

Document Pack



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FRIDAY, 10 NOVEMBER 2017

TO: ALL MEMBERS OF THE ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AT 10.00 AM ON FRIDAY, 17TH NOVEMBER, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

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YOUR COUNCIL **doitonline**
www.carmarthenshire.gov.wales

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

14 MEMBERS

PLAID CYMRU GROUP – 7 MEMBERS

- | | | |
|----|-------------------|---------------------------------|
| 1. | Councillor | Alun Davies (Vice-Chair) |
| 2. | Councillor | Jeanette Gilasbey |
| 3. | Councillor | Dorian Phillips |
| 4. | Councillor | Susan Phillips |
| 5. | Councillor | Alan Speake |
| 6. | Councillor | Dai Thomas |
| 7. | Councillor | Aled Vaughan Owen |

LABOUR GROUP – 4 MEMBERS

- | | | |
|----|-------------------|---------------------------|
| 1. | Councillor | Penny Edwards |
| 2. | Councillor | Amanda Fox |
| 3. | Councillor | Tina Higgins |
| 4. | Councillor | John James (Chair) |

INDEPENDENT GROUP – 3 MEMBERS

- | | | |
|----|-------------------|----------------------|
| 1. | Councillor | Arwel Davies |
| 2. | Councillor | Joseph Davies |
| 3. | Councillor | Andrew James |

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTEREST
3. DECLARATIONS OF PROHIBITED PARTY WHIPS
4. PUBLIC QUESTIONS (NONE RECEIVED)
5. ENVIRONMENTAL HEALTH AND LICENSING SERVICES ANNUAL REPORT 2016/17 5 - 32
6. HIGHWAYS NETWORK HIERARCHY 33 - 40
7. REVENUE & CAPITAL BUDGET MONITORING REPORT 2017/18 41 - 54
8. ENVIRONMENTAL & PUBLIC PROTECTION TASK & FINISH GROUP 2017/18 PLANNING AND SCOPING DOCUMENT 55 - 62
9. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT 63 - 64
10. FORTHCOMING ITEMS 65 - 84
11. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 2ND OCTOBER 2017 85 - 92

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17TH NOVEMBER, 2017

ENVIRONMENTAL HEALTH AND LICENSING SERVICES ANNUAL REPORT 2016/17

To consider and comment on the following issues:

That the Committee notes the current activities, initiatives and performance levels of the Environmental Health and Licensing Section. The report shows the means by which the Section uses an educative and persuasive role and, where necessary, enforcement in relation to securing the safety to public health within Carmarthenshire.

Reasons:

That Members are kept informed of the work of the service and are enabled to exercise their scrutiny role in relation to performance monitoring.

To be referred to the Executive Board / Council for decision: NO

Executive Board Member Portfolio Holder:

Cllr. P. Hughes (Public Protection Portfolio Holder)

<p>Directorate Communities Name of Head of Service: Robin Staines Report Author: Sue Watts</p>	<p>Designations: Head of Housing and Public Protection, Care and Support Environmental Protection Manager</p>	<p>Tel Nos. 01267 228960 Rstaines@carmarthenshire.gov.uk 01267 228929 sewatts@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17TH NOVEMBER, 2017

ENVIRONMENTAL HEALTH AND LICENSING SERVICES ANNUAL REPORT 2016/17

The report provides Members with information on the delivery of the work undertaken by the Environmental Health and Licensing Section during 2016/17. This Service encompasses, for example, food safety, communicable disease, health and safety, pollution (including air, land and noise), nuisances (including noise, odour, smoke etc.), taxi and alcohol/entertainment licensing and dog warden services.

The work is predominantly statutory and is based around protecting public safety and health. There are very little non statutory functions being undertaken. The report highlights, however, that with the increasing demands upon the service and more efficiencies required, the current provision will have to be reviewed with the consideration of ceasing certain services. In addition to its regulatory function and statutory duties, the Section continues to maintain and develop links and initiatives with partners and continue to contribute to the health and wellbeing of the citizens of Carmarthen. The work in the main is also preventative which contributes to the overall requirements of recent Wellbeing and Future Generation Act.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Robin Staines

Head of Housing and Public Protection, Care and Support

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

LEGAL

There is a duty on local authorities to implement and enforce where necessary a wide range of legislation. Failure to do this could lead to maladministration findings by the Local Government Ombudsman in dealing with service complaints.

RISK MANAGEMENT ISSUES

- (i) Inability to fully investigate complaints, resulting in unabated nuisance and the associated health effects this can cause. This could result in challenges and possible court/legal costs.
- (ii) Inability to carry out programmes inspections/checks which could result in significant public health issues such as food poisoning outbreaks.

CONSULTATIONS

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

Signed: Robin Staines

Head of Housing, Public Protection, Care and Support

1. Local Member(s) - N/A
2. Community / Town Council - N/A
3. Relevant Partners - N/A
4. Staff Side Representatives and other Organisations - N/A

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

THERE ARE NONE

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ENVIRONMENTAL HEALTH AND LICENSING SERVICES ANNUAL REPORT 2016/17

1.0 Introduction

- 1.1.1 The report outlines the roles and responsibility of the Environmental Health and Licensing Services. This service encompasses food safety, communicable disease, health and safety, licensing, pollution (including air, land and noise), nuisances (including noise, odour, smoke etc), pest control advice and dog warden services. The work is predominantly statutory. This report illustrates the demands on the service and the challenges for 2016/17
- 1.1.2 There is an introduction of additional legislation with no additional resources. Examples include dog chipping, anti-social behaviour, smoking in vehicles with children etc). The team continually review their workloads and processes and as a result, looks at different ways of providing advice, for example using social media to raise awareness of the micro chipping.
- 1.1.3 The section work more collaboratively to share resources with other Sections and Agencies. For example, Housing, Police and Gwalia for specific, individual cases where there are cross agency Anti-social Behaviour issues. The Manager chairs a wider, strategic multi agency Substance Misuse Related Crime, Anti-Social Behaviour and Violent Crime group for Carmarthenshire.
- 1.1.4 Impacts that may influence the food hygiene inspection programme are the Team's response to major food incidents for example food poisoning outbreaks, investigation of the illegal meat trade, food fraud, and communicable disease. The section have good working relationships with neighbouring Authorities and agencies such as Public Health Wales. This results in cross boundary investigation being efficient and robust as was demonstrated in food poisoning outbreaks that was sourced in South East Wales but had a few cases in Carmarthenshire. This working relationship has also assisted in cases of food fraud being investigated and prosecuted sharing relevant information.
- 1.1.5 A large proportion of Pollution and Public Health Teams' work is reactive, such as noise control and the investigation of statutory nuisance as well as anti-social behaviour. Officers from the Section have been working more closely with the Housing Section to investigate and resolve such issues more efficiently. Further enquiries are being made to possibly utilise the Noise APP which will be an alternative technological means for complainants to monitor noise for further investigations.
- 1.1.6 Proactive work of the Pollution and Public Health Teams' is dominated by the planning applications and development within Carmarthenshire. The

assessment process as part of the application is complex and time consuming, however, the input is necessary to ensure that any development improves public health and supports the well-being goals of the Well-being and Future Generation legislation. This work demands officers to have detailed knowledge including legislation and constantly reviewed guidance. Applications continue to increase and as a result, the sections are working more closely with planning, economic development and developers. An illustration of this can be given in the Contaminated Land Strategy adopted in 2015 which reviews the focus level of activity from enforcement, to working more closely with developers, thereby securing remediation through the planning and regeneration process.

- 1.1.7 The section coordinates meetings of the Licensing Action Group, which is made up of representatives from the Responsible Authorities and meet regularly to target/highlight problem/higher risk premises and agree joint actions to tackle issues.
- 1.1.8 The teams regularly 'challenge' the sections' processes and review to make the service more efficient where possible. One example is to consider the welfare and support needs of perpetrators' of nuisances and to be able to signpost the individuals to appropriate assistance. It is felt that in the longer term, this may improve the welfare for not only the perpetrator but also the victims.
- 1.1.9 There is a considerable amount of joint working with partners. An illustration of this is the regulation of large events and sports ground safety inspection. The Section leads multi agency groups, ie. the Safety Advisory Groups that deal with the issues, and they consist of representatives of the Police, Fire and Rescue Service, Ambulance Service and Local Health Board. As a result of this working, the Group has developed good working relationships with the applicants and licence holders. Last year, the section worked on numerous larger events and events at sports grounds.
- 1.1.10 Further links are being made with Social Care and Health by means of being represented at the County Leadership Team to raise the profile and ensure that the preventive work being carried out by the Section is linked with the promotion of the well-being goals for Carmarthenshire of the Well-Being and Future Generations legislation.

2.0 Food safety, communicable disease and workplace health and safety

2.1 The responsibilities for this section include food hygiene programmed inspections, sampling, investigation of food complaints, compliance checks for smoking legislation, investigation of infectious diseases (including zoonoses/animal borne diseases), health protection visits (sunbed safety, body treatments etc), occupational health and safety inspections and visits and accident investigations. Table 1 below indicates the breakdown of full time equivalents (FTE's).

Table 1

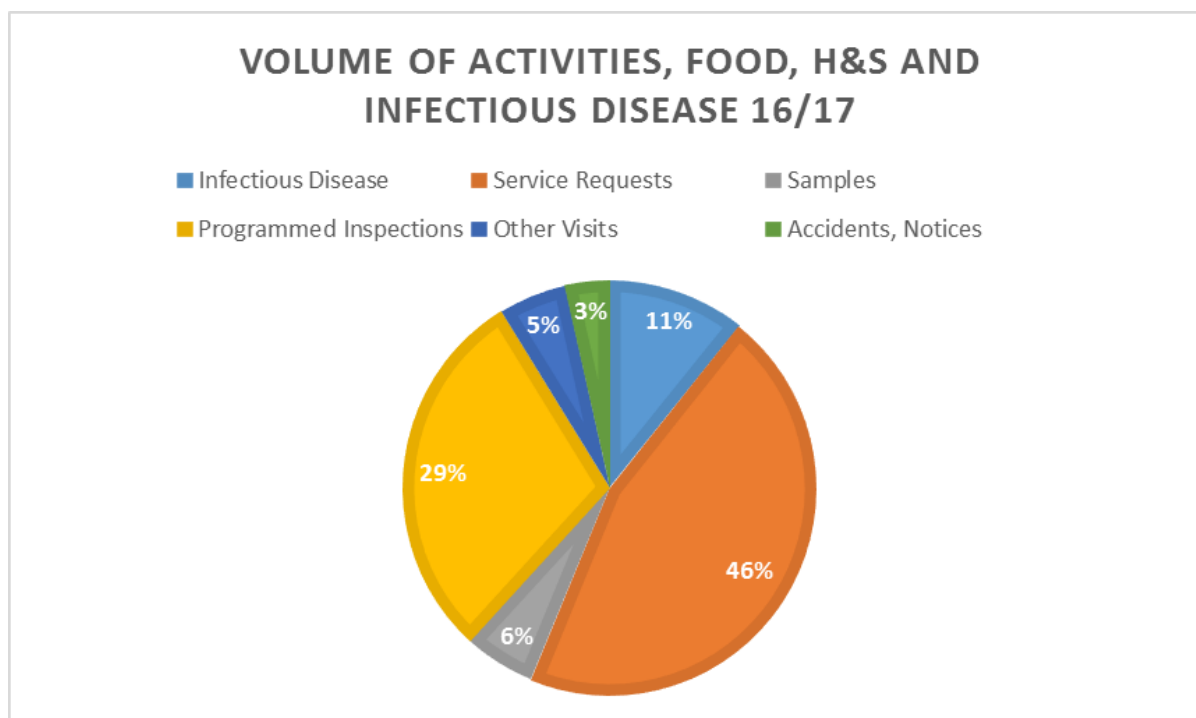
Staffing Profile	FTE Food safety* 2015/16	FTE Health and Safety** 2015/16
Environmental Health and Licensing Manager	0.2	0.05
Principal Officer	0.7	0.3
Senior officers	0.8	0.2
EHP'S	6.95	1.2
Technical assistants (shellfish sampling)	0.8	0
Animal Health Officers	0.05	0
Total	9.5FTE	1.75FTE

Note :- * 'Food safety' includes inspection (including implementing the food hygiene rating scheme), advice, sampling, infectious disease, health improvement,

** 'Health and Safety' includes inspection (and initiatives), advice, accident investigation, and general public health including the implementation of the smoking, skin treatments and sunbed legislation.

Figure 1 demonstrates the proportion of each of these performed within the team.

Figure 1



- The programmed inspections include food safety, smoking and health and safety
- Other visits include food sampling visits, complaints, advisory, health and safety/ health protection and campaign visits
- Service requests include responses to enquiries/advice, complaints, accident and food poisoning enquiries/investigations

2.2 Food Safety

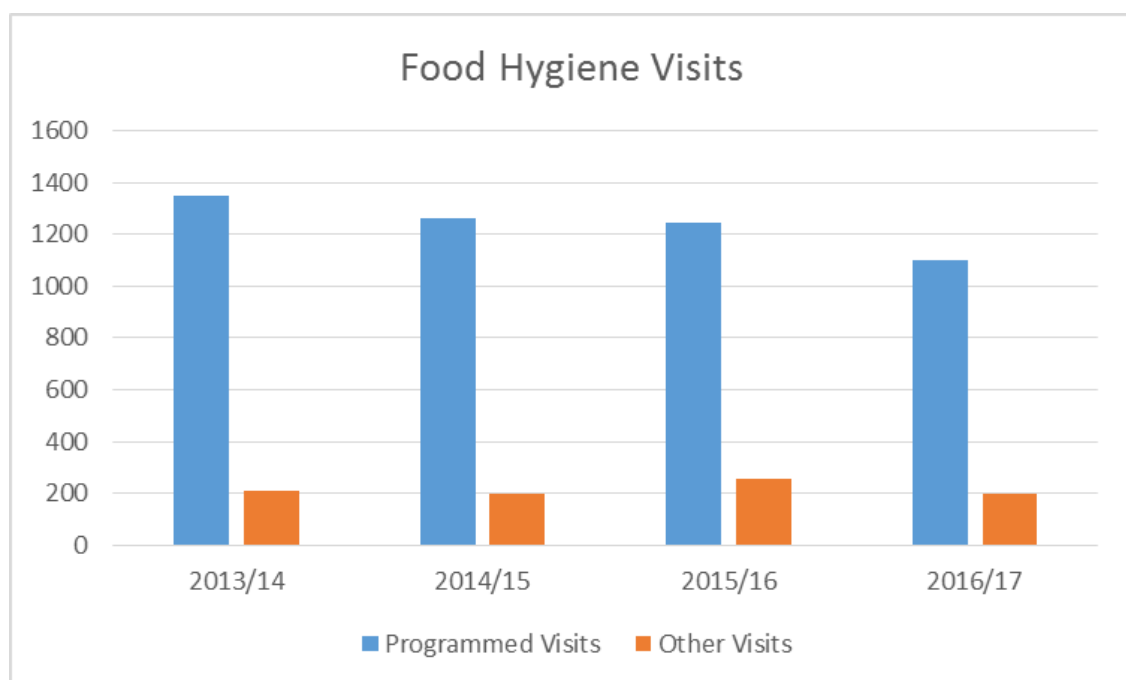
2.2.1 The Section is required to carry out programmed food hygiene inspections determined by a risk assessment of each business. The Food Hygiene Rating (Wales) Act 2013 was introduced in November 2013. It places a duty on the Council's Officers to inspect and score all relevant businesses within their area and requires eligible food businesses to display their score. This has increased the work load of the Section, as the score can only be awarded following a full, unannounced inspection. Previous to this, lower risk businesses received an alternative intervention rather than a full inspection and new businesses will also require a score.

