

EXECUTIVE BOARD

MONDAY, 1ST APRIL, 2019

PRESENT: Councillor E. Dole [Chair]

Councillors:

C.A. Campbell, G. Davies, H.A.L. Evans, L.D. Evans, P. Hughes-Griffiths, D.M. Jenkins, L.M. Stephens and J. Tremlett

Also in attendance as observers:

Councillors J.M. Charles and D.M. Cundy.

The following Officers were in attendance:

Mr M. James	-	Chief Executive
Mr C. Moore	-	Director of Corporate Services
Mr J. Morgan	-	Director of Community Services
Mr G. Morgans	-	Director of Education & Children
Mr P. Thomas	-	Assistant Chief Executive
Ms L. Rees-Jones	-	Head of Administration & Law
Mr S. Pilliner	-	Head of Transportation & Highways
Ms G. Ayers	-	Corporate Policy & Partnership Manager
Ms D. Hockenhull	-	Media & Marketing Manager
Mr I. Llewelyn	-	Forward Planning Manager
Mrs M. Evans Thomas	-	Principal Democratic Services Officer

Chamber, County Hall, Carmarthen : 10.00 a.m. – 10.35 a.m.

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor P.M. Hughes.

2. DECLARATIONS OF PERSONAL INTEREST

Councillor	Minute Number	Nature of Interest
G. Davies	14 – Appointment of Local Authority Governor	He is the Chair of Governors at Brynamman School

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 4TH MARCH, 2019.

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 4th March, 2019 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

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

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. REVENUE BUDGET MONITORING REPORT

The Executive Board considered the revenue budget monitoring report which provided an update on the latest budgetary position as at the 31st December, 2018 in respect of 2018/19.

Overall, the report forecast an end of year overspend of £398k on the Authority's net revenue budget with an overspend at departmental level of £2,342k. The most significant pressure points were within Education and Children's Services.

UNANIMOUSLY RESOLVED that the budget monitoring report be received.

7. CAPITAL PROGRAMME 2018-19 UPDATE

The Executive Board considered a report which provided an update on the capital programme spend against the budget for 2018/19 as at the 31st December, 2018.

It was noted that the capital programme indicated a net spend of £52,455k compared with a working net budget of £54,105k giving a £-1,650k variance.

The net budget had been re-profiled, with a further £0.692m from 2018/19 slipped to future years to take account of updated spend profile information and the budget slippage from 2017/18 was also included.

UNANIMOUSLY RESOLVED that the capital programme budget monitoring update report, as detailed in Appendix A and B, be received.

8. PURCHASE OF ADDITIONAL LEAVE

The Authority is committed to supporting its employees and promoting their health and wellbeing. The Purchase of Additional Leave Policy has been designed to complement the existing range of supportive policies and benefits available to employees, by allowing individuals to request to purchase additional annual leave.

The policy would assist employees in balancing work and home life by providing greater flexibility in respect of planned time off work and may contribute to a reduction in levels of sickness absence as experienced by other Local Authorities who have implemented such a policy.

Existing policies such as job share, part-time working and unpaid leave provisions may not be appropriate for some members of staff, therefore, the option to purchase additional annual leave may offer a more suitable option. The policy does not replace or restrict the discretion of line manager to grant unpaid leave in line with the Time Off Policy.

UNANIMOUSLY RESOLVED that the Purchase of Additional Leave Policy and the introduction of a Purchase of Additional Leave scheme be approved.

9. SUPPLEMENTARY PLANNING GUIDANCE WIND AND SOLAR ENERGY AND DRAFT HIGHWAYS DESIGN GUIDE - ADOPTED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN

The Executive Board considered a report which provided details of two Supplementary Planning Guidance (SPG) documents which had been prepared to support and elaborate upon the policies and provisions of the adopted Carmarthenshire Local Development Plan (LDP).

The draft Wind and Solar Energy SPG provided more detailed guidance for facilitating the development of renewable energy schemes, focusing in particular on wind and solar energy. The SPG provided general guidance for onshore wind and solar energy applications on issues such as pre-applications, Environmental Impact Assessment, Habitat Regulations Assessment, grid connection, community energy, community benefits, agricultural land, ecological considerations, mitigation and enhancement. The draft SPG was published for public consultation during the period 23rd August to 5th October 2018. Six responses were received, the details of which were included in the report.

