agree the information that will be required to assess the implications of the development and mitigation and compensatory measures.

5.5.4 Where development proposals may affect national or local BAP habitats or species the same principles apply as to locally designated sites in paragraph 5.5.2 above (see further habitats and species of principal importance for biodiversity in Wales in section 6.5 below).'

4 Terminology

Many titles are used for biological Local Sites, including, Biological Heritage Site, Site of Nature Conservation Interest (SNCI), Sites of Interest for Nature Conservation (SINC), Site of Biological Interest and Site of Community Interest, whilst the term 'Wildlife Site' is the title preferred by the UK Wildlife Trusts Partnership.

In Wales, Site of Interest for Nature Conservation (SINC) is the recognised term used in WAG planning guidance and local planning policies for biological Local Sites. It is suggested that SINC continues to be used in that context, a SINC may be considered a Wildlife Site when owner's agreement, management advice and/or assistance, and potentially funding have been provided. Local geological sites are called RIGS, Regionally Important Geological Sites, recognized by WAG planning guidance and local planning policies.

5 SINC designation

SINC designation in Carmarthenshire will follow the Guidelines for the Selection of Local Sites in Wales, 2008 (Wales Biodiversity Partnership) (hereafter, SINC Guidelines), or any subsequent upgrades to these guidelines.

Carmarthenshire Council welcomes submissions of candidate SINC's from organisations and individuals that follow sections 3.1 – 3.2 below.

Requirements for designation - reports

Submissions of candidate SINC's shall be presented in a report and describe the existing ecological value of the candidate SINC, this will usually be principally based on botanical survey but with consideration of other potential protected or priority species that may be present. Reports must follow section 7 of the SINC Guidelines. It must be clear in the report that the proposed site meets one or more of the habitats or species guides described in the SINC Guidelines.

In addition to this, GIS (Geographical Information Systems) data in the format of shape files must be provided to provide visual representation of the proposed boundaries of the candidate SINC.

a. Expertise

The report shall be prepared and reviewed by an appropriately experienced ecologist, naturalist or conservationist. Evidence of relevant experience, qualifications and any professional memberships must be provided.

b. Requirements for designation – GIS datasets, remote sensing, and aerial imagery

SINC designation of groups of sites may be possible based on GIS data, remote sensing, and aerial imagery where that data can be shown to be accurate enough to meet the SINC Guidelines.

Groups of sites must be assessed by the expert panel before being confirmed as SINC's.

c. The expert panel

Carmarthenshire County Council will establish a panel of relevant experts to manage the process of assessing SINC's against the SINC Guidelines and selecting sites for designation. The basis for individual site selection will be recorded for each site in terms of the species, habitat or feature for which it was judged to be of substantive value and the criteria on which it was selected.

d. Ecological networks

Small, isolated populations of species are far more vulnerable to extinction than populations that can disperse and interbreed with other populations. The effects of climate change are likely to increase local extinctions among small, isolated populations. It is important to maintain and

enhance ecological networks of semi-natural habitats that have a high degree of connectivity. The Habitat Regulations require planning policies which conserve features of the landscape that are of major importance for wild flora and fauna, including those linear features that are essential for the migration, dispersal and genetic exchange of wild species.

Information gathered from ecological network datasets such as Natural Resources Wales' Habitat Networks and Priority Ecological Networks (PENs) will be used to help inform the overall value and boundaries of the proposed candidate SINC.

e. SINC mapping

Sites selected by the expert panel will be designated as SINC and accessibly mapped. SINC locations will be available to the public and reports will be available by public request.

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Draft Supplementary Planning Guidance: Open Space

Requirements for Integrating Open Spaces within New Residential Developments

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Abbreviations

- GBI** Green & Blue Infrastructure
- LDP** Local Development Plan
- LEDS** Landscape and Ecological Design Scheme
- LEMP** Landscape and Ecological Management Plan
- NGBs** National Governing Bodies
- PAC** Pre-Application Consultation
- POSA** Public Open Space Assessment
- SAB** Sustainable Drainage Approval Body
- SPG** Supplementary Planning Guidance
- SuDS** Sustainable Drainage Systems
- TAN** Technical Advice Note

1. Introduction

- 1.0.1. The present Supplementary Planning Guidance (SPG) has been prepared to accompany *PSD8: Provision of New Open Space* as contained within *Carmarthenshire's Local Development Plan (LDP) 2018-2033*. It is one of a series of SPG notes which help to collectively inform the process, design, and quality of sustainable development within the County.
- 1.0.2. This guidance will be used as a material consideration in the determination of planning applications and should, therefore, be referred to by those intending to submit a planning application.
- 1.0.3. The purpose of this document is to provide applicants with:
- Open Space Standards which prospective development must adhere to;
 - The types of open space and quantity required in context to local needs;
 - The requirement of future provisions in terms of situation, design, and size; and
 - The type of contributions expected and how these are calculated.
- 1.0.4. This document was developed in line with [Planning Policy Wales](#) Edition 11 and [TAN16: Sport, Recreation and Open Space](#). A non-exhaustive summary of background policy and local strategic context in relation to open space can be found within *Carmarthenshire's Public Open Space Assessment (POSA)*.
- 1.0.5. A glossary of terminology can be found in Appendix A.

Consultation

- 1.0.6. The present SPG will be subject to a consultation exercise conducted in a manner consistent with that set out within the Delivery Agreement for the LDP. Those changes agreed in responses to the comments received will then be incorporated and subsequently adopted by Council.

1.1. Defining Open Space

- 1.1.1. Contributing to the landscape and public realm of Carmarthenshire, open spaces are vital for health, well-being, and recreation. They provide a place for play and physical activity, often in the presence of nature, and can promote environmental conservation as inherent parts of Green and Blue Infrastructure (GBI). By providing a place for social and human-nature interaction, these areas can further develop a person's sense of *cynefin*¹ whilst embedding placemaking principles within sustainable design.
- 1.1.2. There is a wide variety of open spaces, each often with a distinct function. While there is no universal definition of open space in respect of classification, size, or description, [TAN16: Sport, Recreation and Open Space](#) provides a full list of open space typologies and provides the following definition:
- 1.1.3. *“Open space is defined in the [Town and Country Planning Act 1990](#) as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. For the purposes of this guidance, open space should be regarded as all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport, recreation and tourism, and can also act as a visual amenity and may have conservation and biodiversity importance.”*
- 1.1.4. The present SPG considers open space closely in line with the above. Nevertheless, to ensure that those experiencing socio-economic disadvantage have the same opportunity as those who are not, open spaces must explicitly also be permanently accessible without financial restriction for members of the public to access (on-foot) and enjoy the primary purpose of the site from which the recreation/amenity benefit is provided.

¹ “Cynefin” is a Welsh word meaning ‘the place where we feel we belong, where the people and landscape around us are familiar, and the sights and sounds are reassuringly recognisable.’

1.2. Open Space Typology

1.2.1. Well-designed open spaces are integral to the flow and overall feel of a development, alongside the wider built environment. When coupled with effective design solutions and sympathetic management, all functional open spaces can contribute towards the health and wellbeing of residents, visitors, and workers, whilst safeguarding the GBI network for future generations. Therefore, sustainable development is often integrated with a variety of open space types to ensure that a range of needs, abilities, and interests are duly met. Those typologies stated within *TAN16* have been consolidated below in recognition of the multifunctional benefits which many of these open space provide. Each category is defined below, with specific design criteria later outlined in Chapter 4.

Play Space

1.2.2. Play Spaces are areas designated specifically for providing play opportunities for children and young people. They may comprise of playground equipment, wheeled sport facilities, and natural features such as trees, logs, water, and sand, and also contain other amenities such as hangout shelters, seating, and bins. To promote inclusive play where all children and young people have equal access to quality local play provision, the following Play Spaces have been developed in line with the guidance set out in [Wales: A Play Friendly Country](#) (Table 1).

Table 1. Types of Play Spaces defined in the context of Carmarthenshire.

Type	Definition
Doorstep Play Space	A small, landscaped space with engaging play features and where young children can play within view of known adults.
Local Play Space	A medium-sized, landscaped space with play features that can be accessed safely by children independently and with friends, without an accompany adult.
Neighbourhood Play Space	A larger, varied natural space with secluded and open areas which contain a wide range of play features. Flexibility for physical recreational activities for children of all ages, and young people.

Outdoor Sports

- 1.2.3. Outdoor Sports includes playing fields, pitches, and courts, and are often supported by associated facilities such as changing pavilions, areas of semi-natural features (e.g., boundary hedgerows, green corridors), and provision for bicycle racks and parking. Alternative forms of informal outdoor sports provision such as outdoor gyms, fitness trails, and trail mountain bike track are also considered within this category. Collectively, these spaces directly support [Welsh Government's 'Climbing Higher'](#) ambitions for increasing participation in sport and physical activity.

Accessible Greenspace

Accessible Greenspaces are areas of predominately natural character which are dedicated for public amenity, recreation, and environmental conservation. Characterised by vegetation, geology, and water, they include landscape-scales resources such as country parks and common land, alongside smaller dispersed areas throughout the built environment such as street trees, village greens, and parks. Collectively, these resources facilitate the human-nature connection and help create the mosaic of habitats seen within Carmarthenshire.

Community Growing Spaces

- 1.2.4. Community growing spaces such as orchards, allotments, and community gardens provide opportunities for active recreation and social interaction, alongside growing fruit and vegetables. Both the encompassing activities and consumption of such produce can promote physical and mental well-being. In some cases, this land may also be used for husbandry (e.g., bee keeping), and could also hold classes aimed at educating the community on a range of self-sufficiency principles. Associated infrastructure includes access to services (e.g., water and electric), potting-up sheds, and other structures such as a multifunctional room and educational signage. These spaces have the unique opportunity to help alleviate issues such as the food security by increasing local food production, the obesity epidemic by promoting healthier eating, and climate change by reducing food miles.

2. Delivering Open Space

2.0.1. The following chapter evidences the pragmatic approach which has been undertaken to safeguard and enhance open space provision, in accordance with local needs. Standards were first devised in reference to the local challenges faced by Carmarthenshire’s communities. These were then tested in a POSA to indicate areas of sufficiency, helping to shape LDP policies which underpin the requirement to protect and deliver open space. Lastly, this SPG sets out the responsibilities placed on applicants to ensure that prospective development proposals are in keeping with the adopted standards.

2.1. Carmarthenshire’s Open Space Standards

2.1.1. Collectively, these locally developed standards ensure the capacity of existing open space provisions continues to provide communities with the opportunity for play, exercise, leisure, and connecting outdoors (Table 2). While guided by recommendations made by Play Wales, Fields in Trust, and Natural Resources Wales, each standard helps address the distinct challenges faced in Carmarthenshire by contributing towards several key strategic priorities made by Council. In practice, they enable the identification of open space sufficiency and, ultimately, set the minimum requirement for which future development must provide.

Table 2. Carmarthenshire’s Open Space Standards

Open Space Category	Quantity Standard		Accessibility Standard
	Per 1000 People (ha)	Per Person (m2)	
Play Space	0.8	8	Doorstep: 1½-minute walk (100m) Local: 5-minute walk (400m) Neighbourhood: 12½-minute walk (1,000m)
Outdoor Sports	1.6	16	Playing Fields: 15-minute walk (1,200m)
Accessible Greenspace	0.25	2.5	Wherever possible
Community Growing Space	0.2	2	-

2.2. Public Open Space Assessment

- 2.2.1. A POSA has been undertaken across the entire unitary area to audit existing provisions and, in part, support the evidence base of the LDP. As a high-level assessment it acknowledges that the level of open space provision is dynamic and is likely to fluctuate over time. For instance, additional spaces could be provided, potentially leading to a sufficiency within the vicinity (in accordance with each of the standards), or retired spaces may become inaccessible (leading to the deficiency). Therefore, the results of the POSA are considered to provide an indicative reflection of provision and discretion is given to any subsequent work which may be used to inform the assessment of planning applications. It is expected this will be mitigated through annual revisions.
- 2.2.2. In summary, settlements² were assessed against the quantity benchmark whereas accessibility was assessed using network analysis to provide a service area from each open space resource (i.e., the route a sat nav might take) in alignment with the walking distance identified within the standards (Table 2). Additional accessibility was undertaken to inform each of the allocations within the LDP (subject to change).
- 2.2.3. Please refer to the *Open Space Calculator* which provides an indicative overview of the open space provision within Carmarthenshire (based upon the latest version of the POSA).

² Tier 1, 2, and 3 as contained with the LDP settlement framework.

2.3. LDP Policy

- 2.3.1. The LDP has been designed to prevent any further deficits which presently existing across the County. The policies which embed this have been extracted below, however they should not be considered in isolation.

PSD7: Protection of Open Space

Provision will be made to protect and wherever possible enhance accessibility to open space. Proposals which result in the loss of existing open space will only be permitted where:

- a. It is demonstrated that there is provision of at least equivalent value available within the settlement, or appropriately accessible location; and,
- b. It would not cause or exacerbate a deficiency of open space; or,
- c. The re-development of a small part of the site would allow for the retention and improvement of the majority of the facility; or,
- d. A satisfactory financial contribution towards compensatory provision is provided as an acceptable alternative facility.

- 2.3.2. *PSD7: Protection of Open Space* seeks to protect all areas identified as open space by the Council. This policy encompasses all open spaces outlined during the audit contained within the POSA despite the delineation made between publicly accessible and limited access spaces.

- 2.3.3. To comply with *PSD7*, any development proposals on land which is, in part, or wholly, identified within the audit must demonstrate that the criteria has been satisfied.

PSD8: Provision of New Open Space

All new residential developments of five or more homes will be required to contribute towards open space in accordance with the Council's open space standards. In the event that the standards cannot be met on site, or where there is sufficient existing provision already available to service the development, then a commuted sum will be sought where appropriate.

- 2.3.4. *PSD8: Provision of New Open Space* seeks to ensure that any further applicable development will be required to make an appropriate contribution to meet the needs of the new residents and ensure that existing shortfalls are not exacerbated. The approach in which these policies will be implemented is summarised in Appendix B.

2.3.5. Other policies pertinent to the delivery of sustainable development and ensuring placemaking in context to open space provision are further outlined below:

- *SP12: Placemaking and Sustainable Places* and *PSD1: Effective Design Solutions: Sustainability and Placemaking* provides the overarching framework for quality design in development, conservation, and enhancement proposals within the County. It states that consideration of open space provision should be an integral component of design from the outset. The *Placemaking and Sustainable Places SPG* elaborates upon this.
- *PSD3: Green and Blue Infrastructure Network* outlines the requirements of development proposal to consider GBI. Both the Open Space and GBI Network are intrinsically connected and demonstrating adherence to one is expected to meet the other.
- *PSD5: Development and the Circular Economy* sets out the need for proposals to demonstrate how waste will be mitigated. Open Spaces can provide an opportunity for waste utilisation.
- *PSD11: Noise Pollution* and *PSD12: Light and Air Pollution* prevents the adverse effects from associated pollution. Open Spaces (particularly greenspace) can act as an effective sound/air quality buffer.
- *SP14: Maintaining and Enhancing the Natural Environment* seeks to ensure that nature is enhanced and not adversely affected by development proposals. Reference is made to the *Biodiversity SPG* clarifying *NE2: Biodiversity*. The requirement for proposals to meet net benefits for biodiversity may be delivered together with Open Space. Onward management must be sympathetic to biodiversity conservation.
- *CCH4: Water Quality and Protection of Water Resources* seeks to protect water quality and enhance aquatic ecology. Such provisions can also provide opportunities for meeting open space requirements as part of an inclusive design approach. The same is true for wider flood mitigation measures required by *CCH5: Flood Risk Management and Avoidance*.
- *INF1: Planning Obligations* sets the mechanism in which developer contributions will be secured and is further evidenced within the *Planning Obligations SPG*.

3. Developer Contributions

- 3.0.1. In accordance with *PSD8*, developer contributions will be required for all new residential developments accommodating 5 or more dwellings where there is a quantitative deficiency in one or more of the identified open space categories. Additionally, such proposals will also be required to meet the minimum accessibility standards to ensure that existing or proposed new open space provisions are accessible to the eventual occupants. This applies to all proposals which result in self-contained units of accommodation, including conversions from non-residential use to residential, and/or the subdivision of an existing residential property which will lead to a net increase of 5 units or above the existing number of properties.
- 3.0.2. In those instances which lead to a potential loss of existing open space (whether representing an actual reduction in provision quantity and/or accessibility for existing residents), all proposals irrespective of development type may need to deliver reparative contributions in line with *PSD7*, in addition to the standards and design criteria contained within the present SPG.
- 3.0.3. Where the Council identifies that an applicant has purposefully sub-divided sites to undermine the requirements outlined above, the overall residential unit provision will be calculated, and any open space contributions will be sought accordingly. This also applies to those planning applications which are staggered over a given period.
- 3.0.4. In this context, the delivery of open space resources shall be achieved via one, or an appropriate and agreed mix, of the following mechanisms:
- Integrated Provision
 - Commuted Sum

NB: A Commuted Sum will only be accepted in certain instances.

3.1. Integrated Provisions

- 3.1.1. Integrated provisions are those delivered as part of the development for the primary benefit of the eventual residents. Early discussions during the pre-application stage are vital to ensure that suitable provision is made in a planned manner and that open space forms an integral design component of the development. The Council favours proposals which embed integrated provisions to facilitate the creation of sustainable communities, ensure effective placemaking, and the delivery of wider LDP policy and well-being objectives.
- 3.1.2. Each proposal will need to demonstrate that residents' needs are adequately provided for (in accordance with Carmarthenshire's Open Space Standards).
- 3.1.3. Consideration may be given to improving accessibility. For instance, where an existing provision could potentially service the proposed development although it goes beyond the appropriate accessibility standard and there is a demonstrable quantity sufficiency within that electoral ward.
- 3.1.4. In proposals for major development and/or sites where phased development will occur, the extent, location, design functions, and intended multifunctionality of open space must be outlined within the site brief and detailed within any accompanying design statement. This information should clearly set out how these are expected to make a positive contribution to the communities and landscape of Carmarthenshire, particularly in terms of the public realm.
- 3.1.5. Provisions must be accessible on completion, with phasing being delivered in line with open space provision requirements. However, if the scale of the proposal development requires large scale open spaces which are intended to be shared by the whole development, a specific programme for provision must be submitted and approved as part of the planning application.

3.2. Calculating the Open Space Requirement

- 3.2.1. Please see the accompanying *Open Space Calculator* (this will be developed as part of the progression of this SPG towards public consultation).
- 3.2.2. The contribution sought is tailored to meet the additional demand arisen from the proposed development in line with Carmarthenshire's Open Space Standards, as proportionate to the number of proposed dwellings. It will not be applied to alleviate any existing open space shortage unless created/exacerbated by the proposed development. In instances where there is a sufficiency in both quantity and accessibility, a contribution may be sought to improve the condition and/or extent of nearby existing provisions, if a demonstrable need is evidenced.
- 3.2.3. In summary, the *Open Space Requirement* varies on development scale, location, and existing transport infrastructure. It is calculated on the proposed number of dwellings, the *Open Space Demand* created by the prospective *Household Occupancy*, the accessibility of the site in relation to existing provisions, and the capacity and existing local open space to service additional needs.
- 3.2.4. Once the *Open Space Requirement* is known, an applicant can begin effectively integrating it within the overall design and landscape of the proposal, in accordance with the design criteria set out for each open space type (see Chapter 4). Nevertheless, while the *Open Space Requirement* represents the minimum amount for which applicants must seek to provide, and developers are encouraged to go beyond this to maximise community benefits and promote placemaking principles and sustainable design.
- 3.2.5. Proposals will be expected to justify their adherence to the standards, and, therefore, it is advised that supplementary information should evidence how the requirement was determined.
- 3.2.6. A reduced requirement may be accepted for proposals of assisted living developments (not including care homes) made under *HOM6: Specialist Housing*, and proposals for ancillary residential accommodation in the form of an annexe, made under *HOM9: Ancillary Residential Development*. Along with other exceptional circumstances, these will be reviewed on a case-by-case basis.

3.3. Management & Maintenance

- 3.3.1. Where an integrated provision is provided there will also be a need to address its future maintenance. It is the Council's preference for a developer-initiated management plan to deliver the future maintenance of integrated provisions. Forming part of the planning application, a management plan will need to identify who will be responsible for managing and funding the maintenance of the open space (e.g., a sufficiently resourced management company) and demonstrate what arrangements will be delivered throughout the lifetime of the proposed development.
- 3.3.2. Where developers make a financial contribution *in lieu* of integrated provision, a commuted sum for future maintenance costs will also be sought. This sum may be further subject to a cumulative present value factor to ensure provisions are adequately funded.
- 3.3.3. Estimates can be obtained from the accompanying *Open Space Calculator*.
- 3.3.4. Whilst specific considerations for each type of open space is provided throughout Chapter 4, further guidance on the scope of maintenance plans is set out in Section 4.5.

3.4. Commuted Sums

- 3.4.1. To encourage thoughtful design, placemaking, and ascertain the vision for 'One Carmarthenshire', all residential proposals are expected to meet their open space requirement through delivering integrated provisions. Only in exceptional circumstances will the Council consider a Commuted Sum.
- 3.4.2. During the pre-application stage, an applicant must provide justifications as to why provisions cannot be integrated into the proposal (e.g., the shape and/or layout of the site). If the Council deems it is inappropriate and/or impractical for an applicant to meet the necessary *Open Space Requirement*, only then will a Commuted Sum be acceptable.
- 3.4.3. A Section 106 Agreement may be arranged to secure financial contributions which will be used to improve existing open spaces, deliver new provisions, and/or support their ongoing maintenance.
- 3.4.4. Any subsequent provision delivered through commuted sums will be situated near the contributing development site or within the same settlement, and ideally in accordance with the Accessibility Standards. This is to comply with the relevant statutory tests³. Additionally, the Council may pool contributions within the same locality to ensure open space needs can be met more effectively.

How are Commuted Sums calculated?

- 3.4.5. Where an applicant proposes to integrate all open space requirements and will be responsible for future maintenance, there would be no need to calculate costs associated with open space contributions. However, the process which will be undertaken by the Council to determine a Commuted Sum is detailed within the *Planning Obligations SPG*. This document further details instances where a S106 Agreement may be sought for securing improvements to the quality and/or extend of existing provisions. Estimates can be obtained from the accompanying *Open Space Calculator*.

³Any planning obligations in the agreement are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind.

3.5. Planning Process

- 3.5.1. This section provides an overview of the planning application process in relation to delivering open space.

Pre-Application Consultation

- 3.5.2. Proposals for major development are required to submit a [Pre-Application Consultation \(PAC\)](#) Report. When undertaking this, community engagement can help shape the design process and determine any local demand for specific features and/or types of open spaces. Nevertheless, where the likely future residents cannot be consulted in advance, any local aspirations should be balanced with the demand arising from the new development (and design criteria set out within this SPG).

Pre-Application Discussions

- 3.5.3. The present SPG provides an overview of typically open space requirements however, it should also be recognised that every circumstance and potential development site is unique. Applicants are, therefore, encouraged to utilise our [Pre-Application Service](#)⁴ to discuss the relevant development plan policies against which the development proposal will be assessed, the open space requirements that the proposal will generate, any other material planning considerations and site-specific considerations including the scope and amount of any Section 106 contributions.
- 3.5.4. To promote better placemaking, early consultation may also be sought from the [Sustainable Drainage Approval Body \(SAB\)](#) to discuss the requirement for SuDS and how these may provide amenity and biodiversity benefits; in addition to other vested parties such as [Chwaraeon Cymru \(Sport Wales\)](#) and [Chwarae Cymru \(Play Wales\)](#) to provide specialist advice related to the respective open space disciplines.