Since November 2013 the number of premises scoring 3 or better has increased from 90% to 97%.

2.2.2 In addition to this, the capacity of the Section to undertake re-score inspections and appeals has been constantly reviewed. During 16/17, the number of rescore inspection requests is 11 and the number of appeals is 0. The officers take part in National (Wales) exercises to ensure that scoring for the rating of businesses is consistent in approach. Also officers take time during the inspection and in follow up correspondence to explain to the Food Business operator how the score is constructed and what requires attention (if anything) to improve. Additional legislative requirements were introduced through the year relating to the non-display of the ratings or incorrect ratings. There have been very little cases where this has been identified, however, where any issues have been found, the officers have succeeded in resolving non-compliances informally. The impact on resources for the above will be continually monitored.

2.2.3 Figure 2 indicates the comparison of programmed food hygiene inspections. Food businesses are risk scored at the end of every inspection. This not only gives the food hygiene rating, but will also determine when the next programmed inspection is due. The range of scores could result in a next inspection being due within 6 or 12 months (in the region of 0, 1 or 2 in the food hygiene rating) to 18, 24 or 36 months (reflecting scores of 3, 4 or 5). In light of the fact that the standards of hygiene are improving as highlighted previously, the programme for inspection has decreased slightly but it is anticipated that the numbers will increase slightly next year or so when the lower risk premises requires inspecting.

Figure 2



2.2.4 There were 1985 food businesses registered in Carmarthenshire (October 2017) with 27 EU Approved businesses in Carmarthenshire which produce a variety of meat, dairy, fish and egg products. Some of these businesses only manufacture on a small scale, many supply food to retailers and other businesses outside the County on a considerable scale. Many are high risk foods with specialist or complex procedures which require inspecting. Officers need to have additional skill sets and an in depth knowledge and appreciation of the specific processing methods applied as well as being able to implement additional legal requirements. In addition to EU Approved premises, the County is also the home to a number of large food manufacturers which do not fall under this category.

These include :

- 2 Water Bottling Plants (Spring water and Natural Mineral water) and
- 2 large Ice Cream manufacturers.

2.2.5 Shellfish gathering continues to be a large industry in Carmarthenshire, which requires regular sampling, monitoring and enforcement. There are continuing issues relating to illegal gathering from beds that are not classified or may have high bacterial counts. It is apparent that the current framework for monitoring and managing the shellfish industry is very complex and not currently effective to secure successful enforcement. This results from numerous pieces of legislation and varied responsibilities of enforcement bodies on a local and international basis. The section has a representative who sits on a Working Group which has been established to attempt to examine the current means of monitoring and enforcing illegal shellfish gathering. The group consists of other neighbouring local authorities, Natural Resources Wales, Dyfed Powys Police, Welsh Government's Fisheries Unit and the Food Standards Agency as well as representatives from the trade. In addition to this, officers from this section are in regular dialogue with the Natural Resources Wales particularly in relation to the Burry Inlet commercial beds.

2.2.6 During 2016/17, officers from this section were requested to increase the sampling/monitoring regime in Three Rivers. This was as a result of Welsh Government proposing to open the beds for commercial gathering. The section were not recompensed for this increase in activity; however, the numbers and frequency of sampling was reduced from the original request through knowledge, experience and negotiation by this sections' officers to ensure that there was a reasonable, representative programme.

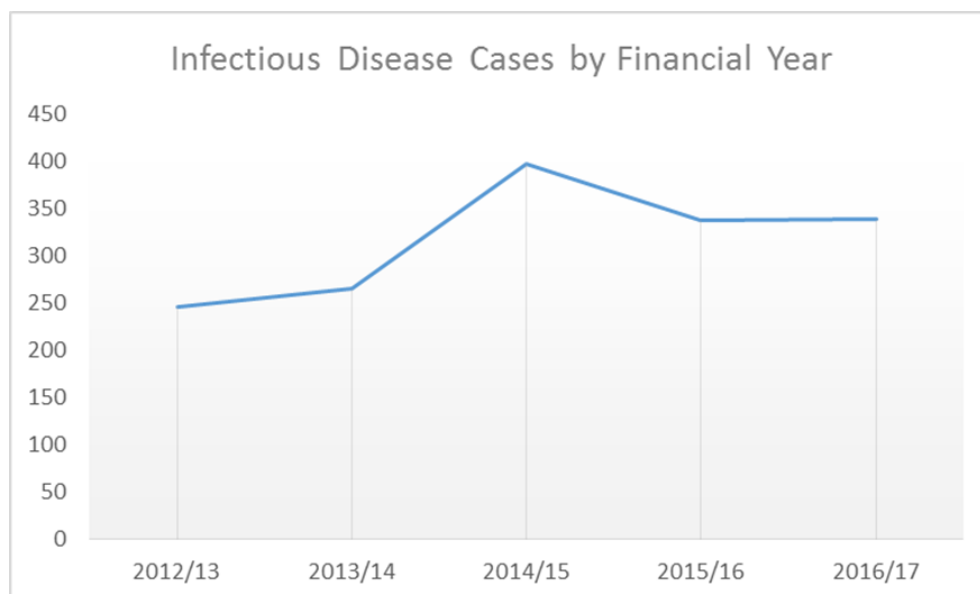
2.3 Food Sampling

- 2.3.1 Food sampling programmes are developed annually in response to perceived local needs and problems. The hygiene sampling follows the Welsh Food Microbiological Forum Sampling Programme and this year it focused on sandwiches from 'budget' shops. Where the counts of bacteria were found to be high as a result of possible temperature control or food handling, these were discussed with the businesses and resolved. There were no specific pathogens identified such as salmonella, legionella, e.coli etc The Section continued to sample local producers, manufacturers and retailers. A total of 128 food samples were taken.
- 2.3.2 Shellfish sampling is carried out on a rolling programme. A sampling regime is essential to maintain bed classification and biotoxin monitoring, in order to permit commercial gathering. Officers from the section gathered 51 shellfish samples as part of this programme which were found to be satisfactory. It must be highlighted at this point that this role has been taken in house as part of efficiencies. The result is, however, that this role takes approximately 4 working days for 3 officers per month (i.e. 12 days per month). Should there be failures with the samples, this figure will increase. This is quite a demand on the limited capacity of the section.

2.4 Infectious disease

- 2.4.1 Figure 3 compares the numbers of infectious diseases reported to the section in the last four years.
- 2.4.2 The peak in 2014/15 may be the result of campaigns to raise public awareness to report illnesses. As the campaigns reduced, it is suggested that the numbers reported remain constant.

Figure 3



2.4.3 Table 2 outlines the cases by type. Officers will carry out an investigation of each case where possible. During 2016/17, officers have worked closely with Public Health Wales and other Authorities to carry out investigations of clusters of cases of various infections. Officers undertake extensive interviews (and follow up interviews) and obtain samples from cases, carry out a comprehensive investigation of possible sources (both commercial and domestic), inspect and sample any relevant processes that could have caused the outbreak, write reports and attend relevant multi agency meetings.

Table 2 Volume of Infectious Disease Cases 2016/17

Infectious Disease Type	Volume of Cases
Legionnaires Disease	3
Viral Hepatitis	6
Psittacosis	0
Salmonella enteritidis	2
Other Salmonellas	12
F05 Clostridium perfringens	11
E.coli 0157	3
Campylobacter	240
Giardia lamblia	7
Cryptosporidium	25
Hepatitis A	0
Gastroenteritis	3
Norwalk Virus	11
Other	16
Grand Total	339

2.5 Health safety and protection

2.5.1 All relevant businesses are risk rated for health and safety. The recent national guidance relating to enforcement and inspection of workplaces suggests that only high risk, ie. 'A' category premises, should be prioritised in the planned programme of inspections regime. In addition, local authorities are encouraged to participate in national and regional health and safety initiatives. The initiatives are set 'thematically' as a result of intelligence led data.

2.5.2 A training programme was developed in conjunction with Gas Safe for Officers. Due to an evidence based approach all takeaways are to be addressed in writing requesting the provision if appropriate of valid gas safety certificates. This is being followed up as part of inspections by officers. Failure to provide will result in enforcement and further intervention.

- 2.5.3 Tattooing and body ‘treatments’ are becoming more and more popular and diverse. It is essential that these are monitored to protect public safety. The Authority has adopted reviewed byelaws to license such premises and at the end of March 2017, we had 20 licensed premises and 58 personal licence holders. Officers are diligently monitoring the County working on intelligence to ensure that all applicable premises comply with conditions or liaise with the appropriate Authority/Agency that would be responsible for that type of activity. As a result of the proactive work being carried out, the Welsh Government has been liaising with officers during the construction of the Public Health (Wales) Act which will introduce the registration and licensing regime for tattooists/ body modifications which will be implemented late in 2018.
- 2.5.4 There are 33 premises that provide sunbeds for use. These are closely monitored by the section to ensure compliance with recent legislation. In addition to this, work has continued to be carried out with Trading Standards to monitor the strength of the tubes in the beds in new businesses. It has been identified that a majority of the businesses were unaware that their beds were being fitted with tubes of unacceptable strength thereby causing a public safety issue.

2.6 Accident investigations

- 2.6.1 Table 2 identifies the numbers of notifiable accidents reported to the Section. Notifiable accidents which occur in workplaces regulated by the Council must be reported to the local authority or the Health and Safety Executive by the responsible person in charge of the premises. The Section has developed a procedure for dealing with those notifications and they are investigated/responded to in accordance with the revised LAC 22/13 circular. As a result of the defined selection criteria in the aforementioned circular, the number of workplace accidents reported has therefore reduced.

Table 3

Year	Nos of accidents reported
2007/8	110
2008/9	100
2009/10	117
2010/11	146
2011/12	126
2012/13	75
2013/14	61
2014/15	111
2015/16	78
2016/17	89

3.0 Pollution

3.1 The Pollution team is responsible for monitoring and enforcing a wide range of regulatory controls dealing with noise, air quality and contaminated land issues. Table 4 below indicates the breakdown of FTEs' involved in Pollution work.

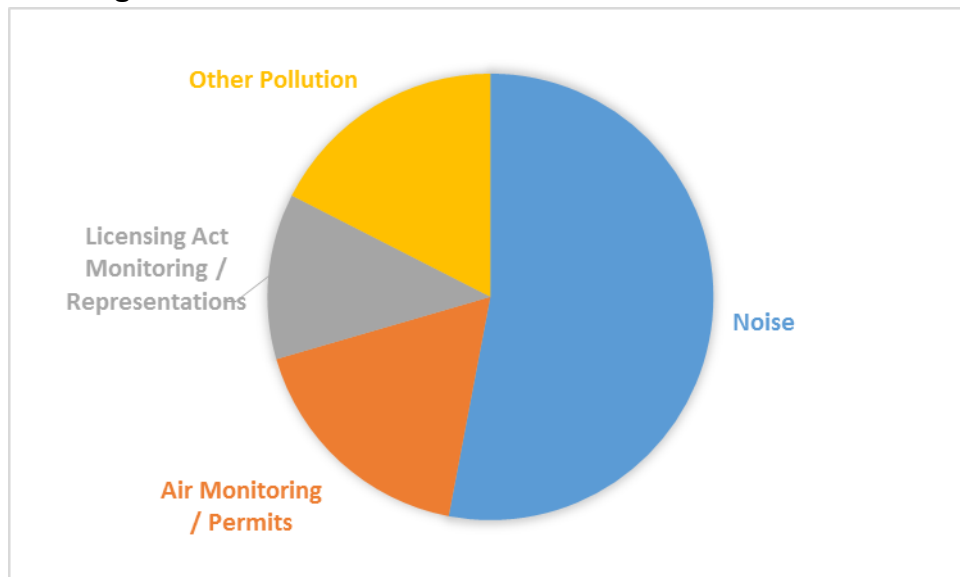
Noise control is very much a reactive service, whereas air quality and contaminated land are more proactive services which require advance planning. Officers handle high caseloads in noise control, which can at times, exert pressures on other service delivery areas and on the Team as a whole.

Table 4

Pollution Team FTEs' 2015/16	
Environmental Health & Licensing Manager	0.25
Principal Officer	1
Environmental Health Practitioners	3
Scientific Officers	2
Total	6.25

Figure 4 outlines the percentage of time spent in specific areas of work.

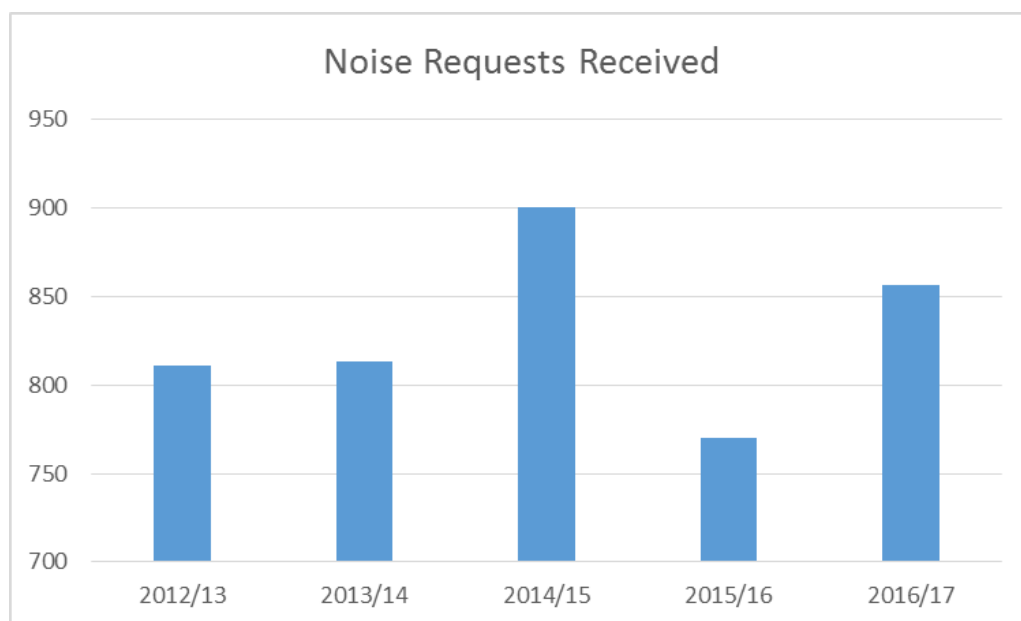
Figure 4



3.2 Noise

- 3.2.1 Figure 5 demonstrates the volume of noise complaints received by the team over the last four years. The service requests per year relate to noise from a wide range of sources, including those from a domestic, commercial and industrial setting. The section have been piloting a noise APP which provides an alternative technological means for complainants to monitor noise issues for further investigations. The pilot was initiated to assess the interest from the customer and the impact on the resources within the team. The pilot has been extended but the feedback at the time of writing the report has been positive.
- 3.2.2 Whilst the numbers of complaints appear to be similar to the previous year, this does not represent the numbers of actions/time associated with each one. In some instances, complaints can be resolved very simply. However, during the year, the team have experienced a considerable increase in officers' time in responding to and advising applicants particularly on applications for Development Control. The Section has invested heavily in noise monitoring equipment and Officers are often required to work unsociable hours in order to witness and assess noise disturbances as part of the investigation process.