The draft Highways Design Guide SPG will replace the existing Highway Design Guidance which dated back to 1997 and since that time there have been a number of important changes to local and national policy as well as new design templates. The new Highways Design Guide ensures that the guidance is accurate and up to date with current legal and policy guidance. It also ensures that developers or interested parties are fully informed on the expectations for the design of highway infrastructure for development in the county. The preparation and adoption of the guidance as SPG will assist developers, designers and other professionals in understanding the highways requirements for new development and will assist in the determination of proposals as they emerge. It seeks to encourage developers to create highway layouts which have a distinctive character in their built environment and landscaping whilst applying design standards which will achieve safe, sustainable provision for all users. It was intended that the guide would be a key reference document to be cited when determining highways responses to planning consultations.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL

- 9.1 that the responses to the consultation exercise be noted and the draft Wind and Solar Energy SPG be approved and adopted, subject to the conditions as detailed in the report;**
- 9.2 that the draft Highways Design Guide SPG be published for formal public consultation for a six week period;**
- 9.3 that delegated authority be granted to the Head of Planning to correct typographical, cartographical or grammatical errors and to make amendments in order to enhance accuracy and clarity of meaning.**

10. DATA PROTECTION POLICY

The Executive Board was advised that in May 2018, along with the General Data Protection Regulation (GDPR), the new Data Protection Act 2018 (DPA) came into force in the UK, replacing the provisions of the previous Data Protection Act 1998.

The GDPR effectively prohibits the processing of sensitive personal data and criminal convictions data, unless certain conditions are met.

The DPA includes supplementary provisions which provide exemptions from these restrictions in the GDPR. However, to rely on these provisions and lawfully process this type of personal information, the DPA notes that the Council must have in place an appropriate policy document which explains:-

- How the Council complies with the six data protection principles; and
- The Council's policies for the retention and erasure of personal data processed under these conditions.

The Data Protection Policy addresses these additional requirements and in order to comply with these requirements, it was

UNANIMOUSLY RESOLVED that the Data Protection Policy be endorsed.

11. RECORDS MANAGEMENT POLICY

The Executive Board was advised of the requirement to have a clear and robust policy in place around the management of the Council's records, in order to meet legal requirements and standards. The Records Management Policy sets out the roles and responsibilities for managing records, in any format, and stored in any media within the Council. The policy also aims to ensure that all Council employees understand what they must do to protect and manage records effectively, efficiently and economically.

UNANIMOUSLY RESOLVED that the Records Management Policy be endorsed.

12. COMMUNITY COUNCIL L.E.D. LIGHTING PROPOSAL

There are approximately 20,000 street lighting units along our highways within Carmarthenshire which are owned and maintained by the Public Lighting Team within the Environment Directorate. There are a further 4900 community lights in Town and Community Council areas which are owned by the respective Councils. These community lights are maintained under agreement by the Public Lighting Team wherein Town and Community Councils are charged annually for energy consumption and maintenance.

The Public Lighting Team have been upgrading our street lighting units from sodium lamp until to L.E.D. lighting units. This conversion programme was introduced to provide efficiencies as the L.E.D. lighting is more energy efficient and provides improved performance with a whiter light. It is also anticipated that it will require less future maintenance.

Of the 4900 community lighting stock, 4357 still have sodium lamps which lack the energy efficiency of the L.E.D. units. There is one supplier of sodium lamps who have given notice that they will stop taking orders after July 2019. Sodium lamps

therefore have a finite life and Town and Community Councils will need to replace all 4357 lamps in the coming years.

Carmarthenshire County Council is in a position to lead a project for this based on our own street lighting replacement programme. This will contribute towards being a more energy efficient County, it will improve the quality of community lighting and assist Town and Community Councils in an otherwise difficult situation. It was therefore proposed that the County Council act as budget holder to roll forward the programme with an agreement from the Town and Community Councils that they would pay back the costs over an 8 year timeframe raised from their own precepts.

UNANIMOUSLY RESOLVED that the Community Council L.E.D. Lighting project be approved.

13. PUBLIC SERVICES OMBUDSMAN FOR WALES ANNUAL LETTER FOR 2017/18

The Board considered the Public Services Ombudsman for Wales' Annual Letter for 2017/18. The letter was accompanied by a factsheet with accompanying data, which assists the Authority in reviewing performance.

Reference was made to the fact that it was a positive report and it was pleasing to note that the number of complaints received by the Ombudsman concerning Carmarthenshire has decreased significantly in the past year by 43% from 44 to 25. Complaints regarding Planning and Building Control had also decreased significantly from 16 to 6.

UNANIMOUSLY RESOLVED that the Public Services Ombudsman for Wales' Annual Letter for 2017-18 be received.

14. APPOINTMENT OF L.A. GOVERNOR

[NOTE: Councillor G. Davies, having earlier declared an interest in this item, left the meeting prior to the consideration and determination thereof.]

The Board was advised that, in accordance with the Local Authority's appointment policy for LA Governors, where LA Governor vacancies exist or are due to arise, nominations are invited from the Governing Body Chairperson, the Headteacher and the local Elected Member. Subsequently, all nominations are considered by the Executive Board Member for Education & Children, who makes the appointments.

Councillor Glynog Davies is the local Elected Member and is also the current Chair of Governors at Brynamman School. It would not, therefore, be appropriate for Councillor Davies to consider the nomination for a vacancy for a LA Governor at Brynamman School, in his role as Executive Board Member for Education & Children.

UNANIMOUSLY RESOLVED that Mr M. Morgans be re-appointed to the Governing Body of Brynamman School.

CHAIR

DATE