⁴ Fees apply. Note that this service is separate from that of the SAB which charges an additional for using its pre-application service.

Planning Application Stage

- 3.5.5. Planning Applications should submit the required information set out within the *Placemaking SPG*. Information related to open space as submitted for planning consent should include:
- i. **Summary of any pre-application service, PAC**, and community-led design input;
 - ii. **Extent, location, gradient, and function of open spaces** in line with the typologies outlined (as set out within the Landscape and Ecological Design Scheme (LEDS), see *Landscape Character SPG*);
 - iii. **Specifications of materials used**, and how the Design Criteria (Chapter 4) and any British Standards have been adhered to;
 - iv. **Design of boundary fencing, service roads, and facility structures** (e.g., changing rooms, outdoor canopies, landmark features) if utilised;
 - v. **Details of all new planting schemes** (i.e., size, species, density, location) and differentiate between any existing vegetation;
 - vi. **How SuDS have been integrated** (i.e., designs should distinguish between permanent water retention ponds, planted wetlands, and various detention scenarios for the open space – indicating water conveyance flow directions and exceedance flow paths);
 - vii. **Illustrate connections to** existing and/or proposed **GBI infrastructure, active travel routes, permissible paths**, and other key social/community infrastructure;
 - viii. **Cross sections** of exemplar open space provisions (preferably rendered);
 - ix. **Timescales** for delivery in relation to the development and details of any phasing;
 - x. Proposed **Maintenance Plan(s)** (in accordance with Section 4.5).
- 3.5.6. In exceptional cases where adoption has been previously agreed with the Council, applicants must further supply a landscape architectural drawing which outlines the areas to be adopted and/or managed, technical construction drawings of any created features, and timescales for the submission of other supporting documentation as supplied by the manufacturers and/or any required inspectors' reports.

Granted Applications

- 3.5.7. Full planning permissions will contain an associated planning condition for delivering integrated open space provisions and/or the need to enter into a S106 agreement with the Council. A S106 agreement will set out the requirement for providing open space provision and the planning conditions by which the provisions will be delivered (i.e. either integrated and/or commuted sum, and the future maintenance thereof). All S106 agreements will be tied with the land so future successors in title will also be bound by this.
- 3.5.8. Where an application for outline planning permission is granted, the permission will stipulate whether the developer open space contribution will be integrated as part of the development and/or met through a commuted sum. Any changes to the number of residential units in a subsequent planning application may result in the level of open space contribution changing.
- 3.5.9. The timescales for provision delivery will be agreed with the Council and are expected to form part of the Legal Agreement. Planning conditions may also be attached to ensure open space requirements are achieved, particularly where outline consent is sought. Enforcement action will be taken if specified planning conditions are not met.

Renewal of Planning Consent

- 3.5.10. Any applications for the renewal of a planning consent (or new applications submitted on sites which previously had planning approval) will be assessed in line with the adopted LDP. Therefore, this could mean that a contribution towards open space may now be required even where no contribution was previously needed. This is reflective of the consistent changes to the open space network and/or policy changes since the original application.

4. Design Criteria

- 4.0.1. Quality design can help create developments that are attractive, safe, and vibrant for both residents and visitors. To promote placemaking and holistic sustainability the design of open spaces should reflect several key factors such as reducing incidences of crime, favouring active travel choices, and increasing biodiversity, and must also ensure long-term cost effectiveness by thoughtfully considering future maintenance work. Integrated provisions help to maximise such benefits.
- 4.0.2. This Chapter seeks to provide applicants with general principles in respect of the design, layout, and future management of open space provision. The subsequent sections cover design criteria for each open space type – firstly outlining those principles which are applicable to all provisions, and then providing specifications for each distinct open space solution within each category. All proposals that deliver open space will be assessed against these criteria.
- 4.0.3. Consideration must also be given to the *Placemaking and Sustainable Design SPG* which encompasses the overarching design principles for all proposals.
- 4.0.4. In recognition of the various unique challenges which development sites can propose, the Council will assess alternative design solutions if put forward by the applicant on a case-by-case basis. Alternative proposals must be in keeping with the key principles for each open space category, and informed by design criteria set out by widely recognised and trusted stakeholders⁵.
- 4.0.5. Any subsequent provision delivered through a Commuted Sum will also be expected to meet this design criteria. Regardless of how the developer contribution is made, provisions are expected to be of comparable extent and quality.

⁵ Criteria set out with this Chapter has been compiled from nationally accepted design specifications, with input from relevant local authority staff, resources made by other local authorities, and was publicly consulted upon.

General Considerations

- 4.0.6. The proposal should demonstrate, where relevant, how the design:
- i. Creates an open space network which reflects the recreational activities that will benefit the wellbeing of future residents;
 - ii. Ensures that the open space network is an intentional and integral component of the residential layout;
 - iii. Connects to, expands upon, and/or complements the existing open space, active travel, and GBI network;
 - iv. Locates provision on suitable land in accessible, safe, and obvious locations that maximises their enjoyment and usage;
 - v. Maximises access for a range of needs and abilities; and
 - vi. Seeks to integrate multifunctionality so that residents have more awareness of the sustainable design aspects of which underpins the built environment.
- 4.0.7. Any investment in open space should seek to maximise the social, economic, and environmental return. In an effort to secure property values, develop a stronger sense of community, increase utility, design out crime, and foster local stewardship of future maintenance, designs should also:
- i. Explicitly evidence how the design criteria has been adhered to;
 - ii. Be appropriate to the management and maintenance resource available;
 - iii. Locate open spaces in areas which are most visible to residents (i.e., positioning property fronts to directly face areas of open space);
 - iv. Use subtle prompts such as tree planting, dwelling situation, and street layout, to draw focus naturally into open spaces; and
 - v. Place benches, bins, and other amenities close to service routes and ensure they are visible by other open space users or nearby properties.
- 4.0.8. Applicants are encouraged to consult with the public, community groups, and local Councillors to find out what the community wants in terms of design and layout. Early stakeholder engagement is likely to increase open space utility final and strengthen community relations.
- 4.0.9. Specific reference is given to other SPG notes, where appropriate, to holistically consider other requirements placed by requisite LDP policies.

Embedding Multifunctionality

- 4.0.10. For an open space to be properly integrated it must have a functional purpose beyond providing surface level amenity. For instance, whilst collectively helping to meet the wellbeing needs of residents, Play Spaces facilitate juvenile development; Outdoor Sports promotes exercise, development, and healthy aging; Accessible Greenspace can help mitigate climate change and enables people to interact with nature close to where they live ; and Community Growing Spaces encourage community cohesion and healthier lifestyles. This also presents applicants with an opportunity to combine open space requirements within other design features such as Sustainable Drainage Systems (SuDS), net benefit for biodiversity, sustainable modes of travel (including pedestrian routes, active travel), and community facilities.
- 4.0.11. All public realm landscape areas in new developments must be designed to deliver amenity, recreation, and environmental benefits to enable contribution towards meeting any open space requirement. Proposals will be assessed on a case-by-case basis to consider the contributions made towards integrated provisions, alongside the inherent opportunities and challenges the prospective development site poses. Nevertheless, areas which do not count towards the minimum requirement include:
- i. Private gardens;
 - ii. Isolated areas which have no clear amenity/recreational function (e.g., grassed road verges and unrelated service strips);
 - iii. SuDS which are not integrated with the wider public open space (i.e., only Nature-based SuDS features which are accessible and/or provide complementary amenity to surrounding open space provisions can contribute - Subject to SAB approval);
 - iv. Areas of street planting without consideration to the design criteria and sympathetic management set out within this Chapter (i.e., only thoughtfully planted functional areas which are integrated with other open spaces and/or complement publicly accessible routes (i.e., pedestrian paths and cycleways) may contribute); and
 - v. Provisions exclusively dedicated to community facilities such as schools, or organisations such as sports clubs (unless accompanied by agreement permitting public access in perpetuity). Whilst leniency may be provided in instances where overriding benefits and sufficient community collaboration has been demonstrated, in most cases dual use provisions will not contribute towards the requirement.

Accessibility

4.0.12. All open spaces should be equally accessible to people with a wide range of physical and mental abilities, and located where they are of most value to the community. Design considerations should also seek to complement mobility throughout the entire built environment, whilst adhering to the minimum targets set by relevant accessibility standards. Barriers impeding access and preventing open space enjoyment include:

- Physical (e.g. Poorly designed aspects including surfacing, slopes, and steps; Lack of accessible toilet facilities, car parking, cycle racks, or public transport connections);
- Psychological (e.g. Fear over personal safety due to crime; Lack of confidence, motivation, and familiarity); and
- Organisational (e.g., Lack of site information and interpretation thereof; Management issues leading to risks associated with litter, dog fouling, and hazardous paths etc).

4.0.13. In an effort to overcome barriers and secure accessibility, designs should consider:

- i. How provisions can be integrated into the wider open space and active travel network⁶, and public transport;
- ii. The legibility for all users, with clear wayfinding through thoughtful site situation and the use of natural prompts;
- iii. Design solutions which will help increase usage in all weather conditions (e.g., suitable surfacing, shelter, and shade);
- iv. The appropriate selection and provision of seating and frequent resting spots;
- v. Opportunities to integrate community infrastructure such as refuse management points and street furniture (particularly with small-scale open spaces), or smart infrastructure such as digital street communications within urban areas;
- vi. An appropriate amount of cycle parking and, if appropriate, parking spaces (although every effort should be made to promote walking and cycling to the site);
- vii. The proximity to other facilities such as public convenience and cafés to encourage people to spend more time in the open spaces (especially for large-scale open spaces within major developments).

⁶ The approved 15-year plan for our [Active Travel Network Map can be found here](#).

4.1. Play Space

- 4.1.1. Play is a process that is freely chosen, personally directed, and intrinsically motivated. That is, children and young people choose what to do by following their own ideas and interests, how, when, and who they do it with. Play is fundamental to the healthy development and well-being of individuals and communities.
- 4.1.2. Outdoor play presents a unique chance to provide many learning and developmental opportunities through different types of play. Children and young people experience a sense of freedom and happiness from being outside and they can be important social places, not just for children and young people, but also for parents, carers, and the wider community. With children and young people experiencing fewer opportunities for outdoor play than previous generations due to increasing levels of traffic, concerns about risk, schoolwork, and negative attitudes towards young people, creating safe outdoors play spaces is ever more important in the contemporary built environment.

Principles for Play Spaces

- 4.1.3. The following criteria will be expected from all Play Spaces (Table 5).

Table 5. Design Principles for all Play Spaces.

New Play Spaces must...	
1	be suitably located and accessible
	<p>a Play spaces should be integral to the overall design, and complement the existing play context and wider landscape. Leftover, overshadowed, and/or excessively wet or windy spaces should be made worthy through innovative design.</p> <p>b Thoughtful placement should provide an appropriate balance of active and passive surveillance (i.e., Doorstep provisions should be visible from nearby properties and/or other amenity users. While not exclusively isolated, Neighbourhood Play Spaces should incorporate secluded areas</p>

	<p>c No hazardous roads, environmental pollution (e.g., noise, air), or other site-specific hazardous (e.g., not be built on contaminated land without adequate remediation).</p> <p>d Utilise appropriate buffer zones to minimise the incidence of nuisance.</p>
2	<p>maximise inclusivity</p> <p>e Play spaces should feel welcoming to all children, and designed to be inclusive of children with disabilities without encouraging segregation.</p> <p>f The majority of play features should be non-prescriptive to satisfy a range of developmental functions and different abilities.</p>
3	<p>provide appropriate risks</p> <p>g Risk is an essential, natural, and valuable part of children’s play. All provisions must provide an acceptable level of risk which challenge the physical and mental development of a child and young people (please refer to Play Wales).</p> <p>h Designers must take a ‘benefit-risk’ approach when making decisions. Meaning they should consider the benefits of allowing a degree of risk and challenge.</p>
4	<p>evolve to the needs of the community</p> <p>i Flexibility in play value should offer enjoyment to a range of users throughout the week, and evolve to meet the needs of children and young people as they grow.</p> <p>j The design should reflect our changing climate by protecting children and young people from the risks associated with inclement weather, air quality, and noise (e.g., the inclusion of measures such as tree canopy cover, water foundations, and shading-structures).</p>
5	<p>incorporate biophilic design</p> <p>k Maximise the use of natural features to stimulate creativity and imagination, and more effectively cater for developmental and sensory needs (e.g., water play areas, sensory gardens, food growing opportunities, den building).</p>
	<p>be sustainably designed</p>

6

I Sufficient consideration must be given to the sustainability (i.e., economic, social, and environmental aspects) and long-term maintenance requirements of the play features utilised throughout their life cycle.

m Play Space should provide long-term enjoyment for present and future generations.

Types of Play Spaces

4.1.4. Play Spaces are largely devisable by the age range which they are designed to serve. While each type may slightly differ in the varieties of offers, all provisions should be centred on facilitating active recreation, imagination, and socialisation through the medium of play. The types of play spaces include:

- Doorstep Play Spaces;
- Local Play Spaces;
- Neighbourhood Play Spaces;
- Provisions for Young People (e.g., Hang-Out Shelters); and
- Other informal play opportunities particularly aimed at young people and children integrated within other open space provisions.

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a) Extent

4.1.5. Table 6 outlines the required minimum size and extent of each type of Play Space.

Table 6. Specification for Play Spaces. [Adapted from FIT Standards](#). * = This area only includes natural play features and dedicated play equipment. ** = Figure based on the recommended size of the activity zone against the approximate number of residential units that would require integrated provisions.

Play Space Type	Accessibility Standard	Minimum Activity Area*	Minimum Buffer Zone	Residential Units Served**
Doorstep	100m	100m ²	5m	5

Local	400m	400m ²	20m	21
Neighbourhood	1,000m	1000m ²	30m	52

4.1.6. The 'Buffer Zone' represents the minimum separation between activity zone and the nearest property boundary. These distances help to reduce the possibility of conflict between local residents and those at play. Minor derogations may be permitted where an effective permanent planting screen ensures that users cannot overlook neighbouring properties.

4.1.7. If a proposed Play Space will be in close proximity to existing residential properties, the applicant should ensure that the residents are informed during the outline design stage.

b) Play Features

4.1.8. The location, target age range, and type of Play Space will influence the selection of play features. While all designs are expected to provide both formal play equipment and natural play features, more flexibility is given to Doorstep Play Spaces in that they could only provide natural play with appropriate design considerations. Regard should be had to existing or other proposed Play Spaces to ensure that the overall provision provides a balance between these features. A balanced mix of play features best offers different opportunities and challenges for children and young people with a variety of abilities and interests.

4.1.9. Natural play features lend themselves to providing opportunities for children and young people to interact with their natural surroundings. They allow children and young people to play and explore, be challenged by the natural elements, help stimulate the senses and encourage a greater use of the imagination. They include natural tactile materials (e.g., felled trees, boulders, sand), areas of planting (e.g., trees, shrubs), ground modelling (e.g., mounds to roll down), and other items which facilitate creative play and movement (e.g., partly buried pipe) (Figure 1). This also presents an opportunity to repurpose waste materials produced from the construction process.



Figure 1. (left) Collection of logs and stumps at Dyffryn Gardens (Alice Jones), (centre) sawn landscape feature, and (right) ditch and mound system with tunnel (Jane Bain) (CC BY-ND 2.0).

4.1.10. It is important to examine the intended location to identify any existing elements which may provide chances for play (e.g. trees, natural earth formations, slopes). The design and layout of a path through an area can become a play opportunity (e.g., within a grassed area, a mown meandering path can form a maze for smaller children, while trees and bushes with fallen branches/twigs can provide possibilities for den making).

4.1.11. The Council can provide advice on those types of Play Features which have been previously deployed within the County, and have a good track record in terms of play value, durability, and ease of maintenance. Unless intensive management is to be provided by the applicant, items of formal play equipment which are not recommended are:

- Flush fitted roundabouts;
- Swings without anti-wrap bearings;
- Aerial runways; and
- Sawn timber equipment without steel footings.

4.1.12. If a Play Space incorporates any of the above equipment and the site is eventually adopted by the Council, the commuted sums charged will reflect the need for more frequent maintenance and repair.

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- 4.1.13. Sufficient justification and evidence must be provided if designing Play Spaces exclusively using natural play features or formal equipment. Proposals which do not incorporate some elements of natural play will be looked upon less favourably.
- 4.1.14. Long term maintenance and durability always need to be considered when selecting play features.

c) Accompanying Furniture

- 4.1.15. Designated Play Spaces must provide:
- Seating for parents and carers relevant to the size of the provision (Minimum of 1 for Doorstep Play Spaces, 2 or more for Local and Neighbourhood Play Spaces);
 - Cycle racks relevant to the size of the provision (particularly for Local and Neighbourhood Play Spaces); and
 - Covered refuse bins for both general and recycling (while outside of the play provision, dog waste bins must also be provided within the nearby vicinity to deter contamination). All notification must be either in Welsh and/or bilingual.
- 4.1.16. Play Spaces which incorporate boundary fencing must also provide:
- At least one sign per provision providing emergency contact details (i.e., name and address, what3words, and number to contact site management and/or maintenance provider), with additional signs at each entrance deterring dogs (i.e., '*Ni Chaniateir Cŵn / No Dogs Permitted*') and smoking ('*Dim Ysmygy / No Smoking*'). All signage must be bilingual with Welsh to be displayed first.

d) Surfacing

- 4.1.17. Appropriate surfaces selection can provide different opportunities for play. A comparison of surfacing options has been published by [RoSPA](#).
- 4.1.18. Surfacing must be installed according to (and within the areas identified) BS EN 1176. It should also be tested by the supplier in accordance with BS7188 and EN1177.
- 4.1.19. Synthetic surfacing should only be utilised inside the equipment's designated safety zone to prevent issues associated with wear, vandalism, and long-term maintenance. Continuous expanses of specialised surfacing (where it is not required under BS EN

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1176) may generate excessive repair costs. Designs containing artificial grass turf are not supported.

- 4.1.20. As recommended in EN 1176, well maintained grass with at least 150mm of sub soil is a suitable surface for falls up to a height of 1500mm (subject to a risk assessment).
- 4.1.21. There is a preference for natural ground cover in order to limit environmental pollution and potential health-related concerns (especially outside of the areas outlined within BS EN 1176). Nevertheless, regard should be had to ensuring accessibility to all users, year-round.
- 4.1.22. Natural Play Features (which are not identified under BS EN 1176) are also required to have suitable surfacing. Low items under 600m may not need protective surfaces, but should still have some impact attenuation quality. Please refer to the guidance by RoSPA on [loose impact attenuating surfaces](#) and [grass as a play area surface](#).

e) Boundaries

- 4.1.23. Wherever possible, consider using existing or other proposed landscape features to define Play Spaces such as pedestrian routes, hedgerows, and trees.
- 4.1.24. There is a growing perspective amongst public bodies, play inspectors, and specialist playground designers that fencing is “*unnecessary in many circumstances*”⁷. Traditional enclosures are seen to demarcate play to exclusive areas of public spaces, unnecessarily restricting a child’s freedom of movement and opportunities for play elsewhere within the public landscape. The incorporation of fencing must, therefore, be informed through a risk-benefit judgement process which considers any site-specific factors hazards and those which fencing poses. In general, only when hazards beyond the play space are identified should fencing be incorporated into the design (e.g., hazardous road, deep water).
- 4.1.25. If a fence is required, it should be robust, low-maintenance, and provided additional amenity value. All fully enclosed Play Spaces must be provided with at least two gates

⁷ As discussed by the Play Safety Forum Page 71-73 - [managing-risk-in-play-provision.pdf](#)

to allow for a quick means of escape⁸. These must also be designed and installed in accordance with the latest guidance set out by [RoSPA](#), and both BS EN 1176 and BS EN 1177. For visibility, gates should also be a different colour to the surrounding fence.

- 4.1.26. Play Spaces adjacent to hazardous roads may be required to incorporate pedestrian guardrails to adequately highlight the associated dangers.

f) Inspections & Maintenance

- 4.1.27. The follow considerations are in addition to those outlined in Section 4.5.
- 4.1.28. All sites and associated play equipment should be certified post installation by a Play Inspector. This is to ensure that any equipment has been installed in compliance with manufacturer's installation instructions, and that the Play Space meets the most up-to date and relevant standards. Nevertheless, the safety of play spaces is not exclusive of the initial design and construction of the site.
- 4.1.29. Maintenance operations and annual inspections must be carried out in accordance with BS EN1176 (Part 7), and any further recommendations made by the manufacturer.
- 4.1.30. Evidence of all inspection history will be required, especially a post-installation inspection, if the site is to be adopted.

⁸ "Research suggests that most physical and sexual abuse of children is by other children. RoSPA recommend the provision of a minimum of two gates to reduce risks ... and ensure there is always an escape route" – [Gates and access to play and wheeled sports areas - RoSPA](#)

4.2. Outdoor Sports

4.2.1. Sustainable development should provide people with the opportunity to live healthier lives by participating in outdoor recreation. Sports and movement are essential for healthy development and aging, and the planning system has some responsibility to promote such. While it is essential to integrate all open spaces within the early stages of design and master planning, this is particularly important for outdoor sports given the proportionally larger requirement towards this open space type.

Principles for Integrating Outdoor Sports

4.2.2. There are several considerations for which effective sports provision in new developments must meet (Table 7).

Table 7. Design Principles for New Outdoor Sports Provisions.

New Outdoor Sports Provisions must...	
1	be suitably located and accessible
	a Effective situation should help establish a centre for community and social interaction, increase provision utility, and reduce anti-social behaviour through natural surveillance.
	b Sports facilities should be accessible through sustainable means of transport (i.e., walking, cycling, public transport) and the active travel network.
	c To mitigate future maintenance issues, design must evidence the consideration given to a variety of physical prerequisites (e.g., ground conditions – depth of soil, moderately level, drainage; inclement weather – flooding, excess wind).
d Whenever possible, facilities should be co-located to allow a choice of activity and promote their shared management (albeit in accordance with the accessibility standard).	
2	meet the needs of the community
e All proposals should adhere to current best practice and guidance from Sport Wales (and other Sporting organisations) to ensure that they fit for purpose.	

	<p>f Effective design solutions must be incorporated to ensure provisions do not unacceptably impact local character and/or conflict with nearby properties.</p>
3	<p>complement the wider open space network</p>
	<p>g New provisions should complement any nearby existing sporting facilities to provide a range of ages and athletic abilities.</p>
	<p>h Proper consideration should be given to the broader public realm to better serve a variety of recreation and amenity functions, and further promote inclusivity.</p>
4	<p>offer appropriate facilities and accompanying features</p>
	<p>i Provisions should provide all associated facilities which permit the targeted sporting activities (e.g., changing rooms, toilets, equipment storage, lighting, parking, and related social amenities).</p>
	<p>j Integrate natural features to complement the surrounding landscape, create a sense of place, and provide additional amenity benefits (e.g., trees to provide shading).</p>
5	<p>be sustainably designed</p>
	<p>k Sufficient consideration must be given to the sustainability (i.e., economic, social, and environmental aspects) and long-term maintenance of the proposed provision throughout its life cycle.</p>
	<p>l Designs should seek to enhance the Carmarthenshire’s GBI network whilst providing active recreation for present and future generations.</p>

Types of Outdoor Sports Provisions

4.2.3. Whilst all proposals must meet the specific accessibility standard for playing fields, major development proposals should consider a combination of sporting provisions to accommodate for a range of abilities and interests, year-round. Outdoor Sports provisions include the following:

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- Playing Fields⁹;
- Playing Pitches¹⁰ (e.g., any area which is used for sport including, but not limited to, Football, Rugby, Hockey, Lacrosse, Cricket; Athletics, Tennis, Basketball, Netball, Bowling Greens). These may also be artificial All-Weather Pitches (e.g., 3G, 4G);
- Other Outdoor Sports Facilities including Fitness Equipment and/or Fitness Trails, Multi-Use Games Areas, Kick-About Areas, Pump Tracks, Parkour, and Skateboard Parks.