Figure 5



In addition to investigating noise nuisance complaints, the officers respond to various planning consultations. To illustrate this fact, there has been considerable rise in numbers resulting in an increase in resources committed to applications. The assessment process as part of the application is complex and extremely time consuming. This work demands officers to have detailed knowledge including legislation and constantly reviewed guidance. A lack of knowledge and diligence at this stage could result in future challenges to the Authority.

In order to improve the efficiency of the planning process, the section has developed a comprehensive guide for applicants identifying what is required from Environmental Health & Licensing Services in order to assess the application. In addition to this, the Section developed a guide for complaints about windfarms that are in situ.

3.2.3 It has been estimated that the staffing resources currently being implemented to respond to 196 planning consultations, 57 Pre-planning enquiries and 6 Scoping Opinions between April 2016 to end March 2017. The applications can relate to all areas of Environmental Health and is equivalent to 1 full time officer.

3.2.4 Officers of the Section also represent the Authority on the all Wales Noise Regulators group.

3.3 Licensing Act monitoring/responsibilities

3.3.1. The constant changes in the Licensing Act (and associated legislation) has had an impact on the team, particularly as Environmental Health Practitioners have a role as a Responsible Authority in respect of Temporary Event Notices (TENS). As part of this role, the officers are required to provide responses and assessments in relation to noise, public safety and nuisance as necessary. The team received approximately 363 TENS during 2016/17 in addition to responding to relevant Premises/Club applications and complaints. Officers have been involved in dealing with larger events.

3.4 Air Quality

3.4.1 The Air Quality Management Area (AQMA) declared for Rhosmaen Street, Llandeilo in November 2011 continues to progress. An Action Plan has been prepared for the area, and a review has been undertaken on the effectiveness of the actions implemented during year 1 of Phase 1. Local screening assessments of air quality will continue throughout the County, with Detailed Assessments undertaken in areas which are near or exceed the air quality objective levels for Nitrogen Dioxide (NO₂). The Council is required to submit a comprehensive report to Welsh Government every year. An Updating and Screening Assessment of Air Quality in the County was submitted to, and approved by, Welsh Government in July 2015.

3.4.2 Following a detailed assessment of Air Quality, an Air Quality Management Area has been designated for specific areas of both Llanelli and Carmarthen. Work has commenced on formulating Action Plans to improve Air Quality in each of these areas.

- 3.4.3 Legislation requires the Council to manage certain industrial processes that have the potential to pollute the atmosphere. There are currently 69 processes which hold Environmental Permits, some of which are very complicated and require a degree of specific knowledge and understanding of the operation to ensure that they are operating within conditions attached to the Permit. Standard Permit holders receive an annual inspection whilst reduced fee activities receive inspection based on risk which may be anything from annual to three yearly. They are required to pay an annual fee, which is prescribed by Welsh Government. The validation of these fees during the budget process produces an extra efficiency saving that the Public Protection Division has to find.
- 3.4.4 An officer represents the Authority on the Welsh Air Quality Forum, and also the all Wales Environmental Permitting Group.

3.5 Contaminated land

- 3.5.1 Officers continue to implement the Authority's Contaminated Land Inspection strategy. Emphasis remains on dealing with Land Contamination through the development control process, and early engagement with Developers and our Development Management section is critical. Officers have also engaged with our Regeneration & Policy section on projects such as the Burry Port Development.
- 3.5.2 During 2016-17, at least 33 developments were required to comply with planning conditions recommended by officers to deal with the potential for land contamination. This is to ensure that the land being developed is suitable for the final use, thereby safeguarding public health.
- 3.5.3 During 2016-17, officers have continued to monitor 15 developments that are either being remediated to a satisfactory standard or are taking appropriate steps to mitigate risk for end users of the site in question. This process can be very lengthy and time consuming.
- 3.5.3 Officers represent the Authority on the South West Wales Contaminated Land Working Group.

3.6 Emergency Planning

Officers of the section contribute to the preparedness of the Dyfed Powys Local Resilience Forum for dealing with large scale, multi-agency responses to pollution incidents. This includes attending the DPLRF Pollution Group on a regular basis, and contributing to Emergency Plans and exercises. Officers also respond to Emergency Incidents, providing advice to members of the Local Resilience Forum Multi Agency Co-ordination Teams, and Technical Co-ordinating Groups. The Nantycaws Kerosene Leak was one such significant incident that occurred during 2016-17 and places a significant pressure on the Teams responding.

4.0 Public Health

4.1 The Team deals with nuisances, such as odours, smoke and poor conditions of properties resulting in concerns from neighbours. It also monitors drinking and bathing water quality, fly tipping enquiries (on private land), carbon monoxide monitoring and advice and provides the dog warden function for the Authority. During the year, the technical assistants also broadened their remit to introduce pest control treatment in Local Authority stock (houses). The numbers and distributions throughout the county can produce high caseloads for the Officers of the Team. Table 5 below indicates the breakdown of Full time Equivalents (FTEs') for the Public Health Team:

Table 5

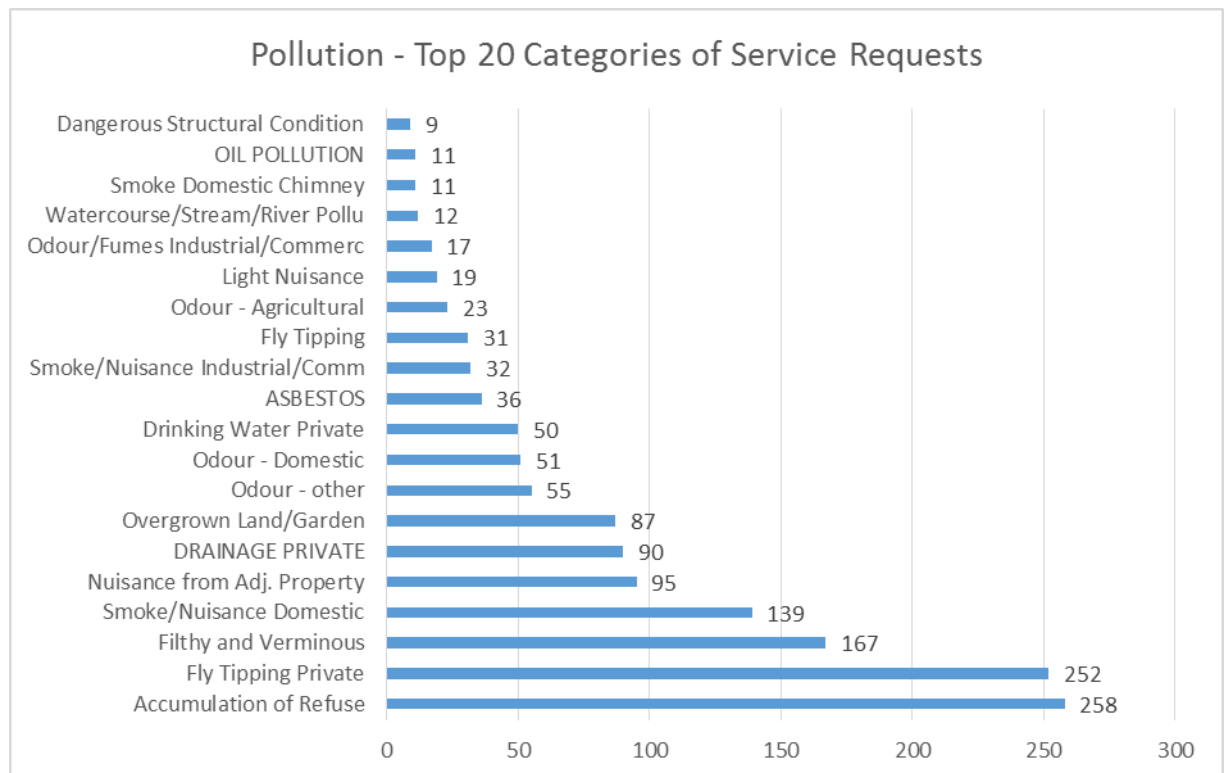
Public Health Team FTE 2016-17	
Environmental Health & Licensing Manager	0.25
Principal Officer	1
Environmental Health Practitioners	2
Technical Officers	2
Technical Assistants (including dog warden and pest control duties)	3.2 (additional 0.8 supports the sampling for shellfish)
Total	8.45

4.2 Statutory nuisance

4.2.1 The team investigate a wide variety of nuisances as identified in Figure 6. Where the investigation of a complaint reveals that action is required, the Officer will attempt to resolve the issue through advice or mediation. This does take some time as the County is geographically large and more than one visit is usually required. Where the approach is unsuccessful, a formal Notice may be served. Any works or actions necessary to abate or remedy the statutory nuisance will be monitored and if there is non-compliance, legal proceedings will be instituted or works undertaken in default. Works undertaken in default of any Notice will have an impact on budgets, as some costs for works may not be recoverable.

- 4.2.2 The teams regularly ‘challenge’ their processes and review accordingly to make the service more efficient where possible. One example is to consider the welfare and support needs of perpetrators’ of nuisances and to be able to signpost the individuals to appropriate assistance. It is felt that in the longer term, this may improve the welfare for not only the perpetrator but also the victims. Further training with Social Services and other agencies continues.
- 4.2.3 Figure 6 demonstrates the types and volume of service requests with regards to general public health. Whilst this provides a picture of the types of complaints, it does not illustrate the number of actions and workloads associated with each request. This is an element that the section will be looking at for future reports and for an indication where resources are required.

Figure 6



4.3 Water quality

- 4.3.1 Under the Private Water Supply (Wales) Regulations 2010, there is a requirement for Authorities to risk assess ‘large/commercial’ and small supplies. This Authority currently has 59 large or commercial supplies and a further 11 small supplies which also require monitoring. All were sampled through the year. There are 2,065 single domestic properties which the officers may risk assess and sample upon request by the owner or if Officers are investigating a public health issue.

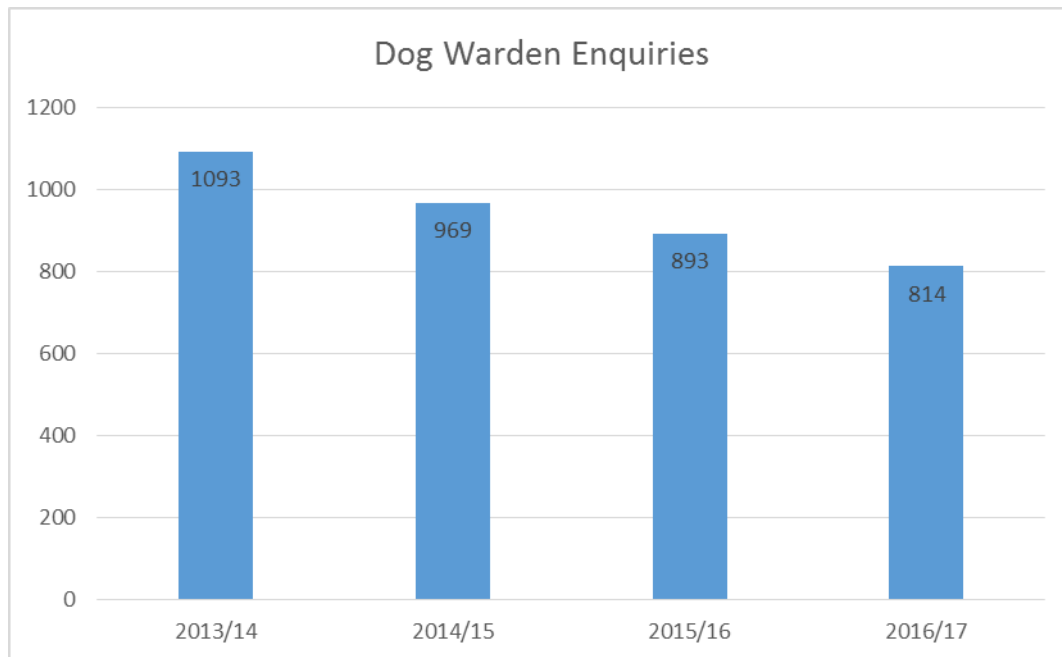
- 4.3.2 The Team work closely with Dwr Cymru to ensure that water supplies for large events are fit for purpose and present no public health risk. The team will also check supplies at associated camping and caravan sites through means of sampling and inspecting any systems.
- 4.3.3 Officers of the Public Health Team sample bathing water at Burry Port beach for public health issues as a result of the fact that it is known to be used by the public but is not a designated bathing water. Bathing water quality is sampled weekly between May and September of each year which is the bathing season. Overall, the water quality passed the mandatory requirements under the applicable EU legislation. North Dock in Llanelli, is sampled monthly throughout the year, as it is used for recreational purposes. This work takes approximately 2.5 days per month for an officer in the section during the months of May to September (inclusive). In addition, the section will take samples upon request of other waters utilised for recreational purposes such as Delta Lakes to ensure that they can be utilised for planned events safely. Natural Resources Wales has responsibility for the two EU designated bathing beaches at Pembrey and Pendine.
- 4.3.4 As identified in section 2.3.2, the sampling of shellfish from the beds in order to ascertain the classification has been taken in house and this is carried out by the Technical Assistants in the team.
- 4.3.4 Officers represent the Authority on the All Wales Multi agency Water Quality Group.

4.4 Dog control

- 4.4.1 The Team's Dog Warden operates County-wide and covers the collection of stray dogs and provides a response to irresponsible dog ownership. The number of stray dogs being reported is steadily decreasing year on year. Those that are reported are dealt with by the dog warden service with some being impounded and some being returned to their owners where identified. In anticipation of the introduction of the Microchipping legislation for dogs, the section has been promoting good and responsible ownership by holding a number of free dog identity microchipping events in various parts of the County which proved to be very successful. It is anticipated that, in addition to this assisting in returning any stray dogs to the owners quickly, where this is a regular occurrence, the officers can work with the owners to educate them in better ownership practices. The introduction of the Anti-Social Behaviour legislation during the year may be utilised to assist in cases where dogs are behaving dangerously on private land. Both pieces of legislation provide a means of taking more formal action where there are issues of continued poor behaviour of dogs or irresponsible ownership.

4.4.2 Figure 7 demonstrates the decreasing demand on the service over the past four years.

Figure 7



4.5 Pest control

4.5.1 As a result of a 'challenge' session, it was identified that there were a series of cases where officers were repeatedly visiting properties with complaints of vermin. Officers visit and give advice to treat for pests, prevention access/harbourage and, where necessary, survey drainage to identify, where possible, areas of damage leading to points of access and remedial work required. Where appropriate, serve notices to remedy. However, by analysing our records, there have been numerous cases where the sources of the issues were not always addressed and the issues reoccur. Therefore, in order to attempt to meet the challenges, the section worked closely with the Housing section to provide an advisory and treatment service for local Authority Housing stock. This resulted in a pilot exercise where the Technical Assistance and Dog Wardens combined in September 2016. It was considered that this would provide more flexible cover across the County for both functions and help provide a more efficient service. At the time of writing the report, the feedback of this provision has been positive and further consideration will be taken to expand the service.

4.5.2 Officers represent the Authority on the All Wales Pest and Dog Working Group.

4.5 Scrap Dealers

- 4.5.1 The Public Protection Division has implemented the Scrap Metal Dealers legislation introduced through the year. The introduction of the legislation was assisted as a result of the previous work the Division had carried out with Dyfed Powys Police on identifying scrap dealers across the County, to help reduce the levels of metal crime. To date, we have 28 licensed collectors and 2 scrap yards.

4.6 Public Health Initiatives

- 4.6.1 The section have worked in conjunction with Public Health Wales to monitor Carbon Monoxide in people's homes. This was carried out by means of officers wearing personal monitors when carrying out visits to people's homes. It was observed that there were no issues in the homes that were visited (approximately 500), however, had there been any issues, this would have been addressed immediately with the home owners.
- 4.6.2 Officers attend regular multi agency meetings in regard to anti-social behaviour problem solving. There is also a wider Substance Misuse Related Crime, Anti-Social Behaviour and Violent group which is a more strategic, multi agency group which the Manager chairs.

5.0 Licensing

5.1 The Licensing Team is responsible for providing advice, processing applications and checking compliance/enforcing authorisations issued under the Licensing and Gambling Acts, Hackney Carriages and Private Hire Vehicles, drivers and operators, Street and House to House Collections and Street Traders.

Table 6 below indicates the breakdown of FTEs' on various functions identified above for Licensing.

Table 6

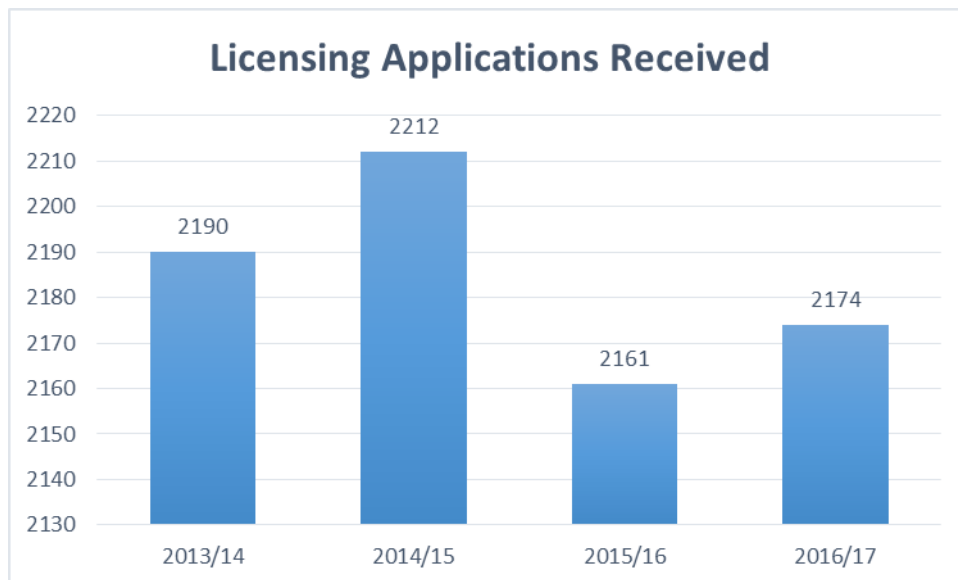
Licensing FTE 2016/17	
Environmental Health & Licensing Manager	0.25
Principal Officer	1
Senior Officer	1
Licensing Officer	4
Licensing Assistant	2
TOTAL	8.25

Table 7 highlights the numbers of licences by type at April 2016

Type of Licence	No. April 2017
Licensing Act	872 Premises Licences 74 Club Premises Certificates 2,493 Personal Licences 367 Temporary Event Notices (2016/17)
Gambling Act	26 Premises Licences (ex permits) consisting of :- <ul style="list-style-type: none"> • 4- Adult Gaming Centres • 19- Betting Premises • 4- Bingo Premises • 2- Family Entertainment Centres • 1- Track Betting Licence 306 Non Commercial Lottery 56 Gaming Permits 181 Alcohol Licensed Premises Gaming Machine Notifications
Taxi/private Hire Drivers	622
Taxi/private Hire Vehicles	492
Taxi/private Hire Operators	39
Street traders	49
House to House	49
Street Collections	109
TOTAL	5,735

Figure 8 compares the volume of licence applications over the last three financial years.

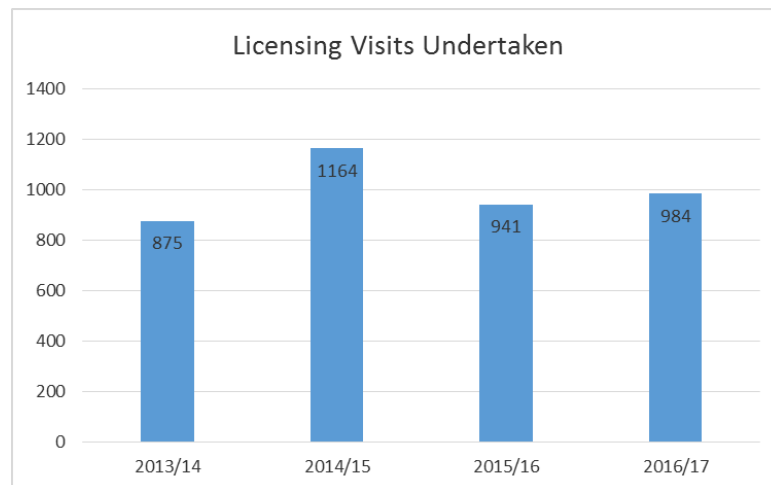
Figure 8



5.1.1 The number of applications has dropped slightly between 2014/15 and 2015/16. This is due in part to a greater number of Temporary Event Notices submitted for events linked to the Dylan Thomas 100 celebration, National Eisteddfod and other small festivals held in 2014/15. In addition to this, the introduction of the Deregulation Act 2015 and the Legislative Reform (Entertainment Licensing) Order 2014 also removed the requirement for authorisations for certain events/activities.

5.1.2 Compliance visits play an important role in the licensing regime. Figure 9 demonstrates the number of such visits over the last four years

Figure 9



5.2 Licensing Act

- 5.2.1 The legislation relating to alcohol and regulating entertainment is constantly evolving in order to deregulate. In April 2017 the legislation was further amended, making the Home Office Immigration Service a responsible authority and introducing checks on entitlement to work as part of the licensing application process.
- 5.2.2 The section continues to coordinate meetings of the Licensing Action Group, which is made up of representatives from the Responsible Authorities and meets regularly to target/highlight problem/higher risk premises and agree joint actions to tackle issues.
- 5.2.3. The team has constant involvement with a variety of events through processing applications and arranging meetings of the Safety Advisory Group chaired by the Environmental Health & Licensing Manager. These include a wide range of events including the Big Cwtch Festival, Crugybar and events held at sports stadia such as Ffos Las and Parc y Scarlets. As a result of this pattern of working, the Team has developed good working relationships with the partner agencies, as well as with applicants and licence holders. The team has developed new web pages to specifically assist event organisers with their arrangements by providing example templates for event management plans and links to sources of event specific information. The section also participates in meetings held for the event organisers circle established by the marketing and tourism section.
- 5.2.4 Following considerable development, applicants for Licensing Act Authorisations have been able to submit applications via the Gov.uk online system. The facility has proved to be very popular with applicants and licence holders. In June 2016 the team worked with Officers from the Police and Public Health Services as part of Licensing Week visiting premises to raise awareness of the importance of compliance with licence conditions to minimise the impact of licensable activities on neighbourhoods.

5.3 Licensed vehicles and drivers

- 5.3.1 The legislation used in the enforcement of licensed vehicles and drivers is still being reviewed. The Law Commission Report was published in 2014 and is still awaiting Parliamentary approval. However following the commencement of relevant provisions of the Wales Act 2017, licensing of taxis and private hire vehicles will be a matter within the legislative competence of the National Assembly for Wales. Welsh Government are now consulting on the proposals put forward by the Law Commission for the purpose of bringing new arrangements into effect in relation to Wales. If approved, it will result in the repeal of much of the existing legislation and will provide a single legislative framework to regulate both taxi and private hire services.

In October 2015 the Government's Deregulation Bill took effect in relation to Taxi Licensing. In this bill the Government stated that a Taxi Drivers Licence can be issued for up to 3 years, and a Private Hire Operators Licence can be issued for up to 5 years. As there are cost implications linked to the licence duration, we offered the taxi trade the choice of whether or not they would like a 1 year or 3 year driver's licence, and a 1 year or 5 year Private Hire Operators licence. To date, a small percentage of drivers have opted for the 3 year licence. From December 2016 Immigration Act changes now require all applicants for driver licences to prove their right to work, to date 520 drivers have been processed.

The team regularly carries out Taxi enforcement and works closely with School Transport, Police and other partner agencies. During these checks 652 inspections have been carried out.

5.4 Fees

- 5.4.1 There is concern about the impact of validation on the income stream of the Licensing budget. The vast majority of licensing fees and charges are prescribed and cannot be amended, except by Central or Regional Government. Year on year validation produces an additional efficiency saving that the Public Protection Division has to find. In addition to this, the constant 'deregulation' process by Government will have an effect on the numbers of licence applications. There is a danger that fees and charges will become overstated and the income projections will not be realised.
- 5.4.2 In respect of discretionary fees, (licenses that are not prescribed), recent case law, *Hemming v Westminster City* (2013), requires Local Authorities to ensure that such fees do not include a profit element and reflect only the cost of administering the licensing process and ensuring compliance by licence holders. To this end, officers from the team have been participating in an exercise being carried out by the All Wales Expert Panel and have developed a tool kit setting fees for licenses. The revised Taxi licence fees came into effect on the 1st April 2016.

6. Conclusion

6.1 Demands and challenges

- 6.1.1 Freedom of Information requests appear to be increasing in volume. This is resource intensive for officers to collate the requested information. It is hoped that the review of the website may provide much of the information requested and therefore alleviate this issue.
- 6.1.2 There is a constant demand on the service through changes in/additional legislation and relevant guidance with very little being revoked. There is no additional funding from Government however to help embed the changes the team are being creative and constantly reviewing the ways of working to attempt to embrace and implement any reasonable changes. This includes further collaborative working with other sections, Departments, Agencies and Authorities. In addition, more use is being made of Social Media and technology, however, this is constantly being developed.
- 6.1.3 The vast majority of licensing fees and charges are prescribed and cannot be amended, except by Central or Regional Government. In addition to this, the current 'deregulation' process by Government is very likely to have an effect on the number of licence applications and income.
- 6.1.4 Unprogrammed/reactive issues that impacts programmed work. This may be illustrated where programmed food hygiene inspections are not carried out as officers may be responding to major public health issues including major food incidents, food poisoning outbreaks, investigation of the illegal meat trade, food fraud, outbreaks of communicable disease or large scale responses to pollution incidents..
- 6.1.5 There is much collaborative work being carried out and Authorities share good practice/experience where possible. Awareness training for officers to identify underlying problems resulting in nuisance investigations such as welfare, wellbeing and such is being undertaken. Such awareness may promote signposting for help for such individuals thereby encouraging cessation of anti-social behaviour/'nuisance' behaviour.
- 6.1.6 Environmental Health & Licensing Services carry out a predominantly statutory role. There is very little non statutory functions being undertaken. The section as a whole has multi-disciplinary Environmental Health Officers which results in a great deal of flexibility ensuring that resources are manoeuvred to where demands are required. This has been invaluable over the year as a result of 'planned' sickness (operation) and maternity leave. However, it is recognised that with constantly increasing demands, more efficiencies required and working 'smarter' no longer an option, decisions will have to be made on what statutory services will cease to be implemented.

- 6.1.8 During the next year, the Division will be working through a re-alignment process. This will likely result in a combined food service (currently being provided by this team and Trading Standards) and a tenure neutral service for statutory nuisance investigations and antisocial behaviour.
- 6.1.7 The section does need to continue to promote the preventative nature of the work being carried out and be recognised as a major contributor to the well-being goals as required by the Well-Being and Future Generations Act 2015.

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17TH NOVEMBER, 2017

HIGHWAYS NETWORK HIERARCHY

Purpose:

To Provide Members with an Update on the Proposed Implementation of a functional Hierarchy for Highways Infrastructure Investment.

To consider and comment on the following issues:

The hierarchy will support an overall Highway Asset Management Plan that prioritises highway infrastructure investment through a risk based approach in accordance with the new updated National Codes of Practice – “Well Managed Highway Infrastructure.”

The hierarchy will underpin the management, prioritisation and service level for highway maintenance and infrastructure investment. It will support the council with a more auditable risk based prioritisation process.

Reasons:

The highway network is a vital asset to facilitate the safe movement of goods and people. With over 3,500 kilometers of carriageway, a reducing resource base and an increase in traffic, prioritising where resources are spent is important to assist the authority to:

- minimise risk
- meet its statutory obligations
- use a reducing resource base effectively.

It is therefore proposed to define a network hierarchy based on the function of the carriageway/section of carriageway.

Scrutiny Committee is requested to consider and comment on the report.

To be referred to the Executive Board / Council for decision: YES

Executive Board Member Portfolio Holder: Cllr. H.A.L. Evans (Environment)

<p>Directorate Environment</p> <p>Name of Head of Service: Stephen Pilliner</p> <p>Report Author: Darren King Chris Nelson</p>	<p>Designations: Head of Transportation and Highways</p> <p>Highways Services Manager</p> <p>Principal Engineer (Network and Asset Management)</p>	<p>Tel Nos. 01267 228150</p> <p>E Mail Addresses: sgpilliner@carmarthenshire.gov.uk dking@carmarthenshire.gov.uk 01267 224544 cnelson@carmarthenshire.gov.uk 01267 224538</p>
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EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17TH NOVEMBER, 2017

HIGHWAYS NETWORK HIERARCHY

Purpose:

Implementation of a functional Hierarchy for Highways Infrastructure Investment

1. Introduction.

Carmarthenshire's highway network is the second largest in Wales and covers some 3500 kilometres. The network is subject to considerable pressures which have a detrimental impact on its condition. Our road surfaces have to withstand a range of weather conditions and ever increasing traffic levels also take their toll, particularly through heavy goods vehicles which induce great stresses into the road surface. Factors such as ground movements, utility operations and water ingress also combine to undermine the fabric of the highway. At present, surveys indicate that 9% (315km) of our highway network is in a poor condition. At current investment levels it is estimated that this will rise to 16% (560km) in 10 years and 28% (980km) in 20 years.