4.2.4. Applicants may seek to complement existing and/or new Playing Fields (as comprised of at least one Playing Pitch) with Other Outdoor Sports Facilities to best fulfil their open space requirement. Whilst all proposals will be assessed on a case-by-case basis, this may be of particular relevance to those smaller developments with a limit requirement for delivering Outdoor Sports.

Design Brief for Delivering Integrated Outdoor Sports

a) Informed by Guidance from National Governing Bodies (NGBs)

4.2.5. Due consideration should be given to evidence-based guidance published by relevant NGBs and specialist sporting organisations to ensure that provisions are coordinated, well-designed, and functional.

b) Situation & Extent

4.2.6. To assess the feasibility of the proposed site, a technical appraisal should ideally be carried out by a competent, independent professional.

4.2.7. Limits of acceptable pitch orientation should be arranged between 325° and 20°, with the best common orientation being 345°. If pitches are not within this range, then sufficient evidence must be provided to demonstrate that it is in keeping with recommendations made by NGBs.

⁹ Playing field is defined as “the whole of an open space which encompasses at least one playing pitch”.

¹⁰ See page 8 (including paragraph 6.2) of the [The Playing Fields \(Wales\) Regulations 2015](#) for definition. Nevertheless, the Council endorses a more flexible approach in fulfilling the requirement through the inclusion of other Outdoor Sports Facilities to complement traditional Playing Pitches.

- 4.2.8. The size of Playing Pitches must be in accordance with [the minimum area requirements for Community Sports as provided by Sport England](#)¹¹ (and as endorsed by Sports Wales). This should ideally be the Overall Area (abbreviated as O/A within the document) to allow for space for necessary safety margins. If indicated, the preferred size should be selected however proposals for sports provision only consisting of the Principal Play Area (abbreviated as PPA within the document) will be assessed on a case-by-case.
- 4.2.9. There should be a minimum buffer zones of 30m from the boundary of Multi-Use Games Areas, BMX Tracks and Skateboard Parks to the nearest residential property.
- 4.2.10. Recommended layouts for common sporting types can be found [here](#). If multiple pitches are proposed, a sufficient buffer zone should be placed around each comprising playing pitch within a playing field.

c) Surfacing

- 4.2.11. The right surface option for outdoor sports needs an adequate consideration of both short-and long-term environmental, health and wellbeing factors. A generalised cost overview of the advantages and disadvantages of surfacing types is presented below (Table 8).

Table 8. A high-level, life cycle cost comparison between natural turf and artificial surfaces.

Cost	Natural Turf (£)	Artificial (£)	Notes
Ground Preparation	Less	More	Both are dependent upon the sites characteristic however artificial surfaces often require more ground works and drainage considerations.
Capital	Less	More	Initial costs of artificial surfaces are usually higher although is often offset by the reduced requirement for maintenance.
Maintenance	More	Less	Natural surfaces require regular mowing, infilling/re-dressing, recompacting, and are significantly more labour intensive. Annual inspection and condition reports needed on artificial surfaces.

¹¹ [Comparative Sizes of Sports Pitches & Courts \(OUTDOOR\) – Sport England](#) (use whichever is the latest version published).

End-of-life	Less	More	Artificial surfaces often cost more to dispose of, and can be subject to flood damage. Both are likely to require sinking funds.
Longevity	More	Less	The average lifespan of natural grass turf can be up to 25 years, roughly double of that of artificial turf. Artificial surfaces are also more susceptible to vandalism.
Accessibility & Scheduling Opportunities	Less	More	All-weather artificial pitches can permit play for a longer period throughout the year. Can also reduce incidences of cancelled games (providing more recreational benefit), and are generally more accessible to wheelchair users.
Environmental Impact	Less	More	Natural grass can have certain benefits such as heat dissipation and carbon sequestration. Whilst materials used in artificial surfaces can be sourced as recycled, they are seldom recyclable, and can have secondary pollution effects. Grass requires regular mowing and herbicidal treatment.

4.2.12. Whilst dependent on the existing nature of the site (e.g., drainage, gradient, orientation, and flood risk), surfacing should be determined in line with its suitability to permit the targeted sporting provisions and future maintenance requirement. Consideration must also be given to permitting the use of the site year-round and that of existing sporting provisions within the nearby vicinity.

4.2.13. Proposals are expected to adhere to the Design Guidance Notes published by Sport England for both [Natural Turf](#) and [Artificial Surfaces](#) for Outdoor Sport.

4.2.14. Guidance for [Selecting the Appropriate Artificial Sport Surface](#) has been jointly developed by the NGBs of Hockey, Football, Rugby Union and Rugby League in conjunction with the Football Foundation and Sport England.

d) Supporting Amenities

4.2.15. All fixtures which enable safe play (e.g., fencing, posts, netting, and line marking) should be consistent with that recommended by NGBs. Typically, artificial pitches are likely to require fencing on all sides.

4.2.16. The inclusions of floodlights should be considered to extend hours of play. If incorporated, proposals should be accompanied by a light pollution assessment to ensure that it does not adversely impact local residents or the natural environment. Planning conditions may be attached to restrict hours of operation.

4.2.17. Whenever possible, changing facilities should be integrated into a community building that provides additional social function for the wider community. Stand-alone

changing facilities are typically more expensive to build and manage, and are prone to vandalism (however this may be the only option in rural areas). The number of changing rooms required will depend on the number of pitches and sports being served (whichever is greater). There should also be some provision for a referee room to enable team sports.

- 4.2.18. Space for spectators (including structures and/or benches) should be relevant to the size of the provision and located at least 5m away from principle play area.

e) Inspections & Maintenance

- 4.2.19. Planning for outdoor sports does not end with their installation. Appropriate maintenance is essential for longevity and to ensure that their usage can be perpetuated for the community across multiple generations. The follow considerations are in addition to those outlined in Section 4.5.

- 4.2.20. Specific regard should be given to the maintenance requirements associated with any equipment used, and any guidance provided by the manufacturer and/or contractor.

- 4.2.21. All pitches should have a maintenance schedule in line with recommendations made by the manufacturer. Resource longevity and the health and safety of users is contingent on the maintenance of artificial turf pitches. Additionally, if natural surfaces are neglected and/or become heavily contaminated it will compact and effect drainage, reducing the performance characteristics and life of the pitch. In some circumstances the infill may need replacing through a pitch rejuvenation process.

- 4.2.22. Maintenance will need to extend to the floodlighting system. It is recommended that, following the completion of any warranty period, a specialist floodlighting contractor is retained to maintain the system.

f) Sinking Fund

- 4.2.23. Artificial surfaces have a life span of approximately five to ten years whilst natural surfaces can last significantly longer (dependent on factors such as pitch type and quality, usage, incidence of flooding/vandalism, and maintenance). Therefore, an allowance needs to be made for replacement of the surface within this timeframe

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(referred to as a 'sinking fund'). The amount annually ring-fenced should be in line with recommendations made by the appropriate NGB.

- 4.2.24. Life cycle costs for [artificial surfaces](#) and [natural turf pitches](#) has been published by [Sports England](#).

4.3. Accessible Greenspace

- 4.3.1. There is a growing appreciation of accessible greenspace, particularly in urban areas, as providing some fundamental need of society rather than just surface level amenity. Local communities can use them non-prescriptively, whether for physical exercise and social interactions, or relaxation and mental restoration. By offering a connection to nature close to where we live, work, and play, exposure to greenspace benefits us by reducing mortality and morbidity from chronic diseases, improving mental health and pregnancy outcomes, and reducing obesity. These social benefits are in addition to the numerous environmental and economic benefits which are also obtained from such spaces.
- 4.3.2. New integrated, local-scale accessible greenspace should be fully delivered as part of all new development to help facilitate the human-nature connection. Proposals which are in proximity to existing landscape and local scale greenspace resources should also deliver effective and coherent physical access routes to these areas, wherever possible.

Principles for Accessible Greenspace

The following criteria will be expected from all Greenspaces (Table 4).

Table 4. Design Principles for New Accessible Greenspaces.

New Accessible Greenspace must...	
1	<p>be positively designed and effectively located within site layout</p> <p>a New accessible greenspace should be positively designed within the overall site layout and fully integrated from design stage consideration of built form, access, and drainage infrastructure.</p> <p>b Provisions should aid GBI network connectivity within the site and to the wider area.</p> <p>c Complement the placemaking context and wider local landscape character.</p>

	<p>d Occupy sufficient site area to effectively deliver open space requirements alongside wider LDP policy objectives relating to:</p> <ul style="list-style-type: none"> • ecological enhancement • retention of existing landscape and ecological elements • visual amenity and landscape character • creation of attractive places and public spaces which contribute to people’s health and wellbeing
<p>2</p>	<p>deliver clearly defined functions and promote multifunctionality</p>
	<p>e Design functions should relate to the specific needs and priorities of the site and create areas in which public use relates strongly to the experience of nature.</p> <p>f Deliver landscape design solutions which, create a diverse place-based greenspace, and:</p> <ul style="list-style-type: none"> • maximise the well-being value of greenspace through the provision of path routes and opportunities for informal recreation, with seating, shade, and resting spots. • maximise the natural sense of place through appropriate tree, shrub, and perennial planting. • maximise ecological enhancement and allow appropriate segregation for areas which deliver specific ecological design functions. • incorporate nature-based SuDS as part of GBI.
<p>3</p>	<p>be safe and accessible for all users</p>
	<p>g New accessible greenspace should be designed to ensure safety for all users, with clear routes and wayfinding.</p>
	<p>h Designs must incorporate suitable gradients to enable safe access for all, and the implementation of safe maintenance operations.</p>
<p>i Site layout should ensure that greenspace is visible from the street scene and subject to good natural surveillance.</p>	
	<p>be designed sustainably</p>

4

j New accessible greenspace should be designed to support effective long-term management and maintenance, and deliver resilience to climate change.

k Construction materials should be sustainable, both in terms of sourcing and their durability over time.

l Consideration should be given to the avoidance of human wildlife conflicts.

Types of Accessible Greenspace

4.3.3. In practice, there are many diverse types of accessible greenspaces. Most areas of predominately natural character with due consideration towards naturalistic design/management/planting schemes tailored to provide amenity, recreation, and environmental benefits are likely to be considered as accessible greenspace. These include, but are not limited to, the following:

- Natural greenspace (e.g., woodland, meadow, and wetland, alongside nature reserves);
- Semi-natural and/or urban greenspace (e.g., botanical gardens, pocket parks, and other public gardens);
- Green corridors such as tree-lined streets, walkway and cycleways alongside hedgerows, disused railway lines, and green belts; and
- Water features including ponds, rivers, and waterfronts.

4.3.4. In promoting the concept of multifunctional open space – whereby an area of greenspace alongside a play space and/or playing field could be naturalised (at least in part of the total open space area) – this is supported if all relevant appropriate design principles and sympathetic management considerations are duly considered.

Guidance for Accessible Greenspace

4.3.5. Full reference should be made to the *Green & Blue Infrastructure SPG* and *Placemaking and Sustainable Design SPG*.

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- 4.3.6. The design solutions and guidance contained in *Green & Blue Infrastructure SPG* affect the whole proposal area (i.e., not just any area devoted as open space), therefore, the meterage dedicated by the Open Space Requirement is not exclusive of other GBI associated responsibilities and obligations placed upon the applicant.

4.4. Community Growing Space

- 4.4.1. Gardening and self-sufficiency have had a recent resurgence in popularity, and are shown to have a range of well-being benefits. While only representing a small proportion of the overall *Open Space Requirement*, development proposals integrating this kind of provision can develop a strong sense of community and have a significantly positive impact on residents' health and wellbeing.
- 4.4.2. Major developments will be expected to provide dedicated areas to attain such benefits (relevant to the size of the minimum requirement for this kind of open space), however subtle features will be accepted for smaller proposals.
- 4.4.3. Community Growing Spaces are challenging to develop during the construction of a development given the prerequisite for effective community engagement and participation. Proposals should develop a flexible approach in that if their eventual uptake does not materialise, the design permits such areas to be incorporated into the wider open space provision to avoid any deficiency.

Principles for Community Growing Spaces

- 4.4.4. The following criteria will be expected from all Community Growing Spaces (Table 9).

Table 9. Design Principles for Community Growing Spaces.

New Community Growing Space must...	
1	Be suitably located and accessible
	<ul style="list-style-type: none"> a All Community Growing Spaces should enhance the public realm, add to the local food growing network, and complement other open spaces provisions and active travel routes. b When selecting a location and site for an allotment, it's critical to ensure that the land has (or is provided with) cultivable soil that is free from contaminants. It must also be safe from flooding (i.e., not used as part of a SuDS) and receive enough sunlight (i.e., is not shaded by adjacent trees/building etc and is, ideally, south facing).

	<p>c No growing space should be within the immediate vicinity of under/overground services (gas/electricity).</p>
<p>2</p>	<p>Evolve from/to the needs of the community</p>
	<p>d Early engagement with relevant stakeholders and the prospective community should be conducted to shape the design process and identify potential management partners.</p> <p>e It is important to thoughtfully consider the layout to permit future site changes. Maintenance plans should also be adaptive to permit the uptake of voluntary work by the community.</p>
<p>3</p>	<p>Provide an appropriate level of ancillary facilities</p>
	<p>f The provision of ancillary facilities will be dependent on the extent and location of the provision, but it should include:</p> <ul style="list-style-type: none"> • Seating and/or picnic benches; • A water supply (ideally supplemented by rainwater collection); • Storage facilities (e.g., communal shed); and <p>g Wider community facilities (e.g., indoor/covered area to hold educational workshops, outdoor community meeting area, toilets).</p>
<p>4</p>	<p>Be secure</p>
	<p>h Where appropriate, protective boundaries should be used for public safety and protection from potential pests (particularly if know to the area, e.g., deer, rabbits).</p> <p>i Any vehicular access to the site should be via a lockable gate with a restricted-profile combination padlock.</p>

Types of Community Growing Spaces

4.4.5. This type of open space provides great flexibility in the way it can be integrating into a design. All provisions should be centred on facilitating active recreation, outdoor education, and community interaction through the medium of growing food. These include:

- Community Gardens;
- Orchards;
- Allotments;
- Smaller communal space for food growing (e.g., shared raised beds); and
- The inclusion of fruit trees, perennial fruit bushes, edible landscaping, and/or features within other open space provisions (e.g., Edible Activity Trails, Edible Playgrounds).

4.4.6. It is anticipated that proposals on strategic sites or for large-scale major developments will need to engage with existing stakeholders such as [Bwyd Bendigedig Sir Gaerfyrddin \(Incredible Edible Carmarthenshire\)](#) to inform the design process and develop ties between the site and existing community groups. Non-major developments may wish to consider delivering a small integrated provisions such as an orchard, and/or request to pay a Commuted Sum to meet this requirement.

Guidance for Community Gardens

4.4.7. Community Gardens are developed and managed by local people who want to grow food, socialise, and learn, at the benefit of the wider community. These are typically managed collaboratively and there are many difference models for establishing such. The [Social Farms & Garden](#) has information on how to design and maintain a community gardening site.

Guidance for Orchards

4.4.8. Many community orchards serve as excellent wildlife habitats and carbon sinks, in addition to providing fruit for residents for many years. Community orchards are becoming more popular because they are relatively easy to start, require little maintenance, and can be used for outdoor neighbourhood events.

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- 4.4.9. Social Farms & Gardens has published a topic sheet on [Starting up Community Orchards and Fruit Gardens](#). Consideration should be given to the growing location (i.e., ample sun, frost pockets, soil type and depth), the appropriate rootstocks and spacings, and onward maintenance.
- 4.4.10. In more traditional community orchards, fruit trees may consist of standard varieties (on M25 rootstocks) which are intended to be minimal trained. Surrounding grassy areas may also be kept as a wildflower meadow, typically requiring fewer maintenance visits per year than conventional amenity grassland. However, in proposals using other training choices (e.g., cordons, fan, espalier), onward maintenance requirements are likely to be increased. This should be reflected within the accompanying maintenance plan.
- 4.4.11. All tree plantings should be planted where soil depth and type are adequate, and sufficient spacing should permit machinery access.
- 4.4.12. Proposals should consider provenance, and Welsh heritage varieties are encouraged.

Guidance for Allotments

- 4.4.13. Allotments are large dedicated growing areas divided into small plots. Most existing allotments in Carmarthenshire are statutory, and are either owned by the County or Community Councils. [Welsh Government Guidance for Growers & Growing Groups](#) provides an overview of the types of allotments and relevant legislation for their management and protection. In most instances, an integrated allotment delivered by an applicant would be considered as a 'community allotment' which are not subject to the same laws as their statutory counterparts.
- 4.4.14. Proposals for community allotments must be no smaller than 1012 m² to make the future transfer of a community allotment as a statutory site possible.
- 4.4.15. The National Allotment Society has prepared guidance which should be used to inform the design of [21st Century Allotments in New Developments](#).

4.5. Maintenance Plans

- 4.5.1. The management of open space provisions will be expected to maximise amenity value and environmental conservations, whilst ensuring the provision of maintenance remains viable for the duration of the development's lifetime.
- 4.5.2. Details relating to the management and maintenance of open spaces should be presented in conjunction with other landscape and ecological requirements placed upon the applicant (i.e., Landscape and Ecological Management Plan (LEMP)). Such information of this can be found within the *Landscape Character SPG*.
- 4.5.3. All management and maintenance plans are expected to be costed to determine whether provisions are appropriately funded and their future enjoyment safeguarded.

5. Useful Contacts

Development Management

Main point of contact for advice on planning applications (including pre-application).

Planning@carmarthenshire.gov.uk

Telephone: 01558 825285

Forward Planning

For queries relating to the LDP and Supplementary Planning Policy.

Forward.Planning@carmarthenshire.gov.uk

Telephone: 01267 228822

Sustainable Drainage Approval Body

For queries relating to the management and design of SuDS in Carmarthenshire.

SABregistrations@carmarthenshire.gov.uk

Telephone: 01267 228828

Family Information Service

Contact for advice on how to create a rich play environment for all ages.

www.fis.carmarthenshire.gov.wales

Play Wales

For detailed advice on how to create effective and functional play spaces.

www.play.wales

Sport Wales

To seek advice on outdoor sports and relevant National Governing Bodies (NGBs)

www.sport.wales

Sport England

For comprehensive design and maintenance guidance for outdoor sports.

www.sportengland.org

The National Allotment Society

For practical, policy-based guidance on how to include allotments in new developments.

www.nsalg.org.uk

Social Farms & Gardens

For advice establishing a community growing projects and potential partners.

www.farmgarden.org.uk

Town & Country Planning Association

To find the Green Infrastructure Resource Library and other placemaking resources.

www.tcpa.org.uk

Design Council

For advice on maintaining and managing of greenspaces, amongst other resources.

www.designcouncil.org.uk

Appendices

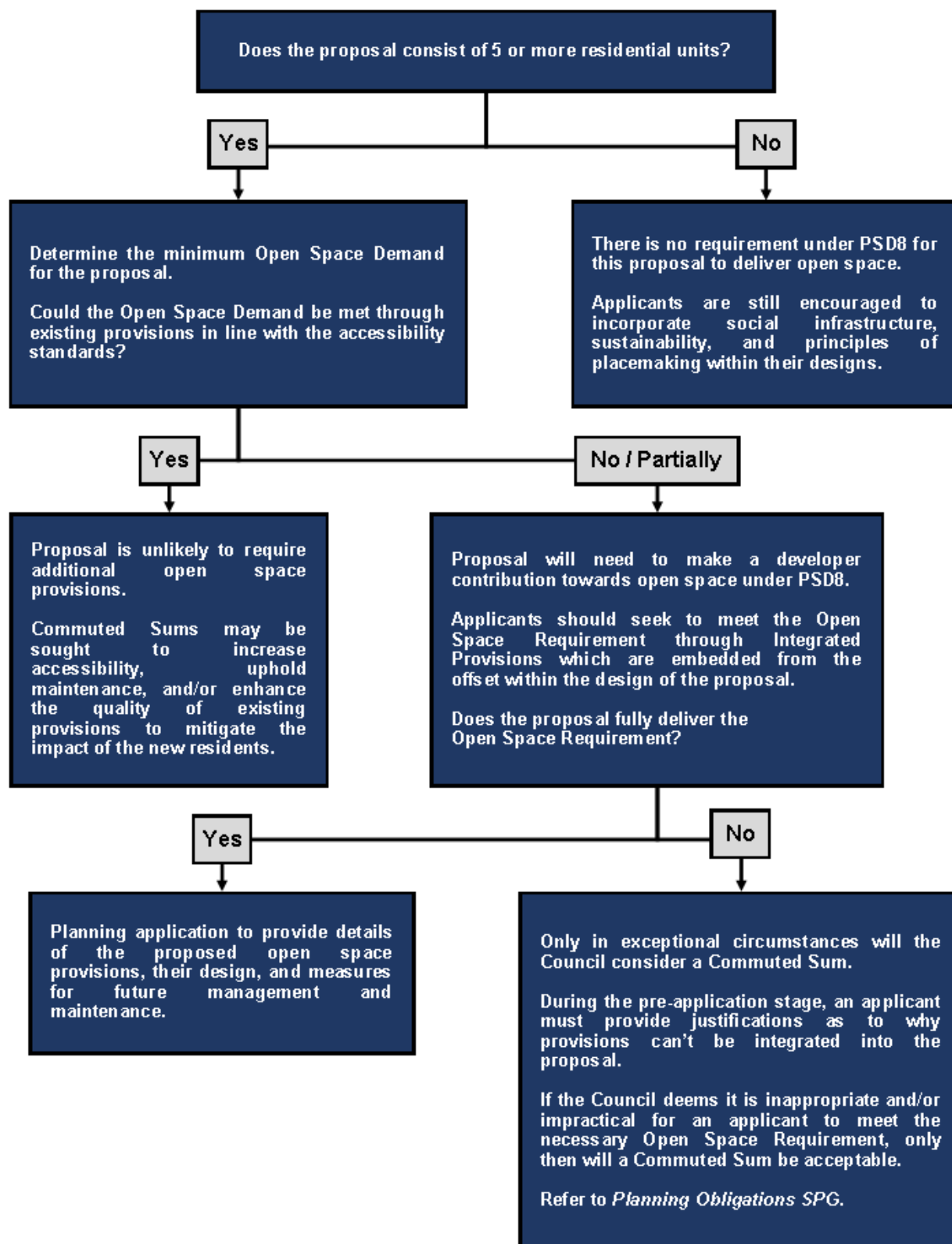
Appendix A: Glossary

Term	Definition
Accessibility Standards	<p>The Public Open Space Assessment devised accessibility standards for each type of open space. It represents the walking distance from the site to the dwelling via the existing transportation infrastructure. Together with quantity standards, these make up 'Carmarthenshire's Open Space Standards' (See Section 2.1).</p> <p>No accessibility standard for community growing space has been devised as provision is only calculated a spatial area basis (see the quantity standards).</p>
Commuted Sums	<p>A mechanism through which open space requirements are met wholly, or in part, through a financial contribution. Only in exceptional circumstances will the Council consider a Commuted Sum. See Planning Obligation.</p>
Doorstep Play Space	<p>A small, landscaped space with engaging play features and where young children can play within view of known adults.</p>
Exceptional Circumstance	<p>The extent and scale of the proposed delivery mechanisms (i.e., Integrated Provisions and Commuted Sums, or approximate mix thereof, which a developer to meets their Open Space Requirement) will be duly considered on a case-by case basis. Justifications should be put forward by the developer during the pre-application for the Council to assess whether the site is inappropriate and/or impractical for integrated provisions.</p> <p>Additionally, any deviation from the Open Space Standards will be assessed on a case-by-case basis.</p>
Green and Blue Infrastructure (GBI)	<p>The network of multi-functional green space, encompassing both land and water (blue space). The Green and Blue Infrastructure areas include existing and new (created) features in both rural and urban areas. The Green and Blue Infrastructure network delivers a wide range</p>

	of Ecosystem Services including environmental and quality of life benefits for local communities.
Green Corridors	Routes which linking different areas within and between settlements/development that are designed to provide benefits to nature.
Integrated Provisions	Open space contributions delivered by an applicant/developer. All residential proposals are expected to meet their open space requirement through delivering integrated provisions.
Local Space Play	A medium-sized, landscaped space with play features that can be accessed safely by children independently and with friends, without an accompany adult.
Major Development	As defined within the LDP, major developments are: <ul style="list-style-type: none"> • Residential developments of 10 or more dwellings or 0.5 hectares or more; • The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or • Development carried out on a site having an area of 1 hectare or more
Neighbourhood Play Space	A larger, varied natural space with secluded and open areas which contain a wide range of play features. Flexibility for physical recreational activities for children of all ages, and young people.
Open Space	See Section 1.1. The present SPG considers open space closely in line with TAN16 however, to ensure that those experiencing socio-economic disadvantage have the same opportunity as those who are not, open spaces must explicitly also be permanently accessible without financial restriction. A delineation between Limited access and Public Open Spaces is made within the Public Open Space Assessment (both are still protected by PSD7). Definition within the LDP: <i>'All space of public value, including public landscaped areas, playing fields, parks and play areas, and also including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, which can offer opportunities for sport and recreation or can also act as a visual amenity and a haven for wildlife'</i> .