Managing the condition of the highway asset is a challenge that all highway authorities face and in line with national guidance this is moving towards a risk based approach with a highway hierarchy based on the function of the highway within a wider network. Historically the County Council has utilised the road classification system as the basis of prioritisation for investment i.e. A Class, B Class, C Class or Unclassified. However the road classifications are relatively simple and do not provide a sufficient breakdown when set against service needs and demands. Carmarthenshire can be seen as a predominantly rural County however the County has key economic centres and busy transport links which generate higher demand areas and subsequent risk. As such the demand led priorities across the network are not fully aligned with the general road classification.

It is therefore proposed to define a network hierarchy based on the function of the carriageway/section of carriageway.

The hierarchy shall underpin and improve the management, prioritisation and service levels for highway maintenance and infrastructure investment and will support the Council's Key outcomes from the Corporate Strategy 2015 /2020 that include:

- Making better use of resources
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire's communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy

In addition, developing the hierarchy to facilitate the distribution of resources is a key element of ensuring we deliver Carmarthenshire's ambition as cycling capital of Wales

It will also assist with maximising the contribution to delivery of the seven national goals of the Well-being of Future Generations (Wales) Act 2015 by developing new ways of working i.e.

- Looking at the long term so that we do not compromise the ability of future generations to meet their own needs
- Taking an integrated approach so that we look at well-being goals and objectives of other services and partners
- Collaborating – working with others in a collaborative way to find shared sustainable solutions
- Involvement of a diversity of population in decisions that affect them

2. Network Hierarchy.

It is proposed to introduce a highways network hierarchy based on the latest guidance in the National Code of Practice – Well Managed Highway Infrastructure (WMHI) 2016. At the same time we will continue to work closely with other Welsh Authorities via the County Surveyors Society (CSS) Wales collaborative Highways Asset Management project both in the development of Asset management best practice and the development of common Hierarchy principles and its subsequent application. The national code of practice WMHI 2016 was enacted in October 2016 and the Authority has a two year time frame to implement.

The Network Hierarchy will determine the budget priorities through the use of a four stage process in accordance with the National Code of Practice WMHI 2016.

The four stage processes are:

1. Determine the Network Hierarchy
2. Determine inspection regime
3. Determine repair regime
4. Allocate budget priorities

The model proposed will support the development of an updated Highways Asset Management plan (HAMP) and enable resources to be allocated on a more strategic and risk assessed basis. The Authority's current Highway Maintenance Plan covered the period to 2015 however the update and adoption of a HAMP has been delayed pending the introduction of the new Code of Practice WHMI 2016 referred to above. Development of the Network Hierarchy will now allow this work to progress.

Following the development of the Highways network hierarchy the same approach will be adopted for footways, cycle routes and public rights of way as recommended by the Code of Practice WMHI 2016.

The hierarchy has been applied to all sections of highway network and will be updated following any changes or additions to the network. There will be further refinement of the initial categorisation as we develop the Asset Management policy, Maintenance Policy and HAMP. The target for developing the HAMP for approval is March 2018 to ensure we have implemented the requirements of the code of practice WMHI 2016 by the deadline of October 2018.

The proposed network hierarchy and functional descriptions are set out in Table 1.

The hierarchy structure set out by the new code of practice, Well Managed Highway Infrastructure, is consistent with the preceding code (Well Maintained Highways) however with the addition of a new lower category of 'Minor Road'.

The additional category is useful however it does not sufficiently define the different road types at the extremities of the network, including Green Lanes, BOATS (Byways Open to All Traffic), Back Lanes and also routes that have fallen into disuse.

These roads will have varying needs and the authority should consider these further sub-categories to assist in their prioritisation and the effective use of resources.

The proposed hierarchy in Carmarthenshire will follow the new Code of Practice baseline categories and also provide further sub-categories at the lower level for improved local management. The sub-categories (5a-5d) can be combined as required for the purposes of all Wales comparisons and reporting requirements.

Each section of Carmarthenshire’s highway network has been assessed and prioritised in accordance to the functions classified in the table.

Table 1. Carmarthenshire Proposed Highways Network Hierarchy

Category	Type of road General Description	Description
1. Motorway	Limited access -motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2. Strategic Route	Trunk and some Principal 'A' class roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a. Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety
3b. Secondary Distributor	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
4a. Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In urban areas these are often residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
4b. Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
5a. Minor Road	Little used roads serving very limited numbers of properties.	Locally defined roads
5b. Lane	Minor routes and low use tracks that provide access to isolated properties	In rural areas these often narrow roads serving isolated agricultural buildings or properties. In urban areas these are often metalled lanes serving garages or the rear of properties
5c. Green lane or track	Lanes and tracks that are generally unsuitable for vehicular traffic	Lanes and tracks that are unsuitable for vehicular traffic but may be used as a footpath, part of a Cycle Trail or by horse riders, generally for leisure purposes
5d. Disused track	Unmetalled tracks that are unrecognisable as a road	Roads that have become un-useable having fallen into disuse through regression or agricultural use

3. Conclusion.

Historically the County Council has utilised the road classification system as the basis of prioritisation. The revised National Code of Practice requires all Highway Authorities to update its policies and procedures, in response to the recommended risk based approach, by October 2018.

The Welsh County Surveyors Society is progressing with a collective approach across Wales. A key recommendation is the adoption of a functional Hierarchy to underpin strategic and operational planning.

The alternative option of remaining as we are and not adopting a Network hierarchy will reduce the authorities ability to implement recommended practice for Asset Management and may increase the risk of claims against the authority due to the inability to demonstrate a risk based approach in line with National practice.

DETAILED REPORT ATTACHED?	NO
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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: **S.G. Pilliner**

Head of Highways and Transport

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

Finance

The Highways hierarchy will enable Highways Infrastructure investment to be targeted on a more strategic and risk based approach. Budget allocation and monitoring will need to adopt the principles of the Hierarchy as the authority develops and adopts a full Highways Asset Management plan. The Asset Management plan will set out the strategy for Highways infrastructure investment within current and forecast budget profiles.

ICT

Departmental Asset Management and Financial systems will require some adjustment to data structures and reporting as a natural development of the Hierarchy and Highway Asset Management plan.

Risk Management Issues

The Highways hierarchy and Asset Management approach, as set out by the National code of practice, provides a greater emphasis on a risk based approach. The proposal will support the authority in developing a reduced risk overall due to improved and auditable resource allocation and investment.

The Principles and Recommendations are set out in - Well Managed Highway Infrastructure Code of Practice 2016

Physical Assets

The hierarchy will allow investment and maintenance priorities to be targeted at the highest priority sections of the network subject to risk and needs assessment. It is accepted that current funding levels do not fully meet the current service needs or expectation across all parts of the network due to its extents. The improved method of resource allocation will ensure funds are allocated in the priority areas however there will naturally be lower levels adopted in less strategic/risk areas.

The existing network classifications are made up as:

A Roads – 249km
B Roads – 331km
C Roads – 1273km
U Roads – 1660km
Total - 3513km

The initial hierarchy classifications are approximately made up as:

Strategic Routes – 108km
Main Distributors – 148km
Secondary Distributors – 522km
Link Roads – 1159km
Local Access Roads – 320km
Minor Roads -1109km
Lanes – 32km
Green Lanes or Tracks – 113km
Disused Tracks – 2km (subject to change)
Total – 3513km

CONSULTATIONS

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

Signed: S.G.Pilliner

Head of Highways and Transport

1. Local Member(s)

N/A.

2. Community / Town Council

N/A.

3. Relevant Partners

4. Staff Side Representatives and other Organisations

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

THERE ARE NONE

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE 17th NOVEMBER 2017

Revenue & Capital Budget Monitoring Report 2017/18

To consider and comment on the following issues:

- That the scrutiny committee receives the budget monitoring reports for the Environment Service, Public Protection Service and the Community Safety Service and considers the budgetary position.

Reasons:

- To provide the Committee with an update on the latest budgetary position, as at 31st August 2017 in respect of 2017/18.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holders:

- Cllr. Hazel Evans (Environment)
- Cllr. Philip Hughes (Public Protection)
- Cllr. Cefin Campbell (Community Safety)
- Cllr. David Jenkins (Resources)

<p>Directorate: Corporate Services</p> <p>Name of Service Director: Chris Moore</p> <p>Report Author: Chris Moore</p>	<p>Designation:</p> <p>Director of Corporate Services</p>	<p>Tel No. / E-Mail Address:</p> <p>01267 224120 CMoore@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE 17th NOVEMBER 2017

Revenue & Capital Budget Monitoring Report 2017/18

The Financial monitoring Report is presented as follows:

Revenue Budgets

Appendix A

Summary position for the Environment & Public Protection Scrutiny Committee. Services within the Environment & Public Protection Scrutiny remit are forecasting a £127k overspend.

Appendix B

Report on main variances on agreed budgets.

Appendix C

Detail variances for information purposes only.

Capital Budgets

Appendix D

Details the main variances, which shows a forecasted net spend of £10,733k compared with a working net budget of £10,901k giving a - **£168k** variance. The variance will be slipped into future years, as the funding will be required to ensure that the schemes are completed.

Appendix E

Detail variances on all schemes for information purposes only.

DETAILED REPORT ATTACHED?

YES – A list of the main variances is attached to this report

IMPLICATIONS

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

Signed: **Chris Moore** Director of Corporate Services

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

3. Finance

Revenue – Overall, the Environment, Public Protection and Community Safety services are projecting to be over the approved budget by £127k.

Capital – The capital programme shows a variance of -£168k against the 2017/18 approved budget.

CONSULTATIONS

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

Signed: **Chris Moore** Director of Corporate Services

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

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

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
2017/18 Budget	Corporate Services Department, County Hall, Carmarthen

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Environmental & Public Protection Scrutiny Report
Budget Monitoring as at 31st August 2017 - Summary

Division	Working Budget				Forecasted				Aug 2017 Forecasted Variance for Year £'000	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Business Support & Performance	2,269	-0	36	2,305	2,311	-42	36	2,305	-0	-0
Waste & Environmental Services	24,834	-8,536	1,608	17,907	24,128	-7,829	1,608	17,907	0	0
Highways & Transportation	58,553	-40,590	8,328	26,291	54,051	-35,850	8,328	26,529	238	212
Property	37,839	-35,532	-1,595	712	38,516	-36,306	-1,595	614	-98	-76
Public Protection	2,968	-712	535	2,792	2,954	-703	535	2,785	-7	0
Community Safety Service	64	0	93	157	64	-7	93	150	-7	-7
GRAND TOTAL	126,527	-85,370	9,007	50,164	122,022	-80,737	9,006	50,292	127	130

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2017 - Main Variances

Page 46

Division	Working Budget		Forecasted		Aug 2017 Forecasted Variance for Year £'000	Notes	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Waste & Environmental Services							
Green Waste Collection	0	0	128	-100	27	The green waste collection service is not yet self-financing	63
Closed Landfill Sites Nantycaws	144	0	129	0	-15	Reduced licence fee premiums from NRW and reduced operational activity that reflects the reduction in environmental risks associated with leachate control and treatment as a result of the sustained success of the new leachate treatment plant.	-15
Closed Landfill Sites Wernddu	87	0	72	0	-15	As per estimated works to be conducted on site this year – budget review to be undertaken	-16
Highways & Transportation							
Passenger Transport	4,355	-2,957	4,957	-3,601	-41	Tender and service efficiencies.	-36
School Transport	10,392	-1,077	10,443	-1,087	41	Estimated overspend based on an initial assessment of demand.	36
Car Parks	1,772	-3,311	1,792	-3,057	274	£36k Change in John/St Peters short/long delayed due to major works affecting the car park in 2016/17. Unachievable income target as the income target is increased every year but parking fees have not been increased. PCN income also lower than anticipated	263
Public Rights Of Way	237	-11	205	-17	-38	Underspend due to vacant posts, recruitment process underway	-72
Property							
Strategic Asset Management Business Unit	580	-80	578	-116	-39	Vacant posts	-38
Industrial Premises	368	-1,290	309	-1,260	-30	Based on high occupancy levels which could vary throughout the year	-28
Livestock Markets	38	-179	62	-225	-23	Dependent on variable turnover rent.	8
Public Protection							
Diseases Of Animals	33	-2	33	-15	-14	Overachievement of income - re. survey work	-14
Fair Trading	137	-14	137	-27	-13	Overachievement of income - court fees	-12
Safety	65	-19	69	-11	11	General underachievement of income - court fees	11
Other Variances					1		-19
Grand Total					127		130

Environmental & Public Protection Scrutiny Report
Budget Monitoring as at 31st August 2017 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2017 Forecasted Variance for Year £'000	Notes	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Business Support & Performance											
Emergency Planning	72	0	34	106	72	0	34	106	0		0
Departmental - Core	183	0	-52	132	183	0	-52	132	-0		0
Departmental - Policy	219	-0	54	273	252	-33	54	273	-0		0
Business Support	1,676	0	0	1,676	1,676	0	0	1,676	0		0
Operational Training	118	0	0	118	118	0	0	118	0		0
Rechargable Works	0	0	0	0	9	-9	0	0	0		0
Business Support & Performance Total	2,269	-0	36	2,305	2,311	-42	36	2,305	-0		0
Waste & Environmental Services											
Waste & Environmental Services	372	-0	186	558	371	-0	186	558	-0		-0
Landfill sites	0	0	0	0	0	0	0	0	0		-0
Flood Defence & Land Drainage	505	-2	0	503	505	-2	0	503	0		-0
Single Revenue grant - Flood Defence/Resilience	30	-30	0	0	30	-30	0	0	0		0
Environmental Enforcement	504	-25	40	519	497	-18	40	519	-0		0
Ammanford Cemetery	22	-8	0	15	23	-10	0	13	-2		-3
Public Conveniences	524	-24	65	565	522	-27	65	560	-5		-8
Bus Shelters	0	0	0	0	0	-0	0	0	0		0
Cleansing Service	1,903	-51	82	1,934	1,914	-51	82	1,944	10		9
Waste Services	15,812	-4,864	718	11,666	15,758	-4,810	718	11,667	0		-31
Green Waste Collection	0	0	0	0	128	-100	0	27	27	The green waste collection service is not yet self-financing	63
Tidy Towns Projects	30	-30	0	0	30	-30	0	0	0		-0
Grounds Maintenance Service	4,729	-3,439	127	1,417	3,978	-2,688	127	1,417	-0		-0
Parks Service	103	-63	387	426	102	-62	387	427	0		1
Closed Landfill Sites Nantycaws	144	0	1	145	129	0	1	130	-15	Reduced licence fee premiums from NRW and reduced operational activity that reflects the reduction in environmental risks associated with leachate control and treatment as a result of the sustained success of the new leachate treatment plant.	-15
Closed Landfill Sites Wernddu	87	0	0	87	72	0	0	72	-15	As per estimated works to be conducted on site this year – budget review to be undertaken	-16
Coastal Protection	70	0	1	71	70	0	1	71	0		0
Waste & Environmental Services Total	24,834	-8,536	1,608	17,907	24,128	-7,829	1,608	17,907	0		0