<p>Open Space Demand</p>	<p>The open space need arisen from the proposed development in line with household occupancy rates. It does not include the capacity for existing sufficiencies to meet such.</p>
<p>Open Space Requirement</p>	<p>The minimum amount of open space which a proposal is expected to integrate within their design.</p>
<p>Placemaking</p>	<p>Process and tool to collectively design and manage the public realm to create quality places that people want to live and work in, that are appealing, accessible, safe and support social interaction and amenities.</p>
<p>Planning Obligation</p>	<p>A legal agreement between an applicant and the local planning authority to ensure a development is carried out in a certain way. Also referred to as a Section 106 Agreement.</p>
<p>Pre-Application Consultation (PAC)</p>	<p>There is a requirement for applicants to submit a pre-application consultation report for all outline or full applications for Major Development. The requirement to undertake pre-application consultation and to submit a PAC report with a formal planning application is a requirement of the Planning (Wales) Act 2015.</p>
<p>Quantity Standards</p>	<p>The Public Open Space Assessment devised quantity standards for each type of open space. It represents the minimum area needed to provide for a range of recreational and amenity for residents. Together with accessibility standards, these make up 'Carmarthenshire's Open Space Standards' (See Section 2.1).</p>

Appendix B: Identifying Open Space Requirements



Appendix C: Determining Electoral Wards & Household Occupancy

To discover what electoral ward the proposed development site will be situated within, use the ‘[In My Area](#)’ function our website, enter the postcode and select the ‘Electoral wards 2022 onwards’ (Figure #). Now use Table 10 to determine the associated Household Occupancy rate within that ward.

In my area

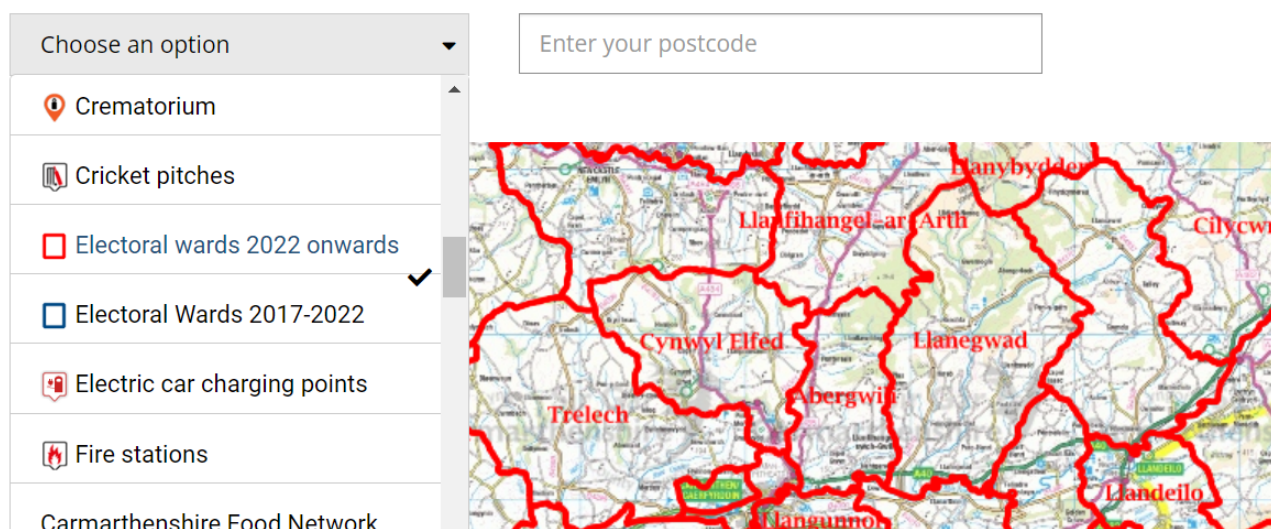


Figure #. Screenshot of In My Area from the Carmarthenshire County Council Website.

Table 10: Population and household estimates by Electoral Wards within the County obtained from Census 2021 data. ONS Crown Copyright Reserved [from Nomis on 30 January 2023].
 * = These wards are shared with Bannau Brycheiniog National Park Authority. Average household occupancy across all wards is 2.31.

Electoral Wards (2022)	Population	Households	Household Occupancy
Abergwili	2,331	963	2.42
Ammanford	5,439	2,464	2.21
Betws	2,398	987	2.43
Bigyn	6,587	2,779	2.37
Burry Port	4,037	1,934	2.09
Bynea	4,519	1,886	2.40
Carmarthen Town North & South	9,111	4,317	2.11
Carmarthen Town West	5,521	2,283	2.42
Cenarth and Llangeler	5,550	2,468	2.25

Cilycwm	2,547	1,126	2.26
Cwarter Bach*	2,853	1,249	2.28
Cynwyl Elfed	2,273	931	2.44
Dafen and Felinfoel	5,195	2,207	2.35
Elli	1,988	867	2.29
Garnant*	2,049	886	2.31
Glanamman*	2,506	1,105	2.27
Glanymor	6,409	2,903	2.21
Glyn (Carmarthenshire)	2,163	939	2.30
Gorslas	5,082	2,153	2.36
Hendy	3,205	1,378	2.33
Hengoed (Carmarthenshire)	4,308	1,914	2.25
Kidwelly and St Ishmael	5,053	2,248	2.25
Laugharne Township*	2,588	1,150	2.25
Llanboidy*	2,097	855	2.45
Llanddarog	2,070	857	2.42
Llandeilo*	2,959	1,372	2.16
Llandovery*	2,591	1,119	2.32
Llandybie*	4,390	1,842	2.38
Llanegwad	2,444	1,061	2.30
Llanfihangel Aberbythych	1,749	766	2.28
Llanfihangel-ar-Arth	2,780	1,218	2.28
Llangadog*	1,941	820	2.37
Llangennech	5,437	2,275	2.39
Llangunnor	2,628	1,174	2.24
Llangyndeyrn	5,239	2,230	2.35
Llannon	5,368	2,231	2.41
Llanybydder	2,787	1,196	2.33
Lliedi	5,336	2,338	2.28
Llwynhendy	4,390	1,874	2.34
Manordeilo and Salem	2,625	1,123	2.34
Pembrey	4,175	1,780	2.35
Penygroes	3,052	1,317	2.32
Pontyberem	2,864	1,214	2.36
Saron	4,263	1,832	2.33
St Clears and Llansteffan	5,189	2,259	2.30

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Swiss Valley	2,471	1,101	2.24
Trelech	2,731	1,133	2.41
Trimsaran	2,500	1,063	2.35
Tycroes	2,683	1,171	2.29
Tyisha	5,041	2,336	2.16
Whitland	2,381	1,067	2.23

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REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN

2018- 2033

DRAFT SUPPLEMENTARY PLANNING GUIDANCE:

WELSH LANGUAGE

October 2023

DRAFT SUPPLEMENTARY PLANNING GUIDANCE

WELSH LANGUAGE

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1. Introduction

- 1.1 This Supplementary Planning Guidance (SPG) is one of a series of guidance notes that has been produced to supplement and support the Revised Carmarthenshire Local Development Plan (LDP). It provides further guidance and, where applicable, elaborates on how policies and proposals of the Development Plan are to be implemented. This SPG in particular supplements the consideration and application of Strategic Policy 8: Welsh Language and Culture and WL1: Welsh Language and New Developments. It also shows ways in which the planning system can deliver the Welsh Government and Carmarthenshire County Council objectives and targets for protecting, promoting and enhancing the use of the Welsh language. The SPG is intended to give greater detail on specific issues than is possible or appropriate in the Carmarthenshire LDP. The SPG does not apply to the area of Carmarthenshire which falls within the Brecon Beacons National Park.
- 1.2 In interpreting this guidance, regard should also be had to the other pertinent policies of the LDP. This SPG should be read alongside Topic Paper: The Welsh Language¹ which has been produced as supporting information to the preparation of the LDP.
- 1.3 This guidance is intended to ensure that all parties, including decision makers and applicants, receive clear advice and information in respect of the requirements in relation to the Welsh language, and the consideration of proposals where they may have an effect on the Welsh language within communities.
- 1.4 The Council will have regard to this SPG when making planning decisions. It is a material consideration in the determination of planning applications and appeals, alongside the policies and provisions of the LDP and other SPG.
- 1.5 In accordance with good practice, applicants are encouraged to discuss developments with officers before submitting an application.

2. Status of the Supplementary Planning Guidance

- 2.1 This SPG is subject to a 6-week consultation exercise conducted in a manner consistent with that set out within the Delivery Agreement for the Revised Local Development Plan (rLDP). The rLDP and its associated documents (of which this guidance forms a part) will progress through an examination in public conducted by an independent Planning Inspector, following which it will be adopted under the

¹ [welsh-language-topic-paper-cover-eng-merged.pdf \(gov.wales\)](#)

aegis of and concurrent with the rLDP.

3. The Welsh language in Carmarthenshire

- 3.1 The Welsh language plays an important role in the social, cultural and economic lives of residents of, and visitors to, Carmarthenshire. The county is home to 72,800 Welsh speakers (Gwynedd is the only local authority with a higher number), which is equivalent to 39.9% of its population. According to the 2021 census data, there are 538,300 Welsh speakers who compose 17.8% of the population of Wales. Carmarthenshire is the county with the fourth highest percentage of Welsh speakers in the country.
- 3.2 Between 2011 and 2021, census data shows that the percentage of Welsh speakers in Carmarthenshire fell from 43.9% to 39.9%. This is the largest drop in percentage points of any local authority area in Wales for the second census running. It should be noted, however, that this drop is smaller than in the last census (a 6.4% drop was reported between the 2001 and 2011 censuses). This decline is not unique to Carmarthenshire, and it is the case that most local authorities in Wales were subject to similar decreases. Increases in the percentage of Welsh speakers were recorded in only four local authority areas (Cardiff, Vale of Glamorgan, Rhondda Cynon Taf and Merthyr Tydfil). Other parts of ‘Y Fro Gymraeg’ (the Welsh speaking heartlands) also saw reductions in the percentage and numbers of Welsh speakers. Various agencies including Welsh Government has raised concerns about the future of the Welsh language in these areas where the language has traditionally been at its strongest.

4. Planning and the Welsh language

- 4.1 New development can potentially have both beneficial as well as harmful effects and consequences on the Welsh language and communities. Beneficial effects/consequences can occur if development encourages Welsh speakers to remain in their communities by providing housing opportunities (both market and affordable), by providing employment opportunities (particularly employment which requires Welsh language skills), and also in instances where it supports the viability of community facilities, such as schools. Harmful effects/consequences can occur when a disproportionate number of non-Welsh speakers move into a community which can often have cumulative effects by reducing the use of the Welsh language among Welsh speakers. It is the impact of development on the community, rather than on particular individuals, that is relevant to the planning system.

- 4.2 Since the publication in 1998 of Circular 53/88, the Welsh language has been an important planning consideration in the creation of land use policies and in the decision-making process on planning applications.
- 4.3 Nevertheless, the isolation of the exact effect and eventual consequence of an individual development on language use in a given spatial community over a period of time is a matter that is difficult to analyse and prove decisively. Ensuring a thriving Welsh language in spatially defined communities in Wales will depend on a wide variety of factors, including those which relate to education, demography, community changes and capacity, housing access, and a sound economic base, all of which are intrinsically linked. These economic, social and environmental factors influence one another and change in one aspect can often affect another aspect.
- 4.4 A high-level Welsh language impact assessment of the second draft deposit rLDP was conducted as part of the rLDP process ([add link to rLDP WLIA](#)). This SPG gives further guidance on the methodology for conducting a WLIA of developments for which planning application is sought.

5. The Legislative and Policy context

The Legislative Context

Planning status

- 5.1 Section 31 of the Planning (Wales) Act 2015 amends section 70 of the Town and Country Planning Act 1990 by adding the following clause: "*any considerations relating to the use of the Welsh language, so far as material to the application.*" This means that it is incumbent when making a decision on a planning application to include considerations in relation to the Welsh language, where it is relevant to that application.

Well-being of Future Generations (Wales) Act 2015

- 5.2 From 1 April 2016, local planning authorities must demonstrate, for each planning application determined, they have considered how the application complies with the Well-being of Future Generations Act 2015. This means working towards achieving the seven well-being goals including the well-Being Goal of "a vibrant culture and thriving Welsh language". However, the development plan where relevant to the application and other relevant material considerations remain the primary considerations when determining applications.

The National and Regional Policy Context

Planning Policy Wales

- 5.3 PPW reinforces the role of the planning system to support the delivery of sustainable development and the Well-being of Future Generation goals. Within the context of Strategic and Spatial Choices aspect of Placemaking “the land use planning system should take account of the conditions which are essential to the Welsh language and in so doing contribute to its use and the Thriving Welsh Language well-being goal”. (para. 3.25). Paragraph 3.28 goes on to state “considerations relating to use of the Welsh language may be taken into account by decision makers so far as they are material to applications for planning permission.”
- 5.4 In terms of assessing impact on the Welsh language “If required, language impact assessments may be carried out in respect of large developments not allocated in a development plan which are proposed in areas of particular sensitivity or importance for the language. Any such areas should be defined clearly in the development plan.”

Technical Advice Note (TAN) 20

- 5.5 In relation to development management, TAN 20’s guidance can be summarised as follows:
- A WLIA may be undertaken for a large development on a windfall site in an area it has defined as linguistically sensitive.
 - Large developments would normally be defined as 10 or more residential developments or developments over 1000 sq. metres or 1 hectare but LPAs may set locally-appropriate thresholds in the LDP, based on evidence.
 - The LPA is responsible for conducting any assessment and for determining its form.
 - Impact assessments may be conducted for any type of windfall development proposals but LPA's should carefully consider what benefit is expected from assessing employment, commercial or retail development. Evidence from the language impact assessment may be material to the application and may inform whether measures to mitigate or enhance the impacts of the development on the Welsh language may be applied.
 - Circumstances in which the LPA expect mitigation or enhancement measures to be applied should be identified in the LDP while further matters of detail may be set out in supplementary planning guidance (SPG).
 - Mitigation measures may be applied to the permission either through conditions or section 106 obligations.

Cymraeg 2050

- 5.6 In 2017, Welsh Government published *Cymraeg 2050: A million Welsh speakers*.² This document sets out a national, thirty-three-year strategy to increase the number of persons in Wales who can speak Welsh by nearly 80% from the 562,000 recorded in the 2011 population census and doubling its everyday use by the Welsh public from 10% to 20%.
- 5.7 “Our vision is to secure favourable circumstances throughout the country that support language acquisition and use of Welsh language skills. We want to see an increase in language transmission in the family, early introduction of Welsh to every child, an education system that provides Welsh language skills for all, and greater appreciation of Welsh language skills in the workplace. At the same time, we are committed to supporting people to use Welsh socially, at work, and when accessing services.”³
- 5.8 Where material to the application, a Welsh language impact assessment should assess the likelihood that the proposed development will result in more people learning Welsh and an increase in people’s daily use of Welsh in line with *Cymraeg 2050* targets.

The Local Context

Carmarthenshire Welsh Language Promotion Strategy 2023 - 2030

- 5.9 The local authority’s aim is to “make Welsh the main language of the County. Our aim is to restore Welsh to a language spoken and used by the majority of our inhabitants consistently, and in all aspects of life.” The vision that gives direction to the efforts of the local authority and its partners is set out in the strategy:

“We want to see an increase in the proportion of Carmarthenshire residents who can speak Welsh and use their Welsh consistently. We want to see the Welsh language as a working and operating norm in the County’s public institutions and increasingly prevalent in the County’s businesses. We want our young people to see a future for themselves in the County in sustainable and prosperous Welsh communities, economically, culturally and socially.”⁴

Welsh in Education Strategic Plan (WESP) 2022- 2032

² [Cymraeg 2050: Welsh language strategy | GOV.WALES](#)

³ Op. Cit., p. 7

⁴ [welsh-language-promotion-strategy-23-28.pdf \(gov.wales\)](#) p.5.

- 5.10 Carmarthenshire’s 2022-2032 Welsh in Education Strategic Plan (WESP) presents how the Council intends to achieve the Welsh Government’s outcomes and targets outlined in their Welsh Medium Education Strategy (WMES). The WMES sets out the Welsh Government’s vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education. The aim is to facilitate an increase in the number of people of all ages able to use the Welsh language with their families, in their communities and in the workplace.
- 5.11 Carmarthenshire’s WESP is a key vehicle for creating an improved planning system for Welsh-medium education. The WESP will provide the means for the Welsh Government to monitor the way in which the Council responds and contribute to the implementation of the WMES objectives.
- 5.12 The Council must provide information and targets against 7 learning areas or strategic outcomes as follows:
- **Outcome 1-** More nursery children / three-year olds receive their education through the medium of Welsh
 - **Outcome 2-** More reception class children / five-year olds receive their education through the medium of Welsh
 - **Outcome 3-** More children continue to improve their Welsh language skills when transferring from one stage of their statutory education to another
 - **Outcome 4-** More learners study for assessed qualifications in Welsh (as a subject) and subjects through the medium of Welsh
 - **Outcome 5-** More opportunities for learners to use Welsh in different contexts in school
 - **Outcome 6-** An increase in the provision of Welsh-medium education for pupils with additional learning needs (ALN)
 - **Outcome 7-** Increase the number of teaching staff able to teach Welsh (as a subject) and teach through the medium of Welsh.
- 5.13 The Plan details how the Council aims to achieve each of these outcomes over the ten-year period of the Plan and provides a set of targets for each outcome and a pathway for achieving those targets.
- 5.14 By September 2032, Carmarthenshire County Council's aspiration is that 75% of all Year 1 pupils will attend Welsh-medium education.

5.15 The draft second deposit rLDP provides broad policies along with land allocations for the main uses such as housing, employment and retail, help shape the future of the Plan area in a physical and environmental way as well as influencing it in economic, social, cultural and linguistic terms. The Scheme therefore seeks to:

1. provide direction for the Local Planning Authority to make rational and consistent decisions on planning applications by providing a policy framework consistent with national policy; and
2. steer development to appropriate locations over the period to 2033.

Strategic Policy – SP 8: Welsh Language and Culture

The Plan supports development proposals which safeguard, promote and enhance the interests of the Welsh language and culture in the County. Development proposals which have a detrimental impact on the vitality and viability of the Welsh language and culture will not be permitted unless the impact can be mitigated. All development proposals subject to WL1, will be expected to identify measures which enhance the interests of the Welsh language and culture.

The need to safeguard, promote and enhance the Welsh language applies to developments proposed across the County and is not restricted to specific areas within the County. Development proposals will be required to acknowledge the official status of the Welsh language and commit to treating the Welsh language no less favourably than the English language.

WL1: Welsh Language and New Developments

All development proposals throughout Carmarthenshire will be required to safeguard, promote and enhance the Welsh language.

The following development proposals will be required to submit a Language Action Plan, setting out the measures to be taken to safeguard, promote and enhance the Welsh language:

- a. Residential developments of 5 or more dwellings which will individually or cumulatively provide more than the indicative housing provision set out for the settlement in Policies HOM1 and HOM3; or
- b. Residential development of 5 or more dwellings on allocated or windfall sites that do not address evidence of need and demand for housing recorded in a Housing Market Assessment or other relevant local sources of evidence; or,
- c. Retail, commercial or industrial developments with a total floorspace of 1,000 sqm or more or a site area measuring more than 1 hectare.

Proposals on unanticipated windfall sites for large scale housing development or large scale employment development that would lead to a significant workforce flow are

required to submit a Welsh Language Impact Assessment which will set out how the proposed development will protect, promote and enhance the Welsh language.

Proposals which do not accord with the Plan's housing trajectory (Appendix 7) will be required to provide a phasing plan outlining the timescales for delivering the homes proposed on the site and demonstrate that they would not have a negative impact upon the Welsh language which cannot be mitigated.

PSD9: Advertisements

Proposals for advertisements (which are subject to planning control) will be strictly controlled and will be expected to comply with the following:

- a. That their design, scale, materials, and siting have full regard to the building, structure, and/or land on which they are displayed;
- b. There are no adverse effects on the landscape / townscape, or the setting and integrity of the historic environment;
- c. That they do not constitute a hazard to public safety especially when sited on roads;
- d. That they safeguard, and positively enhance the Welsh language in the County by providing bilingual signage. Regard should also be had to the provisions of Policy SP8 - The Welsh Language.

Proposals for poster hoardings and advertisement signs should not lead to the proliferation or concentration of individually acceptable signs within the countryside.

New developments and streets will be expected to have Welsh names.

What developments are covered by SP8 and WL1?

- 5.16 Development proposals come in many forms, from large factory sites to householder extensions. The Development Management Manual explains that development management (DM) should “be proportional to the scale and complexity of the potential impact of the proposal on the public interest”.
- 5.17 Policy WL1 requires all development proposals, throughout the LDP area (that require express approval through the submission of a planning application) to give due consideration of the need to safeguard, promote and enhance the interests of the Welsh language. The DMM Guidance, however, requires requests for additional information to be reasonable and proportionate to the proposal. The majority of householder, minor or incremental physical changes to land or buildings (operational development) or material changes of use (operational changes to the way land is used) are highly unlikely on their own to have a significant impact on the public interest of advancing a thriving Welsh language. Further guidance on what additional information may be required in cases of concerns around

cumulative impacts are given below.

- 5.18 Strategic Policy SP1 makes clear that one of the goals of the LDP is to help promote the interests of the Welsh language by seeking to ensure that all developments safeguard, promote and enhance those interests.
- 5.19 In terms of overall growth, the high level Welsh Language Assessment of the preferred strategy concludes that, compared to the current LDP (business as usual), the draft second deposit rLDP has a realistic possibility of helping to safeguard, promote and enhance those interests, albeit with the risk that the benefits of retaining a higher proportion of young people may be outweighed by attracting a disproportionately higher number of inward migration of older people to live in the rLDP area.
- 5.20 In terms of location, the high-level Welsh Language Assessment of the preferred spatial strategy concluded that, compared to the current (business as usual) strategy, the Plan is likely to have a minor positive effect on the interests of the Welsh language by providing opportunities for appropriate scale sustainable development to happen across the rLDP area at all four tiers and all six clusters.
- 5.21 In terms of the requirements of SP1 (and of PPW and TAN 20), all development proposals that are in accordance with the draft second deposit rLDP (that is on allocated land and in accordance with the planned release of such allocations) are presumed to be covered by the WLIA of the plan itself unless material considerations (including new information) relating to the health and resilience of the Welsh language outweigh the policies and proposals of the Plan.
- 5.22 The draft second deposit rLDP assumes that 8,822 dwellings will need to be delivered in the Plan area to meet housing requirements during the period up to the end of the plan in 2033. In delivering the number of homes set above, this Plan includes an additional flexibility as part of its supply (uplift) to ensure the delivery of sustainable growth and to overcome any potential unforeseen deliverability issues. A 10% flexibility through a further 882 homes, is included to ensure we meet the need identified.
- 5.23 The County Council has categorised the whole county as linguistically sensitive and Policy WL1 covers all significant developments, including housing, employment, retail and commercial development. Thus, the LPA will require all housing and employment generating development proposals on windfall sites, including those not anticipated and/or falling outside settlement limits, that are likely to have a

significant impact be disproportionate to on the number of Welsh speakers in the community, to screen and/or conduct a Welsh language impact assessment.

- 5.24 Planning Policy Wales states that, “if required, language impact assessments may be carried out in respect of large developments not allocated in a development plan which are proposed in areas of particular sensitivity or importance for the language. Any such areas should be defined clearly in the development plan.”
- 5.25 TAN 20 states: “When a LPA receives a proposal for a large development on a windfall site in an area it has defined as linguistically sensitive or significant, an assessment of the likely impact of the development on the Welsh language may be undertaken.”
- 5.26 The County Council has categorised the whole county as linguistically sensitive. Thus, the LPA will require all housing- and employment-generating development proposals on windfall sites, including those not anticipated and/or falling outside settlement limits, that are likely to be disproportionate to the number of Welsh speakers in the community, to screen and/or conduct a Welsh language impact assessment.

Welsh Language Impact Assessments

- 5.27 Welsh Language Community Profiles (WLCP) and Welsh Language Impact Assessments (WLIA) are both important steps in the development management process where relevant. While they are often confused with Welsh language statements and one another, they each play a different and distinct role. Put simply, Welsh language profiles describe the host community where the proposal is to take place while Welsh language impact assessments define the proposed activity and what effect it will have on the host community.

What are Welsh Language Community Profiles (WLCP)?

- 5.28 Welsh Language Community Profiles (WLCP’s) investigate the Welsh language characteristics of the host community and result in detailed documents which define the Welsh language values associated with the context of the proposal. It will help the reader (developer, consultee, decision maker) to understand the sensitivity of the host community to various scales of development. WLCP’s involve profiling through researching and collecting relevant information about the values of a ‘receiving host community’ (e.g. field surveys, public or purchased data, literature reviews and other methods).

- 5.29 A WLCP provides the basis on which to prepare a Welsh Language Action Plan and/or Welsh Language Impact Assessment required under Policy WL1.

What are Welsh Language Impact Assessments?

- 5.30 In comparison, a Welsh Language impact Assessment (WLIA) is required where the proposal (whether its nature, size or location) a priori, is deemed to have likely significant effects on the Welsh language communities. Carmarthenshire LPA's view is that unforeseen developments above a certain scale (i.e., those on windfall sites) have not been taken into consideration in determining the nature, scale and location of growth in the rLDP and therefore need to be assessed for likely significant effects and whether actions need to be taken to avoid, reduce, or mitigate adverse harm or enhance benefits to the host community.
- 5.31 WLIA is a tool to identify potential Welsh language and other relevant socio-economic impacts of a project on a host community prior to decision making. It not only identifies the sensitivity of the receptor community (as in WLCPs) but also looks at the characteristics of the proposed development, carries out an in-depth examination of the effects that proposed activity will have on the receptor community (and may offer suggestions of alternatives) and makes a judgment about the likely magnitude of the impact on the host community.
- 5.32 Typically, a WLIA will methodically examine the effect of each activity on each value or aspect of the site. For example, the proposed activities of preparation, construction and eventual occupation of a housing development might each be assessed against the values of populations, migration trends, schools, and community services. A WLIA also facilitates the development management process and helps the decision-making authorities decide whether a proposal should be approved of or not. Appendix 3 describes the methodology to be used in undertaking a WLIA.

Regeneration and Mixed Use Sites (Policy SG1)

- 5.33 The Plan makes provision for ten sites of mixed use allocations across the Plan area. The mix of uses varies by site and can consist of one or more of the following uses:
- residential
 - industrial
 - commercial
 - retail
 - leisure

- education
- community
- amenity
- visitor accommodation
- visitor attraction
- heritage
- energy from waste.

5.34 The Plan notes that the development of individual sites will be further considered and planned in a planned and co-ordinated way in the form of development briefs. The high level WLIA of the Plan has taken into account the overall scale and location of development but not the likely impact of these mixed use regeneration sites on their host communities or on ways in which the interests of the Welsh language can be safeguarded, promoted and enhanced as per Policy SP8. The development of the Regeneration and Mixed Use Site Briefs will further consider how the interests of the Welsh language can be safeguarded, promoted and enhanced.

5.35 Further guidance on housing windfall sites and employment generating windfall sites is given below.

The supply of new housing and identifying impact on the Welsh language

5.36 Planning Policy Wales states in paragraph 4.2.20:

“Where new housing is to be proposed, development plans must include policies to make clear that developers will be expected to provide community benefits which are reasonably related in scale and location to the development. In doing so, such policies should also take account of the economic viability of sites and ensure that the provision of community benefits would not be unrealistic or unreasonably impact on a site’s delivery.”

5.37 TAN 20 reinforces the link between new development proposals and the potential impact on the Welsh language by reinforcing the opportunity for LPA’s to use conditions or section 106 agreements to mitigate impact or enhance benefits.

5.38 This is reinforced in Policy INF1:

INF1: Planning Obligations

Where necessary, planning obligations will be sought to ensure that the effects of developments are fully addressed in order to make the development acceptable. Contributions will be required to deliver or fund improvements to infrastructure, community facilities and other services and facilities to address requirements or impacts arising from new developments.

- 5.39 Policy WL1 carries an expectation that all new developments need to safeguard, promote and enhance the Welsh language which includes allocated sites. Section 7 describes measures to protect, promote, and enhance the Welsh language that the developer may wish to consider in preparing proposals.
- 5.40 The Plan's growth and spatial strategy seeks to balance the Council's strategic and regeneration objectives with the delivery of the Community's needs. In terms of the interests of the Welsh language, this includes striking an appropriate balance between creating new opportunities to retain and attract new Welsh speakers and avoiding a scale of new development that might result in a dilution or loss of the number of communities where Welsh is used daily as a preferred medium of communication or undermining or harming the possibility of creating new communities where Welsh is used daily as a medium of communication.
- 5.41 All development proposals throughout Carmarthenshire will be required to safeguard, promote and enhance the Welsh language.
- 5.42 The Plan identifies four components of housing supply – commitments, allocated sites, large windfall sites, and small windfall sites.
- 5.43 The high level Welsh language impact Assessment of the Plan has already assessed the likely impact of the commitments and allocations on the Plan area as a whole and the likely impact of the distribution of such sites within the proposed settlement framework. However, the Assessment has not conducted an assessment of likely impacts on individual host communities.

Commitments

- 5.44 Commitments are those sites which include dwellings that have been started since the Plan start date of 1st April 2018 or extant units that form part of sites that have been started and have valid planning consent.
- 5.45 Because such sites have already received planning consent, the Plan has factored in their likely impact on resilience of the Welsh language in the Plan area and thus there is no further requirement to screen for impact unless required as part of the decision conditions.

Allocated Sites

- 5.46 Housing allocations are defined in the Plan as sites which can accommodate 5 or more dwellings. Policy HOM 1 and the Proposals Map and Insets identify these sites. HOM1 lists parcels of land for 5 or more dwellings allocated for housing in the draft second deposit rLDP, together with an estimated delivery timescale categorised into three periods (1-5, 6-10,11-14).
- 5.47 Proposed allocations have been distributed with regard to ensuring the goal of sustainable communities including the interests of the Welsh language and have thus taken existing commitments into consideration in the calculation of meeting the housing requirement, both in terms of each Cluster and each Tier within individual clusters.
- 5.48 The Site Trajectory Schedule also defines the LPA's assumptions as to what scale and when allocations are to be brought forward and developed. The trajectory will be reviewed and re-modelled as the information for the Annual Monitoring Report is collected and analysed against the assumptions made in the draft Plan about the wider social, economic, cultural and environmental context and conditions.
- 5.49 The exception to not having a requirement to conduct a Welsh language impact assessment as required by Policy WL1 is in the case where developers wish to develop a site at a faster rate than that envisaged in the draft second deposit rLDP.

Proposals which do not accord with the Plan's housing trajectory (Appendix 7) will be required to provide a phasing plan outlining the timescales for delivering the homes proposed on the site and demonstrate that they would not have a negative impact upon the Welsh language which cannot be mitigated.

- 5.50 If developers propose to submit applications which identify a need to deliver dwellings at an accelerated and faster rate than the Plan's housing trajectory Proposals, they are advised to contact the LPA as early as possible for a screening opinion.
- 5.51 Should applications be brought forward that significantly divert from the trajectory and are initially viewed by the LPA as of concern in terms of the linguistic sensitivity of the whole or part of the LDP area then the LPA may require the applicant to produce evidence that the pace of development is likely to contribute positively to the overall aim of the Plan which is to safeguard, promote and enhance the interests of the Welsh language.

- 5.52 Should proposals for these sites be made that have a realistic possibility of being delivered on time or later than the stated delivery timescale, then such proposals will not require a Language Action Plan but would be expected to include as part of their Planning Statement a consideration how they have taken the interests of the Welsh language into consideration.
- 5.53 Developers of proposals on allocated sites of 10 or more dwellings would be expected to prepare a draft Language Action Plan as part of the Pre-application Consultation process.
- 5.54 The following development proposals will be required to submit a Language Action Plan, setting out the measures to be taken to safeguard, promote and enhance the Welsh language:
- a. Residential developments of 5 or more dwellings which will individually or cumulatively provide more than the indicative housing provision set out for the settlement in Policies HOM1 and HOM3; or
 - b. Residential development of 5 or more dwellings on allocated or windfall sites that do not address evidence of need and demand for housing recorded in a Housing Market Assessment or other relevant local sources of evidence;
- 5.55 A number of policies (e.g. HOM3, VE3 and VE4) refer to the LPA's concern that the accumulation of individual proposals may cause intensification or overconcentration of developments either in certain locations or over a short period of time. The LPA is required, as part of the LDP preparation to prepare a housing trajectory. A housing trajectory is "a summary of site specific phasing information for all sites within the plan, including windfall development. A housing trajectory is the key mechanism to demonstrate how all sites will be delivered in the identified timescales, throughout the whole plan period, to meet the dwelling requirement."⁵
- 5.56 The dwelling requirement includes an allowance over and above the new homes requirement. The new homes requirement identified under the preferred growth option is a total of 8,822 homes or an average of 588 homes per year over the period 2018 – 33. The dwelling requirement includes an allowance of 10% over the homes requirement or 882 dwellings or 59 dwelling per year.
- 5.57 An accumulation of individual proposals significantly over and above what has been identified as the dwelling requirement for each settlement may cause concern about the likely effect on the Welsh language. The accumulation of such development proposals may, therefore, trigger a requirement from the local planning authority for

⁵ Welsh Government (2020) Development Plans Manual, section 6.64

a statement from the applicant explaining how the proposal has taken the needs of the Welsh language into consideration.

- 5.58 Should proposals for allocated sites of 5 or more dwellings be made for their development in advance of the estimated delivery timescale then a Language Action Plan will be required.
- 5.59 For proposals involving 10 units or more a draft Action Plan would be expected to be prepared as part of the Pre-application Consultation process.

Scenario 1

The Llanun Tier 2 settlement (Service Centre) has a designated site with a potential for 20 dwellings. The HOM1 Policy sets out the sites to be provided towards the end of the Scheme period, over Years 6-10 and 11-15. The developer is seeking planning permission to deliver all twenty dwellings in Years 6 and 7 citing pressure on demand.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP the developer contacts the Local Planning Authority early for an opinion on whether a Welsh Language Action Plan (WLAP) is needed to eventually accompany the application.

The LPA notes that there is a realistic possibility of a material adverse impact on the community and determines that a WLAP is necessary.

The developer prepares a WLAP to form part of the case which it proposes to present to the community and other key stakeholders as part of its pre-application consultation process.

Windfall sites

Proposals on unanticipated windfall sites for large scale housing development or large scale employment development that would lead to a significant workforce flow are required to submit a Welsh Language Impact Assessment which will set out how the proposed development will protect, promote and enhance the Welsh language.

Windfall Sites

- 5.60 Windfall sites are generally described as “sites that are not allocated or committed in a plan”⁶. Each LPA is required in preparing a plan to make an assumption about the level of windfall sites that the plan makes in delivering the dwelling requirement, based in the main on extrapolating past trends.
- 5.61 For the rLDP such sites will include:
- Small windfall sites - sites for less than 5 units or infill sites
 - Large windfall sites – sites of 6 units or more
- 5.62 The rLDP’s Settlement boundaries have been drawn in a manner to match an extrapolation rate coming forward in line with the Plan’s strategy and include sites that *could possibly be identified from the candidate site selection process or from Urban Capacity Studies*.

The contribution of Small Windfall Sites

- 5.63 The Plan’s dwelling requirement contains an assumption, based on extrapolating past trends, that up to 1575 dwellings have a realistic possibility of being delivered on small windfall sites over the Plan period. These have been identified by Tier and Cluster.
- 5.64 Of these an assumption has been made that the allowance of an uplift of 10% to Tier 4 settlements will be taken up during the remainder of the Plan period resulting in 246 dwellings.
- 5.65 Deducting 554 for completions on small windfall sites over the period (April 2018 – September 2022) and 246 for Tier 4 from the anticipated 1575 dwellings leaves an expected contribution from anticipated small windfall sites of 775 dwellings for the remainder of the Plan period.
- 5.66 Any new housing development proposals on small windfall sites of two or more dwellings within settlement limits will be expected to prepare a Welsh language action plan explaining how their proposal will contribute to safeguarding, promoting or enhancing Welsh language interests. Further guidance on what is regarded as a proportionate level of actions is described in Appendix 3.
- 5.67 All development proposals in Tier 4 settlements will be required to prepare a Welsh language action plan explaining how their proposal will contribute to safeguarding,

⁶ See for example Op.cit. Table 18, page 119

promoting or enhancing Welsh language interests. Further guidance on what is regarded as a proportionate level of actions is described in Appendix 3.

Scenario 2

The Tier 3 Sustainable Village settlement of Pontdau includes a plot of redundant land previously used as a car park. The developer seeks planning permission to build four dwellings.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP the developer contacts the LPA at an early stage for an opinion on whether a Welsh Language Action Plan is required to accompany the eventual application.

The LPA, having reviewed the number and take up of allocated sites within the settlement and its impact on the vitality of the language in the community concludes that the development is unlikely to have a significant adverse impact on the community.

The LPA invites the developer to consider what measures could be undertaken to safeguard, promote and enhance the interests of the language.

The contribution of Large Windfall Sites

Note: The following section will be subject to future iterations and updating to reflect emerging evidence and in response to the issues raised through the representations received to, and the examination of the Revised LDP.

- 5.68 The Plan's dwelling requirement contains an assumption/anticipation that up to 875⁷ dwellings are likely to be realised on anticipated large windfall sites. This is based on an analysis of the potential sites allocated in LDP1 being delivered during the rLDP period as at October 2022. This equates to around sites for up to 80 dwellings per year for the remainder of the Plan period.
- 5.69 Over 86%. of anticipated existing LDP 1 windfall sites are in Cluster 1 – 3.
- 5.70 Over the Plan period (2018 – 33), therefore, the Plan's settlement boundaries contain an anticipated number of windfall sites (both large and small) that are

⁷ This is calculated as 866 from Appendix 3 Table

assessed as being capable/likely to be brought forward within the Plan period. This is equivalent to a total of 875 dwellings or, on average 80 dwellings per year. The Housing Trajectory Table in rLDP Appendix 7 assumes that on average [110] dwellings will be built on windfall sites during the remainder of the plan period.

- 5.71 Sites capable of accommodating 5 or more dwellings feature as allocated housing sites within the Plan and identified under Policy HOM 1. Therefore, any new greenfield, brownfield or conversion proposals for sites of 5 or more dwellings not identified in the Proposals Map (or as anticipated large windfall sites in Appendix 3 of the Housing Growth and Spatial Distribution Topic Paper) will be regarded as unanticipated windfall sites. Therefore, in accordance with Policy WL1 proposals for 5 – 9 dwellings, proposals will be subject to a requirement to screen for likely effects on the Welsh language, and to produce a Welsh Language Action Plan whether located within the development limits of a defined settlement in Tiers 1,2, or 3 or not.
- 5.72 Proposals for large sites not identified as anticipated windfall sites in rLDP Appendix 3 will also be required to undertake a Welsh Language Impact Assessment.
- 5.73 For proposals involving 10 dwellings or more, a draft Welsh language Impact Assessment and Action Plan would be expected to be prepared as part of the Pre-application Consultation process
- 5.74 Appendix 7 of the Plan shows the rLPA's anticipated profile of the dwelling requirement over the Plan period. Table 5.1 below summarises the number of dwellings per Tier and per Cluster that are identified in the Appendix.

Scenario 3

The Tier 2 Principal Centre settlement of Caertri includes a plot of redundant land that was previously used as a bus depot which unexpectedly closed in 2025. The developer seeks planning permission to build fifteen dwellings.

The development is an unanticipated large windfall site and thus in accordance with Policy WL1 the developer will be required to include a Welsh Language Community Profile (WLCP) a Welsh Language Impact Assessment (WLIA) and a Welsh Language Action Plan (WLAP).

The developer prepares the WLCP, WLIA and proposed WLAP to form part of the case presented to the community and other key stakeholders as part of its pre-application consultation process.

The supply of new employment sites and identifying impact on the Welsh language

- 5.75 All development proposals throughout Carmarthenshire will be required to safeguard, promote and enhance the Welsh language.
- 5.76 The following development proposals will be required to submit a Language Action Plan, setting out the measures to be taken to safeguard, promote and enhance the Welsh language:
- c. Retail, commercial or industrial developments with a total floorspace of 1,000 sqm or more or a site area measuring more than 1 hectare.*
- 5.77 Planning Policy Wales expects LPA's in their local development plans to provide land for employment at an appropriate scale and locations.
- “Planning authorities should give their support to provide sufficient land to meet the needs of the employment market at a strategic and local level. Development plans should identify the requirement for employment land, allocate an appropriate mix of sites to meet demand and formulate a framework for the protection of employment sites of strategic and local importance.”*

Commercial and Industrial Development

- 5.78 The draft second deposit rLDP makes provision for 71.21 hectares of employment land which is based on a scale of growth that meets anticipated demand but also includes an element of flexibility to meet unanticipated demand. Employment land is defined in terms of industrial and office land (Use Class B) and thus does not include land for retail, financial, and commercial uses and land for other unique uses such as hotels, scrap yards, energy filling stations and motor sales.

- 5.79 The draft second deposit rLDP includes the following Strategic Sites
- Pentre Awel, Llanelli (PrC2/SS1)
 - Yr Egin, Caerfyrddin (PrC1/SS1)
- 5.80 The remainder of industrial and office land has been distributed to align with the hybrid option and includes 28.5 hectares (of which 9.9 hectares is committed) in the Ammanford/Cross Hands Growth area and 6.5 hectares (of which c.3.5 hectares is committed) in the Service Centres. There are no allocations in the Sustainable and Rural Villages (Tiers 3 and 4).

Industrial Land

- 5.81 Policy EME3 identifies a list of 40 allocated sites where proposals for B1, B2 and B8 uses will be allowed.
- 5.82 Policy WL1 requires proposals with a total floorspace of 1,000 sq. m, or more or a site measuring more than one hectare to prepare a Welsh language action plan. Table 5.2 lists allocated sites by location where proposals with a site measuring more than 1 hectare could possibly come within this requirement.

Table 5.2: Sites measuring more than 1 hectare by location

Location	Site Name	Site Reference	Ha.
Carmarthen	Cillefwr Industrial Estate	PrC1/E1	4.167
	Land west of Cillefwr Road West	PrC1/E1(i)	2.0
	Land north of Alltynap Road	PrC1/E1(ii)	1.215
	West Carmarthen	PrC1/MU(i)	4.53
	Pibwrlwyd	PrC1/MU(ii)	8.95
Llanelli	Yr Egin	PrC1/SS1	1.04
	Dafen	PrC2/E2	17.223
	Land east of Calsonic	PrC2/E2(i)	4.457
	Land west of Gestamp Tallent	PrC2/E2(ii)	1.547
	Land at Heol Aur	PrC2/E2(iii)	1.657
	Land west of Heol Gors	PrC2/E2(iv)	1.449
	Land west of the Beacon	PrC2/E2(vi)	1.881
	Land east of Air Ambulance base	PrC2/E2(vii)	1.316
	Land at Llanelli Gate, off Heol Aur	PrC2/E2(viii)	3.755
	Cross Hands	Cross Hands East	PrC3/E1
Cross Hands West Food Park		PrC3/E2	5.647
Land west of Castell Howell		PrC3/E2(i)	1
Land south of Heol Parc Mawr		PrC3/E2(ii)	2.712

	Land north of Dunbia	PrC3/E2(iii)	1.935
	Cross Hands Business Park	PrC3/E3	4.76
	Heol Stanllyd (West)	PrC3/E3 (i)	2
	Heol Stanllyd (South)	PrC3/E3 (ii)	2.156
Capel Hendre	Parc Hendre	PrC3/E7	8.112
	Parc Hendre(West)	PrC3/E7(i)	2.651
	Parc Hendre(North)	PrC3/E7	1.955
	Parc Hendre (East)	PrC3/E7	1.05
	Parc Hendre(South)	PrC3/E7	2.942
	Dyfatty	SeC4/E1	3.036
Whitland	Land south of former Creamery	SeC19	1.321

- 5.83 Developers who have a proposal involving a floorspace of more than 1,000 sq. m. , a site measuring more than 1 hectare for part or the whole of these sites or a significant workforce flow of more than 50 employees are advised to request a screening opinion from the LPA whether they will be required to submit a Language Action Plan.
- 5.84 Screening involves taking an initial look at the potential impacts of the proposal on the local community and any specific groups of Welsh language users within it. It should highlight any potential Welsh language risks or benefits and any groups that may be affected. The outcome of the screening is a decision as to whether a Welsh language Action Plan to identify specific measures to protect, promote or enhance the language is required or not. It should provide an explanation of how the decision was reached.

Scenario 4

The Tier 1 (Principal Centre) settlement of NantPedwar has an allocated employment site with potential of 5 hectares. The developer seeks planning permission to develop a 1,500 sq. metre for B2 (manufacturing) which is expected to generate 35 FTE jobs.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP the developer contacts the LPA at an early stage for a view on whether a Welsh Language Action Plan (WLAP) is required to accompany the eventual application.

The LPA undertakes a Screening Exercise and identifies that there is a realistic possibility that there will not be a significant adverse impact on the community and decides that a WLAP is not required.

The LPA invites the developer to consider what measures could be undertaken to safeguard, promote and enhance the interests of the language.