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2017 - Detail Monitoring

Page 48 Division	Working Budget				Forecasted				Aug 2017 Forecasted Variance for Year £'000	Notes	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Highways & Transportation											
Departmental - Transport	191	0	8	199	191	0	8	199	0		7
Departmental Pooled Vehicles	0	0	0	0	11	-11	0	0	0		0
Engineering Sub-Contractors	0	0	0	0	88	-88	0	-0	-0		0
Civil Design	867	-1,330	93	-370	921	-1,382	93	-369	1		-0
Transport Strategic Planning	302	-78	54	277	345	-121	54	278	0		10
Fleet Management	6,122	-7,797	1,327	-348	4,343	-6,017	1,327	-348	0		1
Passenger Transport	4,355	-2,957	114	1,511	4,957	-3,601	114	1,470	-41	Tender and service efficiencies.	-36
School Transport	10,392	-1,077	80	9,395	10,443	-1,087	80	9,436	41	Estimated overspend based on an initial assessment of demand.	36
LINC	758	-757	0	1	791	-791	0	1	0		-0
Traffic Management	489	-52	41	478	489	-52	41	478	-0		-0
Car Parks	1,772	-3,311	173	-1,367	1,792	-3,057	173	-1,093	274	£36k Change in John/St Peters short/long delayed due to major works affecting the car park in 2016/17. Unachievable income target as the income target is increased every year but parking fees have not been increased. PCN income also lower than anticipated	263
Nant y Ci Park & Ride	75	-31	0	44	78	-32	0	46	2		2
Regional Transport Consortia Grant	140	-140	7	7	140	-140	7	7	0		-0
Road Safety	146	0	31	177	147	-1	31	177	0		-0
School Crossing Patrols	127	0	32	159	127	0	32	159	-0		2
Bridge Maintenance	723	0	16	739	725	-4	16	737	-2		-0
Remedial Earthworks	299	0	0	299	312	-13	0	299	-0		-0
Street Works and Highway Adoptions	396	-342	47	101	385	-331	47	100	-0		0
Technical Surveys	313	0	31	344	313	0	31	344	-0		0
Highway Maintenance	22,602	-15,629	849	7,822	18,359	-11,386	849	7,822	0		-0
Capital Charges	0	0	5,318	5,318	0	0	5,318	5,318	0		0
Western Area Works Partnership	5,948	-5,947	11	13	5,948	-5,947	11	13	0		-0
Highway Lighting	2,301	-1,130	86	1,256	2,941	-1,772	86	1,256	-0		-0
Public Rights Of Way	237	-11	13	238	205	-17	13	200	-38	Underspend due to vacant posts, recruitment process underway	-72
Bwcabus	0	0	0	0	0	0	0	0	0		0
Highways & Transportation Total	58,553	-40,590	8,328	26,291	54,051	-35,850	8,328	26,529	238		212

Environmental & Public Protection Scrutiny Report

Budget Monitoring as at 31st August 2017 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2017 Forecasted Variance for Year £'000	Notes	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Property											
Renewable Energy Fund	0	0	0	0	37	-37	0	0	0		-0
Carbon Reduction Programme	271	0	0	271	271	0	0	271	0		0
Building Maintenance Operational	22,765	-24,459	567	-1,126	23,534	-25,228	567	-1,126	0		0
Building Maintenance Business Unit	2,135	-2,248	-505	-619	2,017	-2,130	-505	-618	1		-4
Strategic Asset Management Business Unit	580	-80	-437	64	578	-116	-437	25	-39	Vacant posts	-38
Corporate Property Maintenance	2,395	0	0	2,395	2,395	0	0	2,395	-0		-0
Building Services Schools SLA	319	-319	0	0	319	-319	0	0	0		0
Pumping Stations	39	0	0	39	39	0	0	39	0		-0
Property Design	1,879	-2,239	142	-218	1,830	-2,190	142	-218	0		0
Design Framework	0	0	0	0	270	-270	0	-0	-0		0
Salix	0	0	0	0	0	0	0	0	0		0
Building Cleaning	3,544	-3,522	249	271	3,481	-3,456	249	273	3		3
Operational Depots	359	-66	-331	-39	295	-11	-331	-48	-9		-9
Administrative Buildings	3,076	-650	-2,379	47	3,036	-610	-2,379	47	0		-2
Commercial Properties	1	-165	156	-8	1	-165	156	-8	-0		-6
Industrial Premises	368	-1,290	555	-367	309	-1,260	555	-396	-30	Based on high occupancy levels which could vary throughout the year	-28
County Farms	70	-315	380	134	43	-288	380	134	0		0
Livestock Markets	38	-179	8	-132	62	-225	8	-155	-23	Dependent on variable turnover rent.	8
Property Total	37,839	-35,532	-1,595	712	38,516	-36,306	-1,595	614	-98		-76
Public Protection											
PP Management support	95	-8	82	169	98	-13	82	167	-2		0
PP Business Support unit	142	0	49	191	135	0	49	184	-7		-0
Public Health	282	-11	32	303	281	-10	32	303	1		-5
Noise Control	157	0	7	164	157	0	7	164	0		0
Air Pollution	97	-33	9	74	97	-33	9	74	0		0
Other Pollution	41	0	14	55	41	0	14	55	-0		0
Water - Drinking Quality	43	-4	2	41	44	-4	2	42	2		0
Dog Wardens	92	-17	20	96	92	-17	20	95	-0		-1
Public Health Services Management	97	-97	82	81	100	-97	82	85	4		5
Licensing	369	-310	59	118	365	-307	59	117	-0		2
Food Safety & Communicable Diseases	347	0	15	361	345	-1	15	358	-3		-2
Occupational Health	126	0	5	131	126	0	5	131	0		0
Street Horses	5	0	0	5	5	0	0	5	0		0
Animal Welfare	71	-76	5	-1	71	-76	5	-0	0		1

Environmental & Public Protection Scrutiny Report
Budget Monitoring as at 31st August 2017 - Detail Monitoring

Page 50 Division	Working Budget				Forecasted				Aug 2017 Forecasted Variance for Year £'000	Notes	Jun 2017 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Diseases Of Animals	33	-2	4	36	33	-15	4	22	-14	Overachievement of income - re. survey work	-14
Animal Licence Movement Scheme	188	-0	19	206	192	-0	19	210	4		5
Trading Standards Services Management	117	-48	100	169	118	-47	100	171	2		3
Metrology	119	-14	4	109	119	-6	4	117	8		6
Food & Agricultural Standards & Licensing	119	-38	6	87	111	-38	6	80	-7		-8
Civil Law	212	-5	10	218	214	0	10	224	6		5
Fair Trading	137	-14	6	129	137	-27	6	115	-13	Overachievement of income - court fees	-12
Safety	65	-19	4	51	69	-11	4	61	11	General underachievement of income - court fees	11
Financial Investigator	18	-18	0	0	5	-2	0	3	3		4
Public Protection Total	2,968	-712	535	2,792	2,954	-703	535	2,785	-7		0
Community Safety Service											
CCTV	34	0	19	53	28	0	19	47	-7		-7
Community Safety-Revenue	29	0	74	104	36	-7	74	104	0		0
Community Safety Service Total	64	0	93	157	64	-7	93	150	-7		-7
TOTAL FOR ENVIRONMENTAL AND PUBLIC PROTECTION	126,527	-85,370	9,007	50,164	122,022	-80,737	9,006	50,292	127		130

Capital Programme 2017/18

Capital Budget Monitoring - Report for August 2017 - Main Variances

	Working Budget			Forecasted			Variance for Year £:000	Comment
	Expenditure £:000	Income £:000	Net £:000	Expenditure £:000	Income £:000	Net £:000		
DEPARTMENT/SCHEMES								
ENVIRONMENT	16,102	-5,201	10,901	15,825	-5,092	10,733	-168	
Murray Street Car Park, Llanelli - Exp	198	0	198	98	0	98	-100	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
Other Projects with Minor Variances	15,904	-5,201	10,703	15,727	-5,092	10,635	-68	

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Environment
Capital Budget Monitoring - Scrutiny Report for August 2017

Scheme	Target Date for Completion	Working Budget			Forecasted			Variance for Year £'000	Comment
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
Coastal Protection Works	Mar-18	407	0	407	407	0	407	0	
Fleet Replacement	Ongoing	809	0	809	809	0	809	0	
Technical - Murray Street Car Park	Ongoing	198	0	198	98	0	98	-100	Expenditure profile being planned in accordance with whole of life care plan. Funding required for future year maintenance.
Bridge Strengthening & Replacement	Ongoing	739	0	739	739	0	739	0	
Road Safety Improvement Schemes	Ongoing	247	0	247	247	0	247	0	
Street Scene Infrastructure	Ongoing	750	0	750	750	0	750	0	
TG - Llandysul By Pass	Completed	0	0	0	1	-1	0	0	
TG & Regional Transport Plan Grant Projects	Ongoing	575	-543	32	575	-543	32	0	
Public Lighting Works	Ongoing	361	0	361	361	0	361	0	
RTC Grant - Road Safety Projects	Ongoing	446	-446	0	446	-446	0	0	
Local Gov't Borrowing Initiative (LGBI) - Safety Improvements / Functionality	Completed	1	0	1	1	0	1	0	
Local Transport Plan Grant Projects	Ongoing	4,834	-4,102	732	4,834	-4,102	732	0	
Carmarthen Western Link Road	Ongoing	392	-110	282	282	0	282	0	
Parc Howard Improvements	Mar-18	9	0	9	1	0	1	-8	
Pantyglyn Retaining Wall, Llanybydder (Principal Road A485)	Mar-19	108	0	108	108	0	108	0	
St Davids Park	Mar-18	1,185	0	1,185	1,150	0	1,150	-35	

Environment
Capital Budget Monitoring - Scrutiny Report for August 2017

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Rural Estates Capital Schemes	Mar-18	570	0	570	570	0	570
Capital maintenance	Ongoing	3,295	0	3,295	3,295	0	3,295
Industrial Redevelopments	Mar-18	935	0	935	910	0	910
East Gate Development	Mar-18	241	0	241	241	0	241
NET BUDGET		16,102	-5,201	10,901	15,825	-5,092	10,733

Variance for Year £'000	Comment
0	
0	
-25	
0	
-168	

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17th NOVEMBER 2017

ENVIRONMENTAL & PUBLIC PROTECTION TASK & FINISH GROUP 2017/18 PLANNING AND SCOPING DOCUMENT

To consider and comment on the following issues:

- To consider and endorse the aims and scope of the work of the Task & Finish Group.
- To agree on the Membership of the Task and Finish Group.

Reasons:

- The Task & Finish Group is required to report the progress of its work to the main scrutiny committee.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holder:

Councillor H. A. L. Evans (Environment)

<p>Directorate: Chief Executive's</p> <p>Name of Head of Service: Linda Rees-Jones</p> <p>Report Author: Janine Owen</p>	<p>Designations:</p> <p>Head of Administration & Law</p> <p>Democratic Services Officer</p>	<p>Tel Nos. / E-Mail Addresses:</p> <p>01267 224010 lrjones@carmarthenshire.gov.uk</p> <p>01267 224030 JanineOwen@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

17th NOVEMBER 2017

ENVIRONMENTAL & PUBLIC PROTECTION TASK & FINISH GROUP 2017/18 PLANNING AND SCOPING DOCUMENT

The Environmental & Public Protection Scrutiny Committee has agreed to establish a task and finish group 'to review the maintenance of highway hedgerow and verges.

The Committees discussions on the key aims and objectives for this task and finish review have been captured and developed into the appended Draft Planning and Scoping document which Members of the Committee are asked to consider and agree.

Consideration was given to including cycle and footpaths within the scope of the document. However, it has been established that this was a separate issue and would make the scope of this review too broad. In addition, the Environment Directorate are currently undertaking a piece of work into this area which will be reported to Committee in due course.

The Committee are required to agree on which Members will form the Task and Finish Group, which will consist of up to 6 Members and be politically balanced.

The Task and Finish Group will arrange to hold its first meeting as soon as possible and will appoint a Chair and Vice Chair from its membership at this meeting. Officers from within the Environment Department and Democratic Services will continue to support the work of the Task & Finish Group.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **Linda Rees-Jones** **Head of Administration & Law**

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

CONSULTATIONS

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

Signed: **Linda Rees-Jones** **Head of Administration & Law**

- 1. Local Member(s) – N/A**
- 2. Community / Town Council – N/A**
- 3. Relevant Partners –** If required, representatives from partner organisations will be consulted as part of the Task & Finish Group’s review.
- 4. Staff Side Representatives and other Organisations –** Officers from the Environment Department contributed to the development of the Planning and Scoping Document and will continue to support the work of the Task & Finish Group.

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
Carmarthenshire County Council Corporate Strategy 2015 – 2020	http://www.carmarthenshire.gov.wales/media/998105/corporate-strategy.pdf
Carmarthenshire County Council – Well-being Objectives 2017/18	http://www.carmarthenshire.gov.wales/media/1846300/-CCC-WBO-PLAN-17-18-FINAL.pdf

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Environmental & Public Protection Scrutiny Committee Task & Finish Group 2017/18

Maintenance of highway hedgerows and verges

Draft Planning & Scoping Document

Task & Finish Objective(s)	<ul style="list-style-type: none"> • To review the current provision for the maintenance of highway hedgerows and verges and if appropriate make recommendations for service change.
Context	<ul style="list-style-type: none"> • The Environmental & Public Protection Scrutiny Committee has a key role to play in monitoring services, development of key policies and strategies, as well as identifying areas for improvement or development within their remit. • The Environmental & Public Protection Scrutiny Committee agreed in principal to undertake a review into the current provision for the maintenance of highway hedgerows and verges. • The following will be included:- <ul style="list-style-type: none"> – Review the number of staff carrying out the service. Has there been a detrimental impact in service due to the reduction of staff (based on previous years). – Review the number of times roadside hedges and verges are cut with particular focus on hedges around Junctions. – Review the requests for services process in relation to hedge cutting demands from the public. – Environmental impact including biodiversity • Elected Members have raised this as a concern for residents living in rural areas.