Windfall Industrial Sites

5.85 Policy EME4 covers Employment Proposals on non-allocated sites) and is composed of two elements:

- Element 1 – non-allocated sites within development limits of a defined settlement
- Element 2 – non-allocated sites outside the development limits of a defined settlement

5.86 The Employment Land Report 2022, in reviewing the LPA's experience of implementing Local Development Plan 1 and developments on windfall sites concluded:

"The cases where permission was granted (on windfall sites) are generally quite small in size, but together they are equivalent to several hectares. Together since the adoption of the current LDP, these 'windfall sites' amount to 20.36ha of land (4.71ha during the 2020-22 Employment Land Review period)."

5.87 Therefore, based on past performance and the planned availability of employment sites over the plan period, the LPA does not anticipate receiving applications for large scale windfall employment site development.

5.88 However, should such proposals be received then they would be subject to the following provision of Policy WL1:

Proposals on unanticipated windfall sites for large scale employment

development that would lead to a significant workforce flow are required to submit a Welsh Language Impact Assessment which will set out how the proposed development will protect, promote and enhance the Welsh language.

Scenario 5

The Tier 2 Service Centre settlement of PumpMynach includes, within its development boundary a plot of redundant land previously used as a repair garage. The developer seeks planning permission construct an office block (B1) with a net internal floorspace of 1,020 sq. metres which is expected to create 85 FTE jobs.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP, the developer contacts the LPA at an early stage for an opinion on whether a Welsh Language Impact Assessment (WLIA) and Welsh Language Action Plan (WLAP) is required to accompany the eventual application.

The LPA undertakes a Screening Exercise and identifies that there is a realistic possibility that there will be a significant impact on the host community and decides that a WLIA and proposed WLAP is required and that this should be undertaken to feed into the pre-application consultation process.

5.89 Details of how to conduct a Welsh Language Impact Assessment are contained in Section 6 and Appendix 3.

The supply of new rental, commercial and other major employment generating proposals

5.90 This aspect of the policy covers the following use classes:

- Class A1 – shops
- Class A2 – financial and professional services
- Class A3 – food and drink
- Class C1 – hotels
- Class C2 – residential institutions
- Class D1 – non-residential institutions
- Class D2 – assembly and leisure
- Sui generis

New retail, commercial, leisure, and cultural developments

- 5.91 The Carmarthenshire Retail Study Update (January 2023) describes Carmarthenshire as having “a well-established network of (retail) centres that currently serve their respective areas. Table 3.2 analyses main centres by the number of retail outlets (Classes 1- 3 and Sui Generis) and identifies a total of 1,227 in the nine main centres and a further 117 at other, out of town centres at Cydweli and Cross Hands. The table notes that the county has (at 20%) a higher than average vacancy rates with Llanelli town centre being particularly hard hit (at over 26%). Employment figures are not provided but the County’s 2021 Census profile records that there were 12,435 employed in “Wholesale and retail trade, a further 3,710 in “accommodation and food services” and 1,362 employed in “Financial and insurance activities” during the week before the census.
- 5.92 The Study notes that recovery is likely to be slow and therefore does not anticipate much demand for additional space before 2027 and therefore the Plan does not anticipate much demand over and above allocations within the Plan.
- 5.93 Retail and town centre policy is covered by Policy SP2 and is divided into two categories:
- Retail and town centres;
 - Retail and shopping outside town centres
- 5.94 Retail and town centre policy in general seeks to restore, maintain and enhance the vitality, vibrancy and attractiveness of the existing retail hierarchy (see Policy SP2 for description). In line with the general requirements of SP1 retail, commercial and leisure development proposals will be expected to safeguard, promote and enhance the interests of the Welsh language. Following the high level Welsh language impact assessment of the Plan there is an expectation that most developments within town centres, subject to sub-paragraphs a to c, will support the interests of the Welsh language although the LPA encourages developers of new uses, through Policy SP8, to plan how they will safeguard, promote and enhance the interests of the Welsh language. Where such new developments include an element of advertising or place naming, then such proposals will also be subject the provision of Policy PSD9 relating to the use of the Welsh language on content and on naming streets and centres.

Scenario 6

The Proposals Map for the Tier 1 (Principal Centre) settlement of SantChwech identifies a boundary for its Town Centre. The developer seeks planning permission to re-develop a 600 sq. metre infill site for A1 retail use which is expected to generate 32 FTE jobs.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP, the developer contacts the LPA at an early stage for an opinion on whether a Welsh Language Action Plan (WLAPP is required to accompany the eventual application.

The LPA undertakes a Screening Exercise and identifies that there is a realistic possibility that there will not be a significant adverse impact on the community and decides that a WLAP is not required.

The LPA invites the developer to consider what measures could be undertaken to safeguard, promote and enhance the interests of the language, including the use of bilingual or Welsh only name for the shop.

Scenario 7

The Proposals Map for the Tier 2 (Service Centre) settlement of Llansaith identifies a boundary for its Town Centre. The developer seeks planning permission to develop a 1500 sq. metre mid-market fitness centre (D3) which is expected to generate 15 FTE jobs.

The developer initially produces a Welsh Language Community Profile (WLCP - see section 5.28 above) following the Council's suggested template. Having produced the WLCP, the developer contacts the LPA at an early stage for an opinion on whether a Welsh Language Impact Assessment (WLIA) and Welsh Language Action Plan (WLAP) are required to accompany the eventual application.

The LPA undertakes a Screening Exercise and identifies that there is a realistic possibility that there will not be a significant adverse impact on the community and decides that a WLIA and WLAP are not required.

The LPA invites the developer to consider what measures could be undertaken to safeguard, promote and enhance the interests of the language, including the use of bilingual or Welsh only external signage.

5.95 Outside the defined town centre boundaries (convenience stores subject to sub-paragraph d) of Policy SP2 and other forms of retail, commercial, leisure and cultural facilities) where such stores/provision are for 1,000 sq. m. of floorspace or more or a site of more than 1 ha., then a WLIA will be required and prepared as part of the Pre-application Consultation process.

The visitor economy

5.96 The plan notes that “tourism is a key component of Carmarthenshire’s economy”, over 5.1 million tourist days spent in the county, generating £412 million of revenue in 2021, and having 1300+ establishments. FTE employment in 2013 was estimated at over 5,000 jobs (on the basis of £250 million revenue) and so could be expected to have grown to over 8,000 before the Covid-19 pandemic in 2020.

5.97 In terms of Welsh language impact, the source of impact is comprised of two main elements:

- Visitor Attractions and Facilities (Policy VE1)
- Accommodation (Policies VE 2, VE3, and VE 4)

Visitor Attractions and Facilities (Policy VE1)

5.98 Whilst recognising the economic benefits of tourism the Plan’s clear message is that “there should be no social, economic and environmental harm arising from the proposal”. The Plan’s Policies does not have site specific allocations for visitor attractions and facilities (other than relevant sites described as Strategic Reserve sites – see below). There is an expectation that visitor new attractions and facilities should be “directly located within or directly related to a settlement defined in Policy 3” and that a sequential test be adopted to identify an appropriate site (e.g. previously used rather than greenfield sites). All proposals are thus regarded as windfall sites. Thus, major development sites with the provision of a building(s) where the floorspace created exceeds 1000 sq. metres or a development carried out on a site of 1 hectare or more will be required (as part of the statutory pre application community consultation) to undertake a Welsh language impact assessment.

Accommodation (Policies VE 2, VE3, and VE 4)

5.99 The Plan adopts a similar approach to visitor accommodation with all proposals required to reflect and respect the role and function and sense of place of the (host) area. In relation to Policies Ve3 and Ve4, the Plan notes the Council’s concern about the possible social, economic and environmental impact of over intensification of such developments in certain parts of the county. The developer will be asked to include a Welsh language action plan for proposals in such areas

and a Welsh language impact assessment on major development sites with the provision of a building(s) where the floorspace created exceeds 1000 sq. metres or a development carried out on a sites of 1 hectare or more (as part of the statutory pre application community consultation).

Scenario 8

A developer seeks planning permission to develop a 5 ha. visitor complex which includes a mixture of 100 self-catering units, an 80-bed budget hotel and an all-weather 200 sq. m. leisure dome. The complex is expected to generate up to 115 FTE jobs. The Proposals Map for the closest Tier 3 (Village) settlement of Pentrewyth shows that the site is outside the development a boundary.

The development is classified as a large unanticipated windfall site and thus in accordance with Policy WL1 the developer will be required to include a Welsh Language Community Profile ((WLCP) - see section 5.28 above), Welsh Language Impact Assessment (WLIA) and proposed Welsh Language Action Plan (WLAP) with the application.

The developer initially produces the WLCP, WLIA and WLAP following the Council's suggested templates and the findings are presented to the community and other stakeholders as part of the pre-application consultation process alongside the proposals and other impact studies.

Strategic reserve sites (Policy SG2)

- 5.100 The Plan includes provision for the release of four reserve sites (at Llangennech, Burry Port and Cross Hands) if the allocated sites (under policies HOM1, EME1 and SG1) fail to contribute as expected to the delivery of the Plan's strategy.
- 5.101 The high level WLIA of the Plan has taken into account the overall scale and location of development but not the likely impact of these strategic reserve sites on their host communities or on ways in which the interests of the Welsh language can be safeguarded, promoted and enhanced as per Policy SP8. As these strategic reserve sites have unanticipated windfall site status their release and eventual development will be subject to undertaking a Welsh Language Impact Assessment The development of the Regeneration and Mixed Use Site Briefs will further consider how the interests of the Welsh language can be safeguarded, promoted and enhanced.

Pembrey Peninsula (SG 2)

- 5.102 The Plan includes provision for supporting the unlocking the potential of the Peninsula as a destination to stay, play and work although no specific visitor accommodation, leisure or employment allocations are made. The policy stipulates that any such proposals should be sensitive to its ecological status and current use.
- 5.103 The high level WLIA of the Plan has taken into account the overall scale and location of development but not the likely impact of specific proposals for Pembrey on its neighbouring communities or on ways in which the interests of the Welsh language can be safeguarded, promoted and enhanced as per Policy SP8. Any major development on Pembrey will have the status of an unanticipated windfall site its development will be subject to undertaking a Welsh Language Impact Assessment. The development of the proposed Pembrey SPG will further consider how the interests of the Welsh language can be safeguarded, promoted and enhanced.

6. Assessing the likely impact of relevant proposals

Preparing a Welsh Language Community Profile

- 6.1 A Welsh Language Community Profile (WLCP) sets out the Welsh language characteristics of the proposed development's host community. Developers should refer to the LPA's Welsh Language Community Profile data in preparing their WLCP. [\[add link or refer to Appendix 1\]](#)

How to gather evidence and conduct a Welsh Language and Culture Impact Assessment

- 6.2 Welsh language and culture impact assessment (WLIA) is a process intended to identify and assess the likely significant linguistic and cultural impacts of a proposed development, in order to inform decision-making. It should identify at an early stage the Welsh language and culture interests likely to be affected by such a development. It should ensure that the impacts of projects likely to have a significant effect on the Welsh language and culture are thoroughly investigated, understood and considered before deciding whether or not to grant consent. Details on the methodology of conducting a WLIA are set out in Appendix 3.
- 6.3 Impact assessments typically start with developing a conceptual model which seeks to identify the relationship between the source (in this instance the proposed development) the receptor (the host community) and the pathway of influence. This relationship is defined primarily as being due to the likelihood of the proposed development introducing significant levels of new people into a host community. The impact of different types and scale of development is likely to vary, therefore, according to both the nature of the development and the linguistic resilience (defined broadly as the proportion of Welsh speakers) of the area where the proposed development is to take place. The issues that will need to be addressed, and therefore the information that will be necessary to reach a reasoned decision will also vary.
- 6.4 The Town and Country Planning Order 2012 (Development Control Procedure) (Wales) (DMPWO) provides a Standard Application Form for planning applications in Wales and states the requirements of a 'valid' application. In order to register the applications as 'valid', applicants must provide all information set out on the Standard Application Form, e.g., plans, diagrams and certificates and any additional supporting assessments. A local planning authority may refuse to accept an application if the appropriate information is not provided.

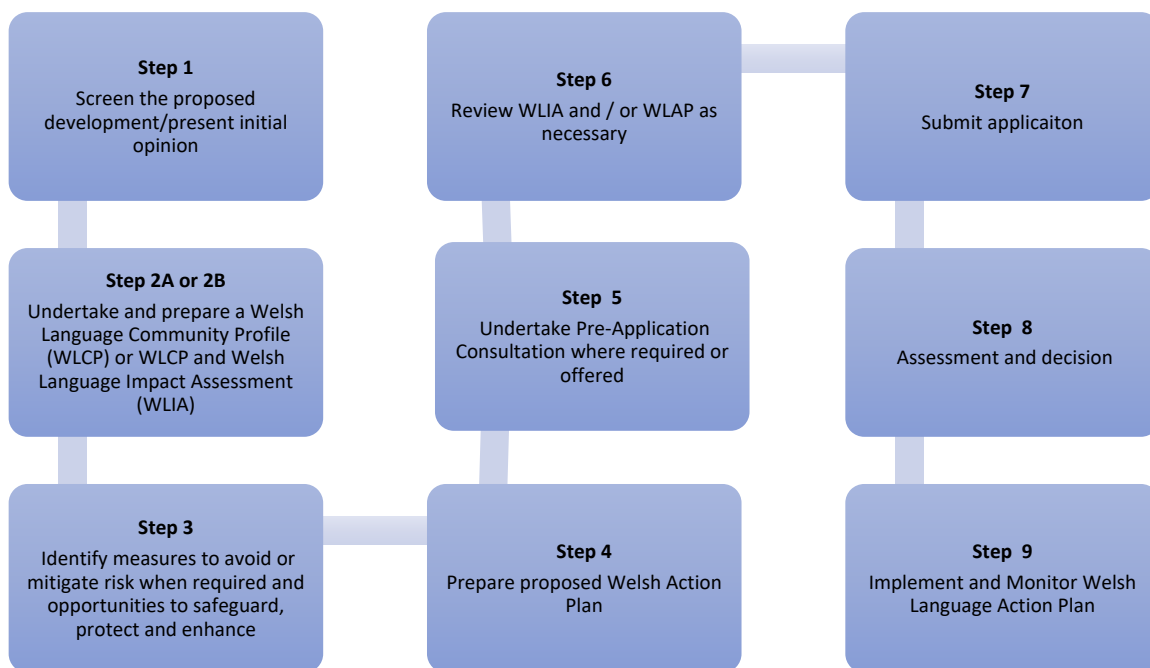
Principles

- 6.5 When the Welsh language is a relevant planning consideration, determining whether a development is likely to have a positive or negative impact, and determining the likely scale of that impact on the linguistic character of an area, is complex. Even with full information, it would not be easy to measure because the planning system cannot predict or control personal characteristics (such as the ability to speak Welsh in the future or the dynamics of its use). Furthermore, the planning system cannot discriminate on the basis of the language ability of applicants for planning consent nor the language ability of the individuals who will occupy or make use of property.
- 6.6 Assessing likely impact on the Welsh language shares principles, frameworks and processes similar to those seen in other areas where likely impacts need to be assessed and managed such as, environmental impact assessments and sustainability assessments.
- 6.7 The International Organization for Standardization (International Standards Organization ISO) has published International Standard 31000 on Risk Management⁸. Although worded in terms of risk (or negative likely impact) the same framework, principles and processes are also appropriate for thinking in terms of maximizing benefits. ISO 31000 provides generic principles and guidelines for use across all organizations and recognizes the following features of effective risk management/opportunity maximisation:
1. describing and establishing the context.
 2. identifying, analysing, assessing, and facing risk or opportunities; and
 3. undertake activities to communicate and consult with stakeholders throughout the process.
- 6.8 The ISO 31000 also encourages assessors to adopt the following process:
- Step 1 - Prepare for the Impact Assessment including accurately defining the problem or issue at hand and designing the assessment.
- Step 2 – Undertake the Impact Assessment.
- Step 3 - Identify and choose the viable options and select a 'Preferred Strategy' to maximize the benefits or face and/or address risk.
- Step 4 - Prepare and propose an Action Plan within the selected Preferred Strategy.

⁸ ISO14001 (2018) *Risk Management Principles and Guidelines*

6.9 Figure 6.1 gives an illustration of the process of putting together a proposed development before conducting either pre-application consultation or submitting an application and then the ensuing process assessment and decision making by the Planning Authority. It focuses on incorporating considerations about the viability of the Welsh language into relevant development.

Figure 6.1: The process of assembling, assessing and making decisions about a proposed development



Step 1: Screen the development and make an initial opinion

6.10 Figure 6.1 explains the process of screening the proposed development and forming an initial opinion. In line with the principle of communicating and consulting with stakeholders throughout the process, it emphasizes the need to engage and consult with the planning service and other stakeholders during the lead up to the submission of a planning application.

6.11 Screening will allow an initial opinion that:

1. allows an opportunity for likely significant effects on the use of the Welsh language to be identified;
2. ensures that all potentially significant Welsh language interests and effects on the language are considered at the outset and particularly at the scoping stage;
3. encourages potential applicants to apply for a scoping opinion from the local planning authority and engage as early as possible with stakeholders promoting the use of the Welsh language and other stakeholders likely to be affected by, or have an interest in, the proposed development, to establish what and how Welsh language interests are likely to be significantly affected;
4. agrees through the scoping process, or otherwise, the effects to be assessed, the information required, including the way in which baseline information will be gathered, the assessment methodology, the timing and coverage of surveys and the criteria for predicting and evaluating the significance of the effects;
5. agrees the scope for avoiding, mitigating or compensating for adverse effects on the use of the Welsh language, and ensure these are clearly stated in the Welsh language statement.
6. ensures the WLIA process is used to full advantage to identify opportunities to safeguard, protect and enhance Welsh language interests.

6.12 Figure 6.3 also clarifies when a Welsh Language Action Plan (WLAP) or Welsh Language Impact Assessment (WLIA) may or may not take place.

Figure 6.2: Step 1) The pre-application period – procedures for screening the proposed development and forming initial opinion

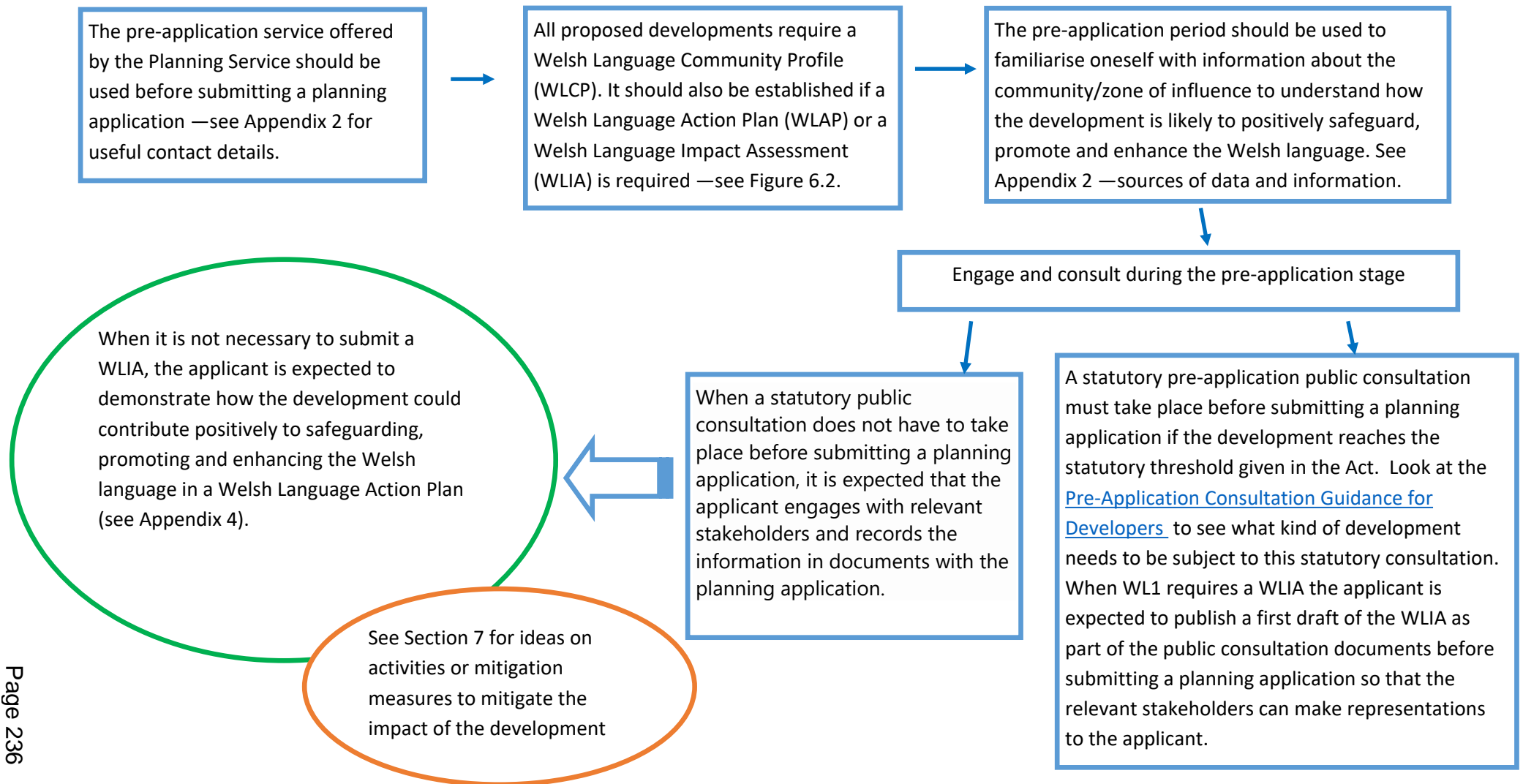
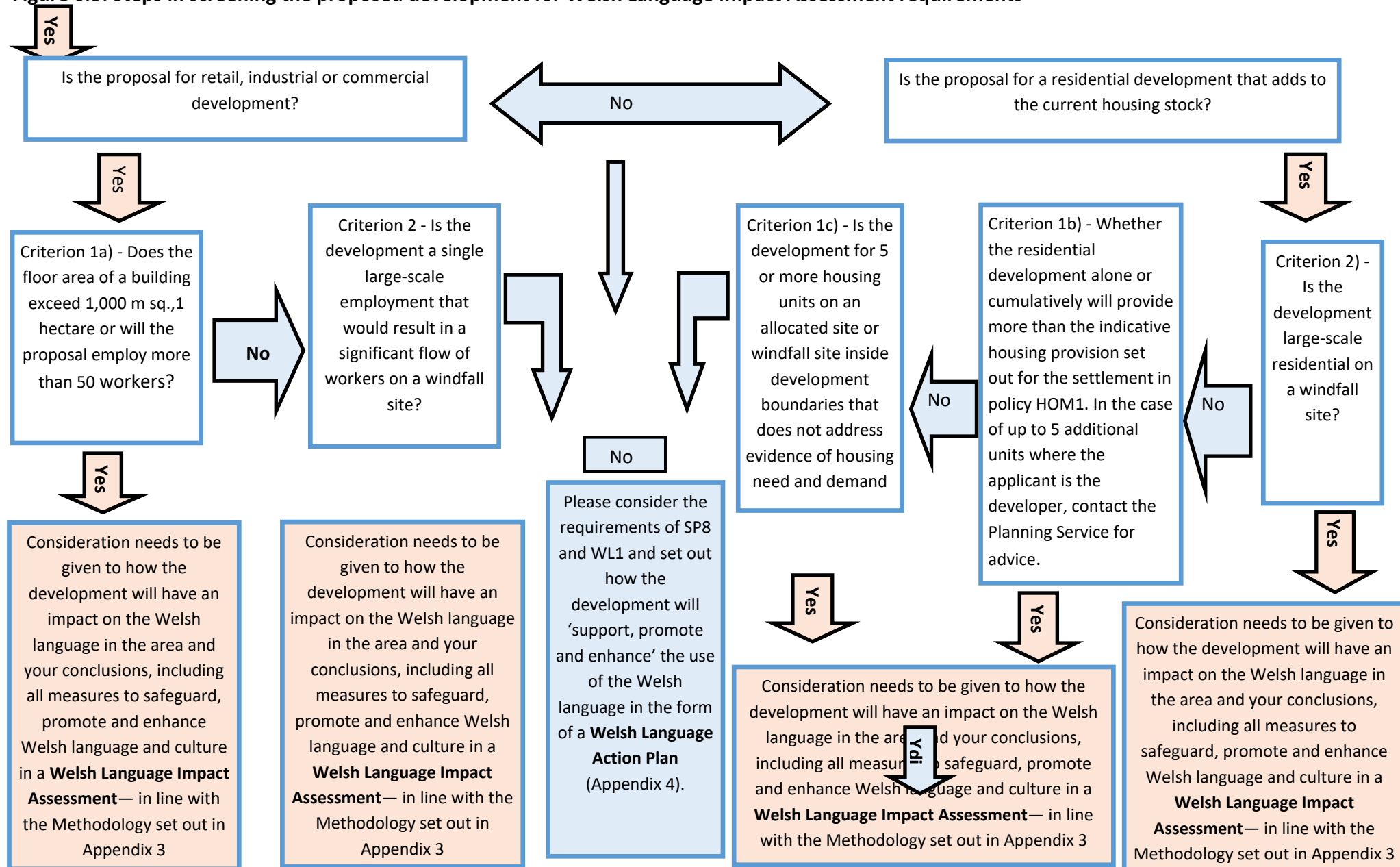


Figure 6.3: Steps in screening the proposed development for Welsh Language Impact Assessment requirements



6.13 It may be helpful for the developer to have regard to Table 6.1 to establish the degree of sensitivity. Table 6.1 presents the distribution of electoral wards against scales of Welsh language resilience. The table shows that there are no wards where Welsh is the socially dominant language (although there are likely to be communities within wards where Welsh is more socially dominant). Within Category 2 there are 14 wards where the Welsh language is likely to play a major, if not necessarily dominant, role both within social interaction and within the educational domain. Within Category 3 there are 35 wards with areas which may contain substantial numbers of Welsh speakers. However, the language is unlikely to be the predominant language of social interaction in the public sphere. Finally, within Category 4 there are two wards where there are low levels of Welsh speakers, and Welsh is likely to be rarely spoken in public.

Table 6.1: Distribution of Carmarthenshire Electoral wards against scales of language resilience

PWS threshold weightings	Description and rationale	Resilience score	Wards in Carmarthenshire
If PWS>70%, PWS=3	Welsh is the socially dominant language and where the odds on meeting another Welsh speaker in a range of social activities are high. Here also the vitality of the language is strong and linguistic creativity is at its strongest.	Very High	None
If 50≤PWS<70%, PWS=2	The Welsh language plays a major, if not necessarily dominant, role both within social interaction, and within the educational domain. These communities are more bilingual in nature. Use of Welsh is heard frequently on the street and Welsh is used extensively in the formal and social life of the area. However, it is not necessarily the dominant language.	High	Pontyberem Cwarter bach Gorslas Llannon Penygroes Llanddarog Abergwili Glyn Llanfihangel ar Arth Llanybydder Llandybie Garnant Llangyndebyrn Betws
If 20%≤PWS<50%, PWS=1	Such areas contain substantial numbers of Welsh speakers. However, the language is not the predominant language of social interaction in the public sphere and its use is restricted, often to the	Low	Cynwyl Elfed Glanaman Llanegwad Llangeinor Saron Llanboidy Rhydaman

	<p>home and to private interaction among select groups.</p>	<p>Llangadog Trelech Cenarth a Llangeler Llanfihangel Aberbythych Llandeilo Manordeilo a Salem Trimsaran San Clêr a Llansteffan Cilycwm Tŷ Croes Hendy Cydweli a St Ishmael Llanymddyfri Hen Dŷ Gwyn Llangennech Tref Caerfyrddin Gorllewin Tref Caerfyrddin Gogledd a De Elli Hengoed Llansawel Swiss Valley Pembre Lliedi Bynea Dafen a Felinfoel Llwynhendy Bigyn Talacharn</p>	
<p>If <20% PWS PWS=PWS</p>	<p>Predominantly non-Welsh speaking area where Welsh is rarely heard spoken in public, though there may still be vibrant interest in Welsh language medium education. Consequently, many of the Welsh speakers in such areas are likely to be under 18 and to live in households with no other Welsh speakers.</p>	<p>Very low</p>	<p>Glanymôr Tyisha</p>

7. Mitigation steps and measures to protect, promote and enhance the use of Welsh

- 7.1 The following list outlines examples of possible mitigation measures that could be included in development proposals to safeguard and promote the Welsh language where there would be an adverse effect on the Welsh language. The list is not exhaustive and some are governed by Planning Obligations, whereas others may be more appropriate as conditions or unilateral undertakings.
- 7.2 The list should also be read alongside the SPG on Planning Obligations. Any mitigation sought will be required to have a direct relationship with the planning permission and its requirements must be reasonably related in scale and kind to the proposal and should not make development unviable.
- 7.3 It should be noted that the following mitigation measures can be applied to development on sites allocated in the rLDP as well as windfall sites.

Housing

- Phasing the number of houses to be built. The proposed phasing of a development should reflect the requirements set out within this SPG and, where required, the application should be accompanied by an agreed phasing schedule.
- Provision of affordable housing for local needs in accordance with the provisions of the LDP and SPG on affordable housing.
- Agreements to provide for people on the local housing register.
- Bilingual marketing of the development.

Employment (all types including retail)

- Commitment to prioritising local companies in the procurement of labour contracts and use of local supply chains.
- Provision of bilingual signs within and outside the establishment.
- Commitment to developing the Welsh language skills of the workforce by supporting access to free Welsh language training, paying for some staff language training, adopting best practice in providing opportunities for staff to use Welsh in the workplace.
- Gain Welsh Language Commissioner support in creating a Welsh Language Development Plan that gives a charity or business a clear plan to follow, to maintain, and develop their Welsh language services over time. A Welsh Language Development Plan also demonstrates to public sector funding bodies that Welsh language requirements are being met.
- Sign up to the Welsh Language Commissioner's Welsh Offer scheme for charities and businesses and gain accreditation.

Education

- Support and funding for Welsh language learning and Welsh immersion education for latecomer children and young people (aged 7 – 18).
- Support and funding for Welsh language and cultural initiatives, including projects to facilitate and promote the use of Welsh in communities.
- Support for the provision of school places in a local Welsh medium school.
- Support and funding for language and cultural awareness training and initiatives for non-Welsh speakers.

7.4 Applicants are expected to liaise with competent officers within the Authority (e.g. planning officers, Welsh language officers, housing officers and education officers) and with the Mentrau Iaith as soon as possible during the process of preparing a planning application to discuss mitigation and enhancement measures. Regard should be given to the Carmarthenshire Welsh Language Promotion Strategy. Regard should also be given to rLDP policy GP5 which notes that proposals for advertisements should safeguard, and where possible positively enhance, the Welsh language in the County. Planning officers shall encourage all applicants to fulfil the policy's aim of providing bilingual signage throughout the County.

7.5 Planning consent must include the agreed Welsh language impact mitigation or enhancement measures either through planning conditions or by Section 106 obligations. It is important to note that commuted sums cannot be ensured through a planning condition and would need to be ensured through a Section 106 agreement. The Authority may raise a Community Infrastructure Levy on new developments in order to pay for the infrastructure that is necessary for growth such as providing new health or education services. The Carmarthenshire Welsh Language Promotion Strategy, Welsh in Education Strategic Plan and the Carmarthenshire Well-being Plan will be relevant in order to inform Community Infrastructure Levy requirements.

8. Monitoring

- 8.1 The LPA is required to monitor the success of the Plan's strategy and policies. The LPA will produce the findings of the monitoring in an Annual Monitoring Report (AMR) which will be the LPA's main mechanism for reviewing the relevance and success of the LDP and identifying any necessary changes.
- 8.2 The new Monitoring Framework is currently being developed ready to be put in place once the draft second deposit rLDP is adopted.
- 8.3 The current LDP's Annual Monitoring Framework has an indicator (Indicator 44) which measures:
"the number of planning permissions granted for residential developments of five or more dwellings in areas where 60% or more of the population speak Welsh."
- 8.4 This reflects the tenor of policy SP18 The Welsh Language in the current LDP:
"The interests of the Welsh language will be safeguarded and promoted. Proposals for residential developments of 5 or more dwellings in Sustainable Communities and 10 or more in Growth Areas, Service Centres, and Local Service Centres, located on sites within communities where 60% or more of the population are able to speak Welsh, will be subject to a requirement for phasing."
- 8.5 The new rLDP Monitoring Framework is likely to include an enhanced set of indicators that reflect the scope of SP8 and WL1. Such indicators could include:
- Identification of the proportion of major approvals that include measures to safeguard, promote and enhance the interests of the Welsh language.
 - The number of residential approvals of 5 or more that provided a Welsh Language Strategy and Action Plan,
 - The number of residential approvals which do not accord with the Plan's housing trajectory providing a phasing plan having to demonstrate that they would not have a negative impact upon the Welsh language which cannot be mitigated.
 - The number of retail, commercial or industrial approvals with a total floorspace of 1,000 sqm or more or a site area measuring more than 1 hectare. of 1,000 sq. M. that provided a Welsh Language Strategy and Action Plan as part of the development application process.
 - The number of retail, commercial or industrial approvals that have a Welsh Language Commissioner approved Welsh Language Development Plan.
 - The proportion of advertisements (that are subject to planning control) that provide bilingual signage.
- 8.6 In order to support the gathering of further information for analysis to understand trends amongst Welsh speakers in Carmarthenshire, developers of approved housing

sites of five or more units or large scale retail, commercial and industrial approved proposals may also be requested to gather data from the prospective first occupiers of their sites in order to ascertain where they lived before purchasing their new property. This should assist in ascertaining whether there is a correlation between new developments and a decrease in the proportion of Welsh language speakers in the community.

Appendix 1: Community Welsh Language Profile Data

Developers should contact the LPA for guidance on preparing a Welsh Language Community Profile.

Table A1.1: Proportion of Welsh speakers by Electoral Ward according to 2021 Census.

Ward	% Welsh Speakers (2021 Census)
Abergwili	55.1
Ammanford	47.3
Betws	50.1
Bigyn	20.6
Burry Port	29.9
Bynea	25.4
Carmarthen Town North and South	34.2
Carmarthen Town West	34.3
Cenarth and Llangeler	46.9
Cilycwm	42.6
Cwarter Bach	59.4
Cynwyl Elfed	48.3
Dafen and Felinfoel	24.6
Elli	32.0
Garnant	50.7
Glanamman	48.2
Glanymor	19.2
Glyn	54.1
Gorslas	58.4
Hendy	38.1
Hengoed	31.8
Kidwelly and St Ishmael	37.6
Laugharne Township	20.1
Llanboidy	47.4
Llanddarog	55.7
Llandeilo	45.1
Llandovery	37.3
Llandybie	51.4
Llanegwad	48.3
Llanfihangel Aberbythych	46.0
Llanfihangel-ar-Arth	53.4
Llangadog	47.2
Llangennech	36.4
Llangunnor	48.0
Llangyndeyrn	50.2
Llannon	57.0
Llanybydder	51.7
Lliedi	26.0

Llwynhendy	21.8
Manordeilo and Salem	44.9
Pembrey	28.8
Penygroes	56.3
Pontyberem	60.7
Saron	47.5
St. Clears and Llansteffan	44.5
Swiss Valley	29.8
Trelech	47.0
Trimsaran	44.9
Tycroes	41.3
Tyisha	18.9
Whitland	37.0

Additional Welsh language data is available in the Revised 2018-2033 Local Development Plan Topic Paper: The Welsh Language (February 2023) [welsh-language-topic-paper-cover-eng-merged.pdf \(gov.wales\)](https://gov.wales/welsh-language-topic-paper-cover-eng-merged.pdf).

Appendix 2: Contacts and Links for Further Information

- For enquiries on all planning policy matters including the LDP please contact:

Forward Planning, Planning Services, Council Offices, 8 Spilman Street, Carmarthen SA31 1JY. Tel: 01267 228818
Email: Forward.Planning@carmarthenshire.gov.uk
- For Development Management and pre-application enquiries please contact:

Development Management (Carmarthen Office), Planning Services, Council Offices, 8 Spilman Street, Carmarthen SA31 1JY.

Development Management (Llanelli Office), Planning Services, Tŷ Elwyn, Llanelli SA15 3AP.
Development Management (Llandeilo Office), Planning Services, Civic Offices, Crescent Road, Llandeilo, Carmarthenshire.

Tel: 01267 234567
Email: Planning@carmarthenshire.gov.uk
- For enquiries on education matters please contact:

The Department for Education and Children, Building 2, St. David's Park, Job's Well Road, Carmarthen, SA31 3HB

Tel: 01267 246500
Email: ECS@carmarthenshire.gov.uk

Links for Further Information

Carmarthenshire Electoral Ward Profiles:

<http://www.carmarthenshire.gov.uk/english/council/pages/wardprofiles.aspx>

Carmarthenshire Joint Housing Land Availability Studies:

<http://www.carmarthenshire.gov.uk/english/environment/planning/planning%20policy%20and%20development%20plans/pages/housinglandavailability.aspx>

Menter Gorllewin Sir Gâr: <https://www.mentergorllewinsirgar.cymru/?lang=en>

Menter Dinefwr: <https://linktr.ee/menterdinefwr?fbclid=IwAR0n6ycCBFperDxBvB-ISoXsWgvVmlO7GvDMzFuelGdTDXu7BDpxrnjqOUg>

Menter Cwm Gwendraeth Elli: <https://www.facebook.com/MenterCwmGwendraethElli/>

Comisiynydd y Gymraeg / Welsh Language Commissioner: <https://www.comisiynyddygybraeg.cymru/>

Reference Links

Future Wales: the national plan 2040 (February 2021) [Future Wales: the national plan 2040 | GOV.WALES](#)

Planning Policy Wales, edition 11, Welsh Government (February 2021): [Planning policy Wales | GOV.WALES](#)

Technical Advice Note 20: Practice Guidance, Welsh Government (October 2017):
[Technical advice note \(TAN\) 20: planning and the Welsh language | GOV.WALES](#)

Carmarthenshire Welsh Language Promotion Strategy 2023-2028:
<https://democracy.carmarthenshire.gov.wales/documents/s72542/Welsh%20Language%20Promotion%20Strategy.pdf>

Carmarthenshire Welsh in Education Strategic Plan 2022-2032: [Welsh in Education Strategic Plan \(WESP\) \(gov.wales\)](#)

The Carmarthenshire Local Well-being Plan 2023 – 2028: [psb-well-being-plan.pdf \(thecarmarthenshirewewant.wales\)](#)

Appendix 3: Methodology for preparing a Welsh Language Impact Assessment

Purpose of the Assessment

1. The purpose of the Assessment is to establish the likely impact of the proposed development on communities in general, and on the Welsh language more specifically and, if appropriate, identify measures that will either mitigate negative effects, or protect/enhance/spread positive effects. It will help ensure the linguistic implications of a relevant proposed development are fully explored before planning decisions are made. The scale and period of effects (positive and negative) will depend on the nature and type of the development, and its relationship with the community. The Assessment is a structured process that enables the Welsh language to be taken into account when considering proposals for change. The results of the Welsh language Impact Assessment should be set out in a structured report.
2. The Methodology given in this Appendix is in three parts. This is the methodology that must be followed for undertaking the Assessment. It is a process where information about the likely effects of a proposed development is collected, assessed and taken into account by the applicant, as part of the work of formulating the proposal. The methodology will also be checked by competent officers within the Authority before the decision maker decides whether or not to grant consent.

Who should prepare the Assessment?

3. Due to the location and scale of the proposed development, an applicant is expected to employ a qualified person or group of consultants who will include a qualified person to carry out the work. Doing so will ensure the completeness and quality of the Assessment and its report. The report on the Assessment is expected to include a statement outlining their relevant expertise, qualifications or experience, sufficiently to show that this is true. A 'competent person' from the Welsh language perspective will have an accredited Language Planning qualification; experience or training in linguistic planning and/ or a Town and Country Planning qualification.
4. Engagement and undertaking a series of activities before submitting a planning application is a key part of preparing applications that require a Welsh Language Impact Assessment Report. It is expected that key stakeholders will play a full part in steps A – C described below.

The methodology – process and assessment

5. There are 3 main stages to follow in the process of undertaking a Welsh Language Impact Assessment of the relevant proposed development (see Figure A3.1 below):

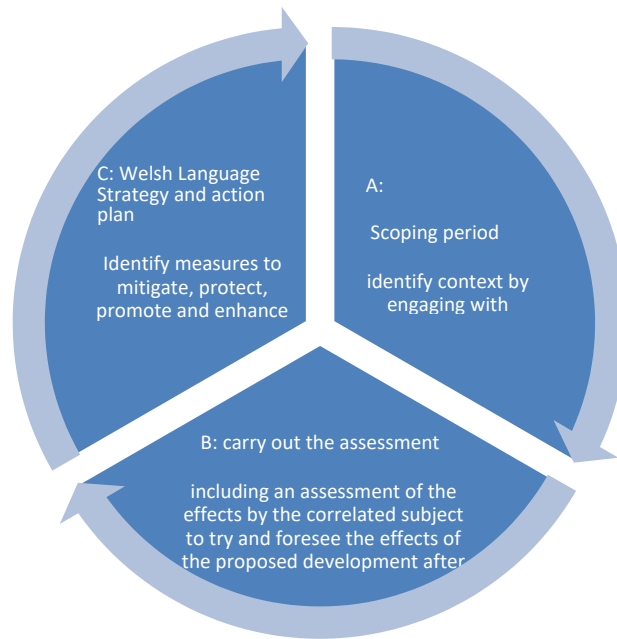


Figure A3.1: The 3 stages of undertaking a Welsh Language Impact Assessment

6. Engagement and consultation is a key part of each of the three stage process described above.

STAGE A1) SCOPING PERIOD (IDENTIFYING THE CONTEXT) - IDENTIFYING RELEVANT BASELINE INFORMATION

7. It is important that the Welsh Language Impact Assessment process, like any other assessment, starts early to enable the applicant and his/her advisers to identify the appropriate issues and analyse them as they prepare the details of the proposed development. Broadly speaking, the scoping work will include the following, and these should be recorded:
- I. Description of the proposed development;
 - II. Definition of the area that the development could influence directly or indirectly. The extent of the area will depend on its type of development, its scale and location;
 - III. Document the current 'state' of the specified communities/area, and in particular the Welsh language, which forms part of the baseline to base an assessment upon it;

- IV. Document assumptions/projections for the specified communities/area, in order to seek a picture of the direction of change (rather than definite figures) predicted in this identified area based on trends, without the intervention of the development;
- V. Document the objectives of the Local Development Plan and the relevant policies, and document the objectives of the Welsh Language Promotion Strategy, Local Wellbeing Plan, and the Council's Plan.

Data sources for the scoping work

8. Appendix 2 of this Supplementary Planning Guidance contains information on a number of current recognised relevant data sources for the Welsh language. Data/information will be updated fairly regularly and there is a possibility that additional sources will emerge. Therefore, when gathering information about the area of influence at the time of preparation for the development, there should be a thorough inquiry into the existence of latest data as well as additional data that may only be available at a local level about the Welsh language and the wider communities. Local stakeholders, such as Community and Town Councils, have data and information that will only be available locally, especially information on infrastructure (facilities and services) within settlements and their role in promoting the Welsh language.

Identifying the area of influence

9. Identifying the area that the proposed development might influence is important. The area of influence is unlikely to respect the development boundaries of settlements, or perhaps individual wards. Depending on the scale and type of development, the area of influence can include the Travel to Work Area and/or the Housing Market Area. Early discussions with the Planning Authority and other stakeholders, such as other services within the Councils and Mentrau Iaith, will be beneficial to the task of establishing and analysing the evidence and conducting the assessment. As, for example, in the case of retail impact studies or employment studies, a map will be required in the report, together with a record of the reasons for choosing the area of influence. A record of discussion with appropriate stakeholders should be included. The map should record the number and percentage of all Welsh language speakers at a community and ward level.

Profile of the population now and in the future

10. When considering the information that should be collected in the context of the Welsh language, it is recommended that the numbers and percentage of the Welsh speaking population (including learners) are used, dividing those speakers by age group, in order to understand what the impact of the development might be on the linguistic composition of the area over a period of time.
11. Data about language transmission in the home within the locality should also be analysed. The language of children younger than three years old is not recorded in the Census. Other sources can provide the information to establish a baseline and complete assumptions, namely Mudiad Meithrin data and Flying Start data. Understanding the situation of the language in the different age groups gives a picture of the vitality of the language now, and can also offer a picture of the language in the area over the next decades if current trends continue and if the development did not happen.

12. The question that needs to be addressed and evidenced is: How does the proposed development contribute to or impact on projections of change necessary to maintain or increase the number and percentages of Welsh speakers in the area affected? This stage offers an opportunity to identify future issues in the area, and by carrying out the assessment, how the proposed development can affect them (positively or negatively).
13. The impact of a proposed development in area of influence where the use of Welsh is not such a prominent feature in the community can be different from the effect in an area where there is a higher percentage of Welsh speakers, and where the daily use of Welsh is more prominent. This analysis must be recorded.

Profile of the infrastructure in the influence area (facilities and services for public use)

14. When considering the information that should be gathered in the context of the wider communities, the availability of local facilities for public use must be understood - shops, GP, surgeries and other public services, and community centres, halls, schools, etc. When engaging with relevant stakeholders, a picture can be obtained of which of these facilities offer services or activities in Welsh. If the information is not available, an applicant is expected to take steps to fill the gap.

Engagement at the scoping stage

15. Every development, regardless of size, can benefit from effective engagement / consultation. Firstly, it conforms to one of the ISO 31000 principles which is "*activities to communicate and consult with stakeholders throughout the process*"² Secondly, identifying the characteristics of the community and the factors that influence the places (domains) that are important to the vitality of the language at an early stage offers the best opportunity to ensure that Welsh is a consideration in the development of the proposal. The nature and scope of consultation will be in accordance with the requirements of PA Wales Act and the expectation of the [Pre-application Community Consultation: Best Practice Guidance for Developers](#) (Welsh Government, December 2021). Consultation typically involves consulting with three groups of people, namely:
 - people who occupy or own property near the application site;
 - community consultees, including Community Councils and Councillors (Local Members); and
 - specialist consultees.
16. Details on the identity of specialist consultees and when they should be consulted are provided in Schedule 4 of the DMPWO⁹. The identity of the specialist consultees listed in Schedule 4 which are relevant to the proposed development, will be determined by carrying out tests on the description of the development. Annex 2 of the Pre-application Community Consultation: Best Practice Guidance for Developers provides those tests.
17. Welsh Government notes that the applicant may identify additional, valuable consultees not listed in Schedule 4 of the DMPWO. The applicant will be expected to consult with the relevant language initiative e.g. one of the mentrau iaith in Carmarthenshire (see Appendix 2). Creating a timetable of consultation activities at the beginning of the project will assist to achieve the non-statutory and statutory, engagement activities, at the correct time. It can also assist to ensure that the statutory

⁹ The Town and Country Planning (Development Management Procedure) (Wales) Order 2012, Management Manual, [development-management-manual.pdf \(gov.wales\)](#).

requirements are met.