<p>Membership</p>	<p><u>Elected Members</u></p> <ul style="list-style-type: none"> • To be agreed at the Environmental & Public Protection Scrutiny Committee scheduled to take place on 17th November 2017. • Up to 6 Elected Members appointed to reflect the political balance of the Council as whole. <p><u>Advisors / Support Officers</u></p> <ul style="list-style-type: none"> • Steve Pilliner (Head of Transport & Engineering) • Ainsley Williams (Head of Waste and Environmental Services) • Richard Waters, Highways and Transport Manager • Darren King, Highway Services Manager • Nicolas French, Assistant Manager • Gareth Howells, Assistant Manager • Rosie Carmichael, Rural Conservation Manager • Isabel Macho, Biodiversity Officer • Janine Owen (Democratic Services Officer)
<p>The main aims of the review</p>	<ul style="list-style-type: none"> • Review the current maintenance provision and programme for County roads. Including the nature, timing and equipment used for cuts. • Information on the current maintenance provision and programme for Trunk roads. • Review the balance between in house and external services and procurement of those services. • Review the number of staff carrying out the service. (e.g. has there been a detrimental impact in service due to the reduction of staff (based on previous years). • Review the number of times roadside hedges and verges are cut with particular focus on hedges around junctions. • Review how much contact demand the Council receives about this issue and the request for services process for hedge cutting demands from the public. To include both requests to cut and not to cut. • Review the budget allocation and the impact of any changes to the provision. • Consider landowner responsibilities and enforcement powers of the Council. • Consider the environmental impact including biodiversity. • To formulate recommendations for consideration by the Executive Board.

<p>Scope of the review</p>	<p>This review will focus on the provision for maintenance of highway hedgerow and verges.</p> <p>Whilst consideration was given to including cycle and footpaths within the scope of the document it was established this was a separate issue and would make the scope of this review too broad.</p>
<p>How it will contribute to achieving corporate / community objectives and well-being objectives</p>	<p>Contributes to the following outcomes from the County Council's Corporate Strategy 2015-20:</p> <ul style="list-style-type: none"> • People who live, work and visit Carmarthenshire are safe and feel safer • Carmarthenshire's communities and environment are sustainable • Carmarthenshire has a stronger and more prosperous economy <p>This project will link directly to the following Carmarthenshire County Council Well-being objectives:-</p> <p>In a Healthy & Safe Environment</p> <ul style="list-style-type: none"> • Objective 12 - Looking after the environment now and for the future • Objective 13 - Improving the highway and transport infrastructure and connectivity
<p>List of key stakeholders [not exhaustive]</p>	<ul style="list-style-type: none"> • Environment Officers • Customer Services Officers • Democratic Services (information on how often reported from Elected Members) • Police (Incidents recorded, feedback) • Community Councils (Do they or would they assist with maintenance). • National Farmers Union (NFU) • Biodiversity Groups • Neighbouring Authorities – Pembrokeshire & Ceredigion • Natural Resource Wales (NRW) • Local Access Forum (LAF) • Other as identified

<p>What information / documents are required to inform the work of the study? [not exhaustive]</p>	<ul style="list-style-type: none"> • Current Programme and Guidance • Highways Maintenance Plan • Forward Plan for Environment (Wales) Act 2016 • Budget • Information from Contact Centre • Incident/accident data • Democratic Services data on Elected Members who have reported this issue.
<p>Timescale for completion of the review</p>	<p>Friday, 17th November 2017</p> <ul style="list-style-type: none"> • Draft Planning & Scoping Document to E&PP Scrutiny Committee <p>Research and Evidence Gathering period – December 2017 to April 2018:-</p> <p>January 2018– Group Meeting 1</p> <ul style="list-style-type: none"> • Agree overall approach for the review • Draft project plan <p>Monday, 12th February 2018 – Group Meeting 2</p> <p>Tuesday, 6th March 2018 – Group Meeting 3</p> <p>Monday, 23rd April 2018 – Group Meeting 4</p> <p>Friday, 18th May 2018</p> <ul style="list-style-type: none"> • Final Report to Committee

ENVIRONMENTAL AND PUBLIC PROTECTION SCRUTINY COMMITTEE

17TH NOVEMBER 2017

Explanation for non-submission of scrutiny report

ITEM	RESPONSIBLE OFFICER(S)	EXPLANATION	REVISED SUBMISSION DATE
Fair And Safe Communities Annual Report 2016/17	K.H. Thomas, Community Safety Manager	The report has been referred to the next meeting to enable the Chair of the Fair and Safe Communities group, Councillor Cefin Campbell, to present the annual report to the Committee.	11 th December 2017
Half Year Compliments And Complaints Report 2017	J. W. Tillman, Information & Data Protection Officer	For 2017/18 the Compliments and Complaints report will be presented at year end and will form part of the performance management report. However from 2018/19 onwards the report will be presented at quarter 2 and year end.	April/May 2018

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**ENVIRONMENTAL & PUBLIC PROTECTION
SCRUTINY COMMITTEE
17TH NOVEMBER 2017**

**FORTHCOMING ITEMS FOR NEXT MEETING
11TH DECEMBER, 2017**

Discussion Topic	Background
Fair and Safe Communities group Annual Report 2016/17	One of the key roles of the Environmental & Public Protection Scrutiny Committee in its capacity as the Council's Crime & Disorder Scrutiny Committee is to scrutinise the work of the County's Community Safety Partnership. This report provides details of the work of the Partnership (now known as the 'Fair and Safe Communities' group) during 2016/17.
3-year Revenue Budget Consultation	This item will provide members with an opportunity to consider and comment on the budget settlement, departmental service budgets and efficiency savings proposals.
5-year Capital Budget Consultation	This item will provide members with an opportunity to consider and comment on the draft five-year capital programme.
Environmental Departmental Business Plan 2018/19 - 2021	This item will enable the Committee to consider and comment on the Environment Business Plan 2018/19 – 2021.
Communities Departmental Business Plan 2018/19 - 2021	This item will enable the Committee to consider and comment on the Communities Departmental Business Plan 2018/19 – 2021 relevant to its remit (Public Protection).
Chief Executives Departmental Business Plan 2018/19 - 2021	This item will enable the Committee to consider and comment on the Chief Executives Departmental Business Plan 2018/19 – 2021 relevant to its remit (Community Safety).

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Environmental & Public Protection Scrutiny Committee – Forward Work Plan 2017/18

2 October 17	17 November 17	11 December 17	15 January 18	2 March 18	20 April 18
E&PP Annual Report 2016/17	Fair and Safe Communities Group Annual Report 2016/17 [Moved to 11/12/17]	Fair and Safe Communities Annual Report 2016/17	Garden / Green Waste including Waste Strategy update	Quarter 3 Performance Management Report for the Councils 2017/18 Well-being Objectives	Actions & Referrals Update
E&PP Forward Work Plan 2017/18	Environmental Health And Licensing Services Annual Report 2016/17	3-year Revenue Budget Consultation	Air Quality Management Area (AQMA) Annual Update	Budget Monitoring 2016/17	
Carmarthenshire County Council's Annual Report for 2016/17	Half-Year Compliments & Complaints Report [Changed to End of year report and moved to April/May]	5-year Capital Budget Consultation	Highway Footway and Road Safety Investment Programme Update	Public Lighting LED Update	
Quarter 1 Performance Management Report for the Councils 2017/18 Well-being Objectives	Highways Network Hierarchy	Environment Departmental Business Plan 2018/19 - 2021	Budget Monitoring 2017/18	Parking Strategy	
Budget Monitoring 2017/18	Budget Monitoring 2017/18	Communities Departmental Business Plan 2018/19 - 2021	Actions & Referrals Update	Trading Standards update	
Parking Strategy [Moved to 2/3/17]	Task and Finish Planning and Scoping Document	Chief Executives Departmental Business Plan 2018/19 - 2021			
Rights of Way Improvement Plan Update					

ITEMS FOR JOINT MEETINGS IN 2017/18:

- APB Drug & Alcohol Misuse Strategy Annual Report 2016/17 (E&PP and Health and Social Care) – Date to be confirmed
- Walking and Cycling Strategy – (E&PP and Community) – Date to be confirmed

ITEMS CARRIED OVER FROM PREVIOUS WORK PROGRAMME:

Trading Standards - an overview on Regulatory work
Simon Wilkinson, Regulatory & Frontline Services Policy Officer,
Welsh Local Government Association will be attending the meeting
scheduled to take place on 2nd March 2018 to update Members of the
regulatory work of Trading Standards.

ANNUAL ITEMS

- APB Drug & Alcohol Misuse Strategy Annual Report 2016/17
- Fair and Safe Communities Annual Report 2016/17
(formerly Community Safety Report)
- Environmental Health & Licensing Annual Update

ITEMS FOR CONSIDERATION

- Enforcement Policy

DEVELOPMENT SESSIONS:

- Health and Safety (including Corporate Manslaughter) – 28/9/17

SITE VISITS:

- Waste Facilities
- Fleet (Gritters)

TASK & FINISH REVIEW:

- The Committee has decided on a project and will be confirmed at its meeting on 17th November 2017.
- Dates of Task and Finish Groups to be arranged first one to be held in January 2018.

EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18 as at 9th OCTOBER 2017

Introduction

This plan is published to encourage and enable greater understanding between the Executive, all Councillors, the public and other stakeholders. It assists the Scrutiny Committees in planning their contribution to policy development and holding the executive to account.

The plan gives the public and stakeholders a chance to see the forthcoming major decisions to be made by the Executive Board and the County Council over the next 12 months. It is reviewed and published bi-annually to take account of changes and additional key decisions.

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

Page 70

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
QUARTERLY PERFORMANCE REPORT	Wendy Walters Director of Regeneration & Policy	HR	P & R Scrutiny	N/A	N/A
ARIP ANNUAL REPORT AND IMPROVEMENT PLAN	Wendy Walters Director of Regeneration & Policy/Helen Morgan	Leader	OCT	NOV	DEC
PREVENT/COUNTER TERRORISM	Wendy Walters, Director of Regeneration & Policy/Anthony Maynard			NOV	
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Culture, Sport & Tourism	DEC	JAN	

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
DISPOSALS POLICY	Wendy Walters, Director of Regeneration & Policy/Jason Jones				
HOW CARMARTHENSHIRE RESULTS COMPARE TO OTHER COUNCILS IN WALES	Wendy Walters Director of Regeneration & Policy	Leader	OCT	NOV	NOV
EQUALITIES REPORT	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Housing			
PSB WELL-BEING PLAN FOR CONSULTATION	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Leader	NOV		

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

Page 72

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
AGEING WELL ANNUAL REPORT	Wendy Walters, Director of Regeneration & Policy/Gwyneth Ayres	Housing			
RECRUITMENT POLICY	Paul R Thomas	Deputy Leader		26 TH MARCH	
HALF YEAR SICKNESS ABSENCE	Paul R Thomas	Deputy Leader			
PAY POLICY STATEMENT	Paul Thomas Assistant Chief Executive	Deputy Leader	N/A	23 RD FEBRUARY	14 TH MARCH
SICKNESS ABSENCE	Paul R Thomas ACE	Deputy Leader			
TRANSFORMATION INNOVATION AND CHANGE ANNUAL REPORT	Jon Owen – TIC MANAGER	Deputy Leader		OCT 18	
ANNUAL REVIEW OF COUNCILLORS' & CO-OPTED MEMBERS' ALLOWANCES SCHEME	Gaynor Morgan Democratic Services		Democratic Services Cttee MARCH	APRIL	May AGM

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
ANNUAL REVIEW OF THE CONSTITUTION - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB		APRIL	May AGM
ANNUAL PROGRESS REPORT - DIGITAL TRANSFORMATION STRATEGY 2017-2020	Noelwyn Daniel Head of ICT	Deputy Leader	APRIL	MAY	
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	AS AND WHEN REQUIRED	AS AND WHEN REQUIRED
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Director of Regeneration & Policy	Resources	As and when required		
CONFERENCE APPLICATIONS/REPORTS	Gaynor Morgan Democratic Services Manager	Leader	N/A	N/A	N/A
FORWARD WORK PROGRAMME AND UPDATE BI-ANNUALLY	Gaynor Morgan Democratic Services Manager	Business Manager		APRIL OCT	
CITY DEAL UPDATE (INCLUDING LIFE SCIENCE & WELLNESS PROJECT)	Wendy Walters Director of Regeneration and Policy	Leader			

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

Page 74

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
WELLBEING OBJECTIVES	Wendy Walters Director of Regeneration and Policy	Communities and Rural Affairs			
HUB AND COMMUNICATIONS - UPDATE	Wendy Walters, Director of Regeneration & Policy	Deputy Leader	As and when required	As and when required	As and when required
WELSH GOVERNMENT CONSULTATION DOCUMENTS	Wendy Walters Director of Regeneration & Policy	Deputy Leader	If applicable	If applicable	If applicable
OUTSIDE BODY – MEMBER FEEDBACK	Linda Rees Jones Head of Administration & Law/Gaynor Morgan Democratic Services Manager	Deputy Leader	N/A	N/A	N/A

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

COMMUNITY SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny or other Cttee	Date to Executive Board	Date to County Council
REVISED CHARGING POLICY (post consultation)	Lyn Walters / Rhys Page	SC&H	SC&H TBC	TBC	TBC
GWENDRAETH SPORTS HALL	Ian Jones	Culture, Sport & Tourism		TBC	
CHILD MEASUREMENT PROGRAMME		E&C			
REPORT ON THE CAPITAL INVESTMENT AND SERVICE IMPROVEMENT OF SPORT & LEISURE – FITNESS AND AQUATICS	Ian Jones	Culture, Sport & Tourism			

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

Page 76

COMMUNITY SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny or other Cttee	Date to Executive Board	Date to County Council
MENTAL HEALTH TRANSFORMATION	Avril Bracey	SC&H			
MEETING THE REQUIREMENTS OF THE GYPSY & TRAVELLERS ACCOMMODATION NEEDS ASSESSMENT	Robin Staines (Rachel Davies)	HSG			
TENANT VISION ENGAGEMENT PLAN (POST CONSULTATION)	Robin Staines (Les James)	HSG		Autumn 2017	
DAY OPPTS WITHIN CARMARTHENSHIRE	Robin Staines	SC&H			
HOMELESSNESS STRATEGY –	Robin Staines	HSG			
ENFORCEMENT POLICY (POST CONSULTATION)	Robin Staines	PP			

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
RESERVES STRATEGY	Chris Moore Director of Corporate Services	RESOURCES		OCT 2017	N/A
BI-MONTHLY REVENUE AND CAPITAL BUDGET MONITORING REPORTS	Chris Moore Director of Corporate Services	RESOURCES	N/A	APRIL JUNE SEPT NOV JAN MARCH	N/A
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	RESOURCES	N/A	JULY OCT JAN	N/A
ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	RESOURCES	N/A	JULY	FEB
5 YEAR CAPITAL PROGRAMME	Chris Moore Director of Corporate Services	RESOURCES	ALL DEC/ JAN	NOV	N/A

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
5-YEAR CAPITAL RECEIPT STRATEGY	Wendy Walters, Director of Regeneration & Policy	RESOURCES	n/a	n/a	n/a
COUNCIL TAX SETTING REPORT	Chris Moore Director of Corporate Services	RESOURCES	n/a	n/a	march
COUNCIL TAX BASE	Chris Moore / John Gravelle	RESOURCES	N/A	NOV	MARCH
COUNCIL TAX PREMIUMS	Chris Moore / John Gravelle	RESOURCES		√ (date unclear)	√ (date unclear)
Council Tax Reduction Scheme	Chris Moore / John Gravelle	RESOURCES	N/A	N/A	JAN
BUDGET STRATEGY (Revenue and Capital)	Chris Moore Director of Corporate Services	RESOURCES	ALL DEC/ JAN	NOV	N/A