18. Carmarthenshire County Council offers a pre-application advice service ([link to the website to be included here](#)). Appendix 2 of the Supplementary Planning Guidance includes the addresses of key stakeholders. The timing of such informal discussions is at the discretion of the applicant; but, in general, it will be extremely beneficial for these to happen as soon as the applicant is in a position to provide enough information to form the basis for discussion. It will be an opportunity for planning officers to draw the applicant's attention (and/or those who will advise him/her) to any gaps in information he/she has collected. The Planning Officer will ask for information from relevant officers within the Council. The applicant may request that any preliminary information currently provided be treated confidentially by the Planning Authority.
19. Table A3.1 below provides a template to record the required information

Table A3.1: Template to record discussion with stakeholders	
Consult with stakeholders and engage in the activities required to address the identified risks and benefits	
Which local groups/ organisations/ officers were consulted	Details of feedback received

STAGE A2) SCOPING PERIOD (IDENTIFYING THE CONTEXT) – ANALYSING THE INFORMATION

20. The purpose of this part of the scoping period is to analyse the information gathered during Stage A1 in order to identify key issues about the community and the Welsh language. This will help to obtain an initial picture of the potential impacts associated with the development. The conclusions must be recorded in the Report on the Welsh Language Impact Assessment.

STAGE B) UNDERTAKING THE ASSESSMENT

21. As with the Environmental Impact Assessment process, the process of carrying out the Welsh Language Impact Assessment needs to consider and record the following, referring to the background information and analysis above (i.e. Stage A1 & Stage A2):

- who (e.g. a particular age group)/ what (e.g. local school) is likely to be affected
- type of effect (i.e. positive, negative, neutral, direct, indirect)
- likelihood of the effect occurring (i.e. firm, uncertain, can be reversed, cannot be reversed)
- potential cumulative effects

Part 1: Complete the Welsh Language Impact Assessment

22. In order to complete the Welsh Language impact Assessment of the proposed development, the relevant parts of the Welsh Language Impact Assessment matrix shown in table 8.3 below should be completed. You will need to consider the inter- relationship between the factors, e.g. the Welsh language population and the housing market and the area's economy. The template must be used in your report on the Assessment. If a positive or negative impact is identified, it will be necessary to consider if any positive effect can be improved, or how you will control negative effects. Those activities must be recorded in Stage C below.
23. The sample risk/ benefits matrix in Figure A3.2 can be used to identify the risk and the likelihood of the effects.

Figure A3.2: Sample Risk/ Benefits Matrix

				← EFFECT OVER 20 YEARS →						
				Area	Small	Medium	Substantial	Significant		
				All speakers in the Upper Area Lower Layer	Decrease of up to 2% than the projected speakers (usually business)	Decrease of over 2% to 5% than the projected speakers (usually business)	Decrease of 5% to 10% than the projected speakers (usually business)	Decrease of 10% and over than the projected speakers (usually business)		
					1	2	3	4		
				Probability	Frequency	Likelihood	Small	Medium	Substantial	Significant
↑ LIKELIHOOD ↓	It would be expected to occur in almost all similar developments	History of it occurring 9 times out of 10 in the last x (say 20 years) years	4	Almost certain	4	8	12	16		
	It would be expected to occur in the majority of similar developments.	History of it occurring 5-8 times out of 10 in the last x (say 20 years) years	3	Likely	3	6	9	12		
	It would be expected to occur in the minority of similar developments	History of it occurring 2-4 times out of 10 in the last x (say 20 years) years	2	Possible	2	4	6	8		
	It would be expected to occur in a very small number of similar developments	History of it occurring 1 time out of 10 in the last x (say 20 years) years	1	Unlikely	1	2	3	4		

Table 3.2: Welsh language impact assessment Matrix

LANGUAGE AND MOBILITY OF POPULATION (this issue is common to Housing development and Employment development)	Score			Comments
Explain, with full evidence, whether the development is likely to result in a change in the composition of the population in the area now and in the future, and in particular in terms of contributing or affecting the linguistic constitution.	Effect (E) 1, 2, 3 or 4	Likelihood (T) 1, 2, 3 or 4	Composite score 1 - 16	
<ul style="list-style-type: none"> How is the development going to ensure opportunities for people to stay in their community? 				
<ul style="list-style-type: none"> Is there a likelihood that the development will attract additional people to the community? If it will, how many are expected? Where will they come from? How many and what percentage are likely to be Welsh speakers? 				
<ul style="list-style-type: none"> Is there a likelihood that local people will migrate from the community as a result of the development? 				
<ul style="list-style-type: none"> Is the development likely to result in a change in the age structure of the community: more or fewer children, young people, middle-aged people, older people? 				
<ul style="list-style-type: none"> Is there a likelihood that there will be a change in the balance between Welsh speakers (including learners) and individuals with no ability in Welsh? 				

<ul style="list-style-type: none"> Is the change likely to be permanent or temporary? 					
<p>Record your analysis with evidence, noting who will be affected (e.g. a specific age group); what kind of effect; likelihood of the effect to occur; and potential cumulative effect. You can use the sample risk matrix in Figure 3.2 to record the effect and the likelihood of the effect.</p> <p>Use a separate page if more space is needed.....</p>					
Composite score					
What is the benefit?	What is the risk?				

Please go to Stage C to show how you will ensure the benefit, and if possible, spread the benefit	Please go to Stage C to show how you will manage the risk (get rid of it or reduce it to an acceptable level)				
VISUAL ELEMENTS (this issue is common to Housing development and Employment development)		Score			Comments
Explain, with evidence, how the development will affect the Language Visibility in the area, in terms of promoting the unique culture of the area.	Effect (E) 1, 2, 3 or 4	Likelihood (T) 1, 2, 3 or 4	Composite score 1 - 16		
<ul style="list-style-type: none"> Will the development increase visibility of the language? 					
<ul style="list-style-type: none"> Corporate image and branding - signs and advertisements on the site that are under the control of planning, e.g. advertising signs/marketing of new housing site, signs and advertisements to customers in public places on an employment site 					
<ul style="list-style-type: none"> Site name or development – will it keep an old Welsh name or will any new name be derived from historical, geographical or local links to the area, if practicable 					
Record your analysis with evidence, noting who will be affected (e.g. a specific age group); what kind of effect; likelihood of the effect to occur; and potential cumulative effect. The sample risk matrix in Figure 3.2 could be used for the identification of the impact and probability of the effect.					

Use a separate page if more space is needed.....					
Composite score					
What is the benefit?	What is the risk?				
Please go to Stage C to show how you will ensure the benefit, and if possible, spread the benefit	Please go to Stage C to show how you will manage the risk (get rid of it or reduce it to an acceptable level)				

QUALITY OF LIFE INCLUDING COMMUNITY INFRASTRUCTURE (discuss the following by type of development)	Score			Comments
Explain, with full evidence, how the development affects the community's quality of life (public amenities and community facilities and services).	Effect (E) 1, 2, 3 or 4	Likelihood (T) 1, 2, 3 or 4	Composite score 1 - 16	
<ul style="list-style-type: none"> To what extent does the development affect public amenity/ the environment in the area? Will the area be more/ less desirable to live in? 				
<ul style="list-style-type: none"> How adequate is the availability of childcare and pre-school places in the locality 				
<ul style="list-style-type: none"> How adequate are the number of school places in the local area? Would the development be likely to call for more places or is there enough space in the schools? Are there enough resources so that schools can continue to fulfil their role in producing fluent Welsh speakers? 				
<ul style="list-style-type: none"> How would the development be likely to affect the balance between non-Welsh speaking pupils and Welsh speaking pupils at school? Would more places be needed in the immersion unit? Are there enough resources to provide facilities and opportunities so that children from non-Welsh speaking homes and those who have learned Welsh as a second language can use and improve their Welsh and become part of the Welsh community? 				

<ul style="list-style-type: none"> • Would the development increase demand for local facilities and services? 				
<ul style="list-style-type: none"> • To what extent does the development have a positive or negative impact on existing facilities or services? 				
<ul style="list-style-type: none"> • How will the development maintain or create new opportunities to promote the Welsh language in local facilities and services such as halls, shops, and so on? 				
<ul style="list-style-type: none"> • Does the development have the potential to have a positive or negative impact on the activities of different groups that are active in the community which were identified in the profiling work, e.g. nursery organizations, the Urdd, voluntary groups? What is the capacity of local providers to cope with the change? 				
<ul style="list-style-type: none"> • How could the Welsh community and its institutions integrate the development? 				
<p>Record your analysis with evidence, noting who will be affected (e.g. a specific age group); what kind of effect; likelihood of the effect to occur; and potential cumulative effect. The sample risk matrix in Figure 3.2 could be used for the identification of the impact and probability of the effect.</p>				

Use a separate page if more space is needed.....					
Composite score					
What is the benefit?	What is the risk?				
Please go to Stage C to show how you will ensure the benefit, and if possible, spread the benefit	Please go to Stage C to show how you will manage the risk (get rid of it or reduce it to an acceptable level)				
THE HOUSING MARKET		Score			Comments
Explain, with evidence, how the development is likely to affect the housing market in the area now and in the future, and in particular in terms of contributing or affecting the linguistic constitution.		Effect (E)	Likelihood (T)	Composite score	
		1, 2, 3 or 4	1, 2, 3 or 4	1 - 16	
<ul style="list-style-type: none"> Expected market price for the houses, and how this compares with household income locally. 					
<ul style="list-style-type: none"> Would the development be likely to have a positive or negative impact on the average house price in the area affected? 					

<ul style="list-style-type: none"> • Affordable housing contribution and how this compares with policy requirements 				
<ul style="list-style-type: none"> • Expected or proposed rate of development. Would it happen slowly? 				
<ul style="list-style-type: none"> • Housing mix and how it compares with policy requirements, County or local surveys, or other sources of information 				
<ul style="list-style-type: none"> • Housing numbers and how this compares with the demand for housing and the supply of housing given in the Plan, and those granted since the adoption of the Plan 				
<ul style="list-style-type: none"> • Increased potential impact the development could have, taking into account any other relevant recent developments in the local area 				
<ul style="list-style-type: none"> • Would the development increase the demand for private rented housing, which would mean less stock available to local households? 				
<p>Record your analysis with evidence, noting who will be affected (e.g. a specific age group); what kind of effect; likelihood of the effect to occur; and potential cumulative effect. The sample risk matrix in Figure 3.2 could be used for the identification of the impact and probability of the effect.</p>				

Use a separate page if more space is needed.....					
Composite score					
What is the benefit?	What is the risk?				
Go to Stage C to show how you will ensure the benefit, and if possible, spread the benefit	Go to Stage C to show how you will manage the risk (get rid of it or reduce it to an acceptable level)				
ECONOMIC FACTORS		Score			Comments
Explain, with evidence, how the development affects the economics of the local area.		Effect (E)	Likelihood (T)	Composite score	
		1, 2, 3 or 4	1, 2, 3 or 4	1 - 16	
<ul style="list-style-type: none"> How does the development contribute to existing employment opportunities in the area? 					

<ul style="list-style-type: none"> Does it promote economic diversity in the local area, i.e. creating jobs that are not available locally? 				
<ul style="list-style-type: none"> Number of full and/or part-time jobs 				
<ul style="list-style-type: none"> Skills that are necessary for the business or organization and how this compares with local people's labour skills (within the Travel to Work area) 				
<ul style="list-style-type: none"> Salaries that will be offered and how these compare with average salaries in the area 				
<ul style="list-style-type: none"> Labour skills of local people (within the Travel to Work area) and the likelihood according to the above assessment that the jobs will be filled from among the local population 				
<ul style="list-style-type: none"> Is it likely to have to search outside the local area for employees, e.g. for specialist skills 				
<ul style="list-style-type: none"> Will a front-line service be provided to the public? 				
<ul style="list-style-type: none"> Which language skills are essential and desirable for the jobs created by the development. These will need to be defined as part of the development's Welsh language plan (voluntary or statutory) 				
<ul style="list-style-type: none"> Language skills that will be necessary to integrate into the local community, i.e. what language would be necessary for different types of jobs 				
<ul style="list-style-type: none"> Increased potential impact the development could have, taking into account any other relevant recent developments in the local area 				
<ul style="list-style-type: none"> Is the development likely to have a positive impact on current local businesses, e.g. by offering 				

business opportunities to supply the requirements of the new business for goods?					
<p>Record your analysis with evidence, noting who will be affected (e.g. a specific age group); what kind of effect; likelihood of the effect to occur; and potential cumulative effect. The sample risk matrix in Figure 3.2 could be used for the identification of the impact and probability of the effect.</p> <p>Use a separate page if more space is needed.....</p>					
Composite score					
<p>What is the benefit?</p> <p>Please go to Stage C to show how you will ensure the benefit, and if possible, spread the benefit</p>	<p>What is the risk?</p> <p>Please go to Stage C to show how you will manage the risk (get rid of it or reduce it to an acceptable level)</p>				

**STAGE C) – IDENTIFYING MITIGATION/ PROTECTION/ IMPROVEMENT/ ENHANCEMENT
SPREAD MEASURES**

24. Every good decision will depend on an effective analysis of options. Option appraisal is the process of identification and selection of the most appropriate risk management strategy within the limitations of the situation. Normally, this requires following a process of scoring or weighting options on how to reduce the risk to an acceptable level. As a result, of evaluating the options and drawing conclusions you can then proceed to select the 'preferred strategy', which is the 'best' strategy for the situation and the one who receives the approval of the developer, the stakeholders and partners.
25. Evaluation requires you to follow some, if not all, of the follow-up action:
- establish clearly what is the outcome you are trying to achieve;
 - Identify the possible options to achieve that outcome;
 - Clearly established what are the criteria used to evaluate;
 - Select the most appropriate tool to implement each option;
 - Identify the impact of each option;
 - Compare the advantages and disadvantages of each option and reach a conclusion.
26. Usually, the risk management options are one of the following:
- TERMINATE – get rid of a proportion of the risk where possible;
 - TOLERATE – accept the risk by choosing not to intervene;
 - TRANSFER – sharing or moving elements of the risk by sharing with stakeholders or other partners or use technology, new processes or new investment;
 - MITIGATE - modification of the effects of the development by putting developing plans in place
27. You will also need to consider how to TAKE ADVANTAGE of OPPORTUNITIES arising from the risk to initiate new opportunities.
28. If a positive or negative impact is identified in Stage B above, it will be necessary to consider if any positive effect can be improved upon or show how you will control negative effects. If

significant negative effects are not acceptable, consideration must be given to whether it is possible to take steps to reduce the risk to an acceptable level. It should be borne in mind that there is a strong possibility a planning application can be refused by the local planning authority in accordance with WL1 if the assessment identifies a significant negative impact is likely. Therefore, consideration should be given to determine if there is an alternative option that would be likely to reduce the risk to an acceptable level. It should be recognised that it is not possible, in practice, to eliminate risk entirely. This will help to choose what options are available to be included in a Welsh Language Strategy and an accompanying Action Plan.

29. Table A3.3 generally sets out what kind of response to consider depending on the composite score.

Table A3.3 Response options				
	Positive	Response options	Negative	Response Option
Likely Significant		MAXIMISE		TERMINATE
Unlikely Significant		MAXIMISE		MITIGATE
Small Likely		MAXIMISE		MITIGATE
Small Unlikely		MAXIMISE		TOLORATE

30. Section 7 includes a list of possible activities that can be used to ensure positive effects and to manage risks of negative effects. Those activities should be recorded in the WLIA, indicating how and when the activities will be carried out. This is essential to show that the measures can be realised. Possible measures should be discussed with the Mentrau Iaith and the Planning Officer, who will discuss with relevant officers within the Councils, e.g. education officers, Welsh language officers and economic development officers.
31. Table A3.4 below provides a template to record the necessary information.

Table A3.4: Record of measures/activities to protect, promote and enhance or mitigate threats to the use of Welsh

What is the Benefit or Risk identified in Stage B above?	Possible measure /activity to control the benefit or risk	What does the activity achieve?	How will the benefit/ mitigation be achieved?	What is the timetable for delivery?	Monitoring method and frequency

Appendix 4: Producing and monitoring a Welsh Language Action Plan

A Welsh Action Language Plan (WLAP) will set out and track the proposed steps that will be taken to safeguard, promote and enhance the acquisition of Welsh language skills and use of Welsh as relevant, and in proportion to the scale and anticipated impact of the development. The WLAP will also outline key stakeholders to engage and work with, timelines and resources required.

The WLAP should:

- i. reiterate the evidence of the Welsh Language Community Profile
- ii. state the aim and scope of the development
- iii. where relevant, summarise the findings of the Welsh Language Impact Assessment
- iv. set out the measures to mitigate any potential negative impacts
- v. set out the steps to safeguard, promote and enhance the Welsh language
- vi. identify timescales and responsibilities
- vii. set out process for monitoring the implementation of the WLAP

Developers should use or adapt the template provided below

Activity	Description / Overview	Actions / Opportunities	Stakeholders / Resources	By When /Update
1. COMMUNICATIONS				
Communications		•		
Branding		•		
Signage		•		
2. PROCUREMENT & CONSTRUCTION				
	○			
		•		
3. EDUCATION, SKILLS & TRAINING				
Apprenticeships and placements				
Welsh language skills		•		
		•		
4. XXXXXXXX				
		•		
5. XXXXX				

	•	•		
6. XXXXX				
		•		
7. XXXXX				
		•		
		•		
8. XXXX				
9. Other				
		•		

CABINET

April 29th 2024

Subject: The proposal to federate Ysgol Rhys Pritchard and Ysgol Llangadog to deliver a sustainable learning community in this area of Carmarthenshire, under the leadership of one Governing Body and one Headteacher

Purpose: To consider initial feedback and a proposal to discontinue the current consultation on federating Ysgol Rhys Pritchard and Ysgol Llangadog.

Recommendations / key decisions required:

- To discontinue the current consultation to federate Ysgol Rhys Pritchard and Ysgol Llangadog to allow further informal discussion with the Governors and school staff.
- To update our Federation Strategy and review our process for Local Authority led federations.

Reasons: Governors and staff have voiced concerns that there hasn't been sufficient discussion and engagement with them prior to the formal consultation.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:- Cllr Glynog Davies
 Cllr. Davies is supportive of the recommendation and the need for further informal engagement with Governors and staff in line with the Welsh Government's '*Federation process of maintained schools: guidance for governing bodies and local authorities*' guidance.

<p>Directorate: Education & Children</p> <p>Name of Head of Service: Simon Davies</p> <p>Report Author: Gareth Morgans Sara Griffiths</p>	<p>Designations:</p> <p>Head of Access to Education</p> <p>Director of Education and Children Modernisation Team Manage</p>	<p>Tel Nos. / E-Mail Addresses:</p> <p>01267 246471 SiDavies@carmarthenshire.gov.uk</p> <p>01267 246522 EDGMorgans@carmarthenshire.gov.uk 01267 246618 SMGriffiths@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

SUBJECT

Proposal to federate Ysgol Rhys Pritchard and Ysgol Llangadog

Officers, in line with the agreed policy and process, and supported by Carmarthenshire County Council's Cabinet, agreed to formally consult on federating Ysgol Rhys Pritchard and Ysgol Llangadog with the aim of creating a sustainable learning community in this area of Carmarthenshire. The proposal is to federate the schools under the management of one Governing Body and appointing one Headteacher to lead both schools.

The formal consultation commenced on April 9th and is planned to close on the 20th of May. The consultation focuses on gathering the views of governors, school staff, parents, pupils, local councillors, community councillors, Estyn, unions and other stakeholders.

Correspondence and feedback has been received from governors and staff noting that they feel that there has been insufficient informal discussions with them directly prior to launching the formal consultation.

Officers have reviewed the Welsh Government's guidance document, ***Federation process of maintained schools: guidance for governing bodies and local authorities*** which provides advice and information to local authorities on the processes and practical aspects of establishing a federated school.

Having considered the guidance and feedback from key stakeholders, it is proposed to discontinue the current consultation to enable further work with both schools at the Exploration and Preparation Phases as described in the advice and guidance document, to include-

- *Setting up a governor working group with representatives from both schools.*
- *Meetings with the staff of both schools*
- *Arranging visits to established federations to learn lessons and*
- *Engagement with Chairs of Governors and Headteachers who work in federations.*

Officers and the Cabinet Member for Education and Welsh Language is still supportive of the proposal to federate these schools to ensure an effective, efficient and sustainable and resilient education offer in this part of Carmarthenshire. The Cabinet Member for Education and Welsh Language has also requested officers to review the Local Authority led federation process and Federation Strategy. Officers will table these for further discussion.

DETAILED REPORT ATTACHED?

NO

IMPLICATIONS

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



Signed:

Head of Access to Education

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets	Bio- diversity & Climate Change
YES	YES	YES	NONE	YES	YES	YES	NONE

1. Policy, Crime & Disorder and Equalities

If approval is granted to discontinue the consultation, appropriate informal discussions will be held with both schools subject to this proposed federation in accordance with the relevant procedures as noted in Welsh Government's Federation Guidance document. Reviewing the Local Authority's process for considering and implementing federations would allow for a new process to be considered in line with the process used for considering and determining school organisation proposals. This would demonstrate consistency and that all proposals are considered equally whether they are federation or school organisation proposals.

2. Legal

If approval is granted to discontinue the consultation, appropriate consultation will be undertaken in accordance with the relevant statutory procedures as noted in Welsh Government's Federation Guidance document following informal discussions with the Governors and staff of both schools implicated within this proposal. Reviewing the Local Authority's process for considering and implementing federations would allow for a revised process to be considered in line with the process used for considering and determining school organisation proposals. This would demonstrate consistency and that all proposals are considered equally whether they are federation or school organisation proposals.

3. Finance

Revenue implications will be catered for within the Local Management of Schools Fair Funding Scheme.

5. Risk Management Issues

If approval is granted to discontinue the consultation, appropriate informal discussions will be held with both schools subject to this proposed federation in accordance with the relevant procedures as noted in Welsh Government's Federation Guidance document before a decision to formal consult is made. This will ensure that key stakeholders have a further opportunity to note their views on an informal basis before any decision is made on whether to consult formally. Reviewing the Local Authority's process for considering and implementing local authority led federations would allow for a new process to be considered in line with the process used for considering and determining school organisation proposals. Whilst this is not necessarily required, this would demonstrate consistency in Local Authority processes and that all proposals are considered equally whether they are federation or school organisation proposals.

6. Physical Assets

Following informal discussions with both schools, if a decision is made to consult formally and the proposal implemented to federate both schools, one governing body will be responsible for schools within the federation.

7. Staffing Implications

Any staffing implications will be addressed in accordance with the County Council's Policies and Procedures.

CONSULTATIONS

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

Signed:



Head of Access to Education

1. Scrutiny Committee request for pre-determination	YES
Scrutiny Committee	Will be consulted with during any formal consultation.
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s)- Will be consulted with during any formal consultation.

3. Community / Town Council- Will be consulted with during any formal consultation.

4. Relevant Partners- Will be consulted with during any formal consultation.

5. Staff Side Representatives and other Organisations- Will be consulted with during any formal consultation.

**CABINET MEMBER
PORTFOLIO HOLDER
AWARE/CONSULTED-
YES**

Cllr. Davies is supportive of this approach and further informal engagement with Governors and staff in line with the Welsh Government's 'Federation process of maintained schools: guidance for governing bodies and local authorities' guidance document.

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
Federation process of maintained schools in Wales – Guidance for governing bodies and local authorities		https://gov.wales/sites/default/files/publications/2018-03/federation-process-of-maintained-schools-in-wales-guidance-for-governing-bodies-and-local-authorities.pdf