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
BUDGET OUTLOOK (Revenue and Capital)	Chris Moore Director of Corporate Services	RESOURCES	ALL DEC/ JAN	NOV	N/A
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	RESOURCES	N/A	FEB	FEB
FINAL BUDGET	Chris Moore Director of Corporate Services	RESOURCES	N/A	FEB	FEB
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	RESOURCES	HOUSING	FEB	FEB
BUDGET OUTLOOK 2018/21	Chris Moore Director of Corporate Services	RESOURCES	N/A	JULY/SEPT	N/A

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

EDUCATION & CHILDREN

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
MODERNISING EDUCATION PROGRAMME - QUARTERLY PROGRESS REPORTS	Simon Davies, Schools Modernisation Manager	E&C	N/A	N/A	N/A
FELINFOEL COMMUNITY EDUCATION CENTRE – OPTIONS FOR THE DISPOSAL OF THE BUILDING	Matt Morden	E&C		TBC	
REVIEW OF BEHAVIOUR MANAGEMENT SERVICES	Gareth Morgan	E&C	TBC	TBC	TBC
ACCOMMODATING LOOKED AFTER CHILDREN – COMMISSIONING & COSTS	Stefan Smith Head of Children’s Services	E&C			
CSSIW INSPECTION, EVALUATION & REVIEW OF LOCAL AUTHORITY SERVICES	Stefan Smith – Head of Children’s Services	E&C			
SCHOOL IMPROVEMENT PANEL ANNUAL REPORT	Gareth Morgans – Head of Education	E&C			
ESTYN REPORT –QUARTERLY SYNOPSIS	Gareth Morgan	E&C			

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

ENVIRONMENT					
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
FLOOD RISK MANAGEMENT PLAN	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	Environment		Feb 18	
WASTE TREATMENT AND DISPOSAL	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	ENVIRONMENT		Jan 18	
REVIEW OF HOUSEHOLD WASTE RECYCLING CENTRE PROVISION	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	ENVIRONMENT		Feb 18	

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

Page 82

ENVIRONMENT

Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
SUPPLEMENTARY PLANNING GUIDANCE	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	DEPUTY LEADER		OCT 17	
FEES REGARDING COMMON LAND	Ruth Mullen Director of Environment / Llinos Quelch Planning Services	Environment			
GARDEN/GREEN WASTE COLLECTION UPDATE	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	Environment	Jan 18	Feb 17	

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 2017/18
as at 9th OCTOBER 2017**

ENVIRONMENT					
Subject area and brief description of nature of report	Responsible Officer	Executive Board Member	Date to Scrutiny	Date to Executive Board	Date to County Council
HIGHWAYS DESIGN GUIDE	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Environment		Dec 17	
ASSET MANAGEMENT PLAN	Ruth Mullen Director of Environment / Steve Pilliner Highways & Transport	Resources		Feb 18	
WASTE DISPOSAL CONTRACT AWARD	Ruth Mullen Director of Environment / Ainsley Williams Head of Waste & Environmental Services	Environment			

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ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE

2nd October 2017

PRESENT: Councillor J.D. James (Chair).

Councillors: A. Davies, J.A. Davies, P.M. Edwards, S.J.G. Gilasbey, T.M. Higgins, A. James, T.A.J. Davies, A. Vaughan Owen, B.D.J. Phillips, J.S. Phillips, D. Thomas, H.A.L. Evans and P.M. Hughes.

Councillor K.V. Broom – Substitute for Councillor A.D.T. Speake;
Councillor J.G. Prosser – Substitute for Councillor A. Fox.

Also in attendance:

Councillor H.A.L. Evans, Executive Board Member for Environment;
Councillor P.M. Hughes, Executive Board Member for Public Protection.

The following Officers were in attendance:

S. Pilliner, Head of Transportation & Highways;
A. Williams, Head of Waste and Environmental Services;
S.E. Watts, Environmental Protection Manager;
A. Maynard, Community and Safeguarding Manager;
J. Edwards, Principal Business & Development Officer;
R. James, Group Accountant;
J. Owen, Democratic Services Officer.

Chamber, County Hall, Carmarthen – 10:00am - 11:10am

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A. Fox and A. Speake.

2. DECLARATIONS OF PERSONAL INTEREST

Councillor	Minute Item(s)	Nature of Interest
T. Higgins	5 – Environmental and Public Protection Scrutiny Committee Annual Report 2016/17	Her brother works for Valero
K.V. Broom	10 – Carmarthenshire Rights of Way Improvement Plan (ROWIP)	Her husband works for National Resources Wales
A. James	10 – Carmarthenshire Rights of Way Improvement Plan (ROWIP)	Owns land in which a public footpath crosses
K.V. Broom	10 – Carmarthenshire Rights of Way Improvement Plan (ROWIP)	Owns land in which a public footpath crosses
B.D.J. Phillips	10 – Carmarthenshire Rights of Way Improvement Plan (ROWIP)	Owns land in which a public footpath crosses
J.A. Davies	10 – Carmarthenshire Rights of Way Improvement Plan (ROWIP)	Owns land in which a public footpath crosses

3. DECLARATIONS OF PROHIBITED PARTY WHIPS

There were no declarations of prohibited party whips.

4. PUBLIC QUESTIONS (NONE RECEIVED)

The Chair advised that no public questions had been received.

5. ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE ANNUAL REPORT 2016/17

[Note: Councillor T. Higgins declared a personal interest but remained seated throughout the consideration of this item].

The Committee received an Annual Report for its work during the 2016/17 municipal year which had been prepared in accordance with Article 6.2 of the County Council's Constitution.

The report provided an overview of the work programme and the key issues considered by the Committee. It also detailed the issues referred to or from the Executive Board, development sessions held for members as well as their attendance at committee meetings.

Members took the opportunity to enquire upon the progress of the scrutiny items within the report:-

- In response to a query regarding the Review of LED Conversion Project, the Head of Transportation & Highways informed the Committee that a further project review would be undertaken near to the completion of Phase 2 and that in accordance with the Committee's Forward Work Plan an update report would be provided in March 2018.
- Reference was made to a concern that was raised within the item relating to Carmarthen County Council's Environment Act Forward Plan. The concern related to the safety impact of delays in cutting verges and hedgerows and was raised as an ongoing problem that rural communities were facing. The Head of Transportation and Highways informed the Committee that in addition to the programmed annual cut, adhoc cutting also took place following inspections undertaken by Highways Officers if there were visibility issues at junctions. Examples of local issues were provided to Officers where hedgerows had not been cut consequently causing visibility problems. The Head of Transportation and Highways reiterated that a clear programme was in place to cut hedgerow and verges in rural areas on an annual basis which contractors should be adhering to. Members were reassured that Officers would look into the matter further.

The Chair highlighted that the Committee had suggested this matter be a subject for review by the Task and Finish group.

- Reference was made to the Kerosene Oil Spill, Nantycaws, Carmarthen – October 2016. In response to a comment made regarding the impact of the trees in the vicinity of the Kerosene Oil Spill, the Public Health Services Manager stated that she was not aware of any impact on trees. It was agreed that the more information be provided to the Officer.

UNANIMOUSLY RESOLVED that the report be received.

6. ENVIRONMENTAL & PUBLIC PROTECTION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2017/18

The Committee considered its Forward Work Programme for 2017/18 which had been developed following the Committee's informal planning session held in July 2017.

The Committee **UNANIMOUSLY RESOLVED** that its Forward Work Programme for 2017/18 be endorsed.

7. 2017/18 WELL-BEING OBJECTIVES PERFORMANCE MONITORING REPORT

The Committee considered a report detailing progress against the actions and measures in the 2017/18 Well-being Objectives delivery plan relevant to the Committee's remit, as at 30th June, 2017.

The following questions/observations were raised on the report:-

- Reference was made to the action, 'We will help older people contribute to recycling through the *'assisted lift' scheme for people unable to take waste to the kerbside.*' It was asked how this action was being marketed in order to raise awareness of this service. The Head of Waste and Environmental Services informed the Committee in addition to the service being advertised on the Council Website, information of this service was available in supporting documents from Health Care Professionals. In response to an additional query, the Head of Waste and Environmental Services stated that currently there were approximately 1,300 assisted lifts in operation across the County.
- Reference was made to the action regarding *'inspection of highways, footways and lighting infrastructure on a regular basis to identify any defects posing a danger to the public'*. It was asked if more details on this matter could be provided. It was felt that more details would benefit Councillors when receiving queries of this nature. The Head of Transportation and Highways stated that he would not be possible to inform Members of every repair due to the scale of works across the County every day. However, he would update the Local Member with further detail outside of the meeting.

- Clarification was sought in relation to whose responsibility it was to clear up a highway following contamination. The Head of Transportation and Highways stated that it would be the responsibility of the person/organisation that contaminated the highway to clear it up. In response to a query regarding the number of road sweepers currently in operation within the fleet, the Head of Transportation and Highways emphasised that the road sweeper fleet had not reduced in the last two years and added, that there had not been any recent changes in policy.
- In relation to the action which stated 'we will increase the amount of energy generated from renewable technologies (kWh) it was asked if a target had been set? The Executive Board Member for Environment stated that the Council were looking to increase the number of solar panels particularly on Council premises. Reference was made to the report within Agenda Item 10 - Draft Carmarthenshire County Council's Annual Report for 2016/17, which stated that use of renewable energy consumption for 2016/17 was at 670,400 kWh. It was commented that this amount represented just over 0.9% of total energy consumption and was considered to be a very low level of renewable energy, therefore clarity was sought on what the Council's target was for renewable energy. The Head of Transportation and Highways stated that the Council currently procure energy from green energy suppliers and that further information would be shared with the Committee in due course.
- In response to a query regarding green waste, the Head of Waste and Environmental Services stated that in accordance with the Committee's Forward Work Plan an update report would be provided to the Committee in January 2018. The Committee noted that the roll out had been successful with 2,500 customers to date.

UNANIMOUSLY RESOLVED to receive and note the report.

8. REVENUE & CAPITAL BUDGET MONITORING REPORT 2017/18

The Committee considered the Revenue and Capital Budget Monitoring Report in relation to the services of Environment, Public Protection and Community Safety which provided an update on the latest budgetary position as at 30th June, 2017, in respect of the 2017/18 financial year.

The Committee noted that the Environment and Public Protection was projecting an overspend of £130k on the revenue budget and a net variance of £2,479 against the 2017/18 approved capital budget.

The following questions/observations were raised on the report:-

- A comment was made to Waste Services and the amount of savings realised was due to the closure of Llangadog household waste recycling centre.

- Reference was made to the recent waste amnesty held at Llangadog. The Committee was informed that the local people were disappointed with the organisation of the amnesty which resulted in long tail backs and lengthy waiting times.

The Executive Board Member for Environment reminded the Committee that the Council had a number of provisions in place for recycling and encouraged Councillors to inform people within their areas of the current recycling arrangements available to them.

The Head of Waste and Environmental Services informed the Committee that this was the third waste amnesty to be held in the area of Llandovery/Llangadog, and that this recent amnesty received an unprecedented response. Furthermore, social media was used in order to gauge the appetite for future waste amnesties.

- It was asked why the Public Rights of Way was showing and forecasting an underspend and was this due to the lack of staff within that department? The Head of Transportation and Highways stated that a number of changes had occurred over the last few years, however, the Rights of Way department currently had a compliment of 5 staff.

UNANIMOUSLY RESOLVED that the report be received.

9. DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2016/17

The Committee considered the Council's draft Annual Report for 2016/17 which included the second year progress report on the Corporate Strategy 2015-20, the Summary Annual Report 2016/17 and the full Annual Report.

When the Corporate Strategy was published in 2015/20 it was agreed that an annual progress report would be produced setting out 24 outcome measures to judge our progress against. The Corporate Strategy would be reviewed for 2018/19 as the Well-being of Future Generations (Wales) Act 2015 requires our Well-being Objectives to be incorporated within the Corporate Strategy.

The following observations/questions were raised on the report:-

- In response to request for an update on the plans for a cycle path from Whitland to Llanglydwen and a footpath between Login and Llanglydwen, the Head of Transportation and Highways stated that currently there were no County Council plans to develop this path. However he believed there was a voluntary group looking at a project in the area, he would make further enquiries and agreed to provide the Councillor with a response.

- Reference was made to page 28 of the report in which a query was raised regarding the table that showed year on year energy consumption, cost and CO² emissions. The table states that the total data was 'not available until September, it was asked when the data would be available as it was now October. The Executive Board Member for Environment informed the Committee that she would forward the information to the Committee as soon as the data was available.

UNANIMOUSLY RESOLVED that the draft Annual Report, including the Second Year Progress Report on the Corporate Strategy, be received.

10. CARMARTHENSHIRE RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP)

[Note: Councillors A. James, K. Broom, A. Davies and D. Phillips, declared a personal interest but remained seated throughout the consideration of this item].

The Committee considered a report on the Carmarthenshire Rights of Way Improvement Plan (ROWIP) which provided the Committee with the progress on the revision and amendments proposed to the existing ten year policy document – Carmarthenshire ROWIP 2007-2017.

The Committee noted that Carmarthenshire's ROWIP 2007-2017 was published in 2007 and therefore required a review. Furthermore, in order to comply with statutory requirements and with the relevant guidance, publication of a revised ROWIP for the County should be achieved by January 2018.

The following observations/questions were raised on the report:-

- It was raised that National Resources Wales utilise cameras whilst walking routes and coastal paths in order to be able to gain information. The Head of Transportation and Highways stated that he was aware that cameras had been utilised to survey routes and added that the Department was keen to exploit the use of technology. For example drone surveys could be used to assist in future.
- In response to a query raised, the Head of Transportation and Highways informed the Committee that Officers would investigate any obstructions to Right of Way. However, there was currently a back log of cases involving obstructions which can involve a lengthy legal processes to resolve.

UNANIMOUSLY RESOLVED to note the progress on the Carmarthenshire rights of Way Improvement Plan (ROWIP).

11. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT

The Committee noted the non-submission of the Parking Strategy report. The Transportation and Highways Officer explained that due to the extensive nature of the review and the specialist external input and data analysis this report had been delayed and that the revised submission date was December 2017.

Resolved that:

11.1 The non-submission be noted;

11.2 The Parking Strategy report be presented to the Committee in December 2017.

12. FORTHCOMING ITEMS

Whilst considering the forthcoming items, the Chair asked that if there were any matters/areas/issues that Committee would like to see reported within the forthcoming reports, to raise it within this Agenda item.

RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting to be held on Friday, 17th November, 2017 be noted.

13. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 21ST APRIL 2017

RESOLVED that the minutes of the Environment and Public Protection Scrutiny Committee held on the 21st April, 2017 be signed as a correct record.

CHAIR

DATE

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