Document Pack

Cyngor Sir Gâr
Carmarthenshire
County Council

sirgar.llyw.cymru
carmarthenshire.gov.wales

WEDNESDAY, 11 MARCH 2020

TO: ALL MEMBERS OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN,** AT **10.00 AM** ON **WEDNESDAY, 18TH MARCH, 2020** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

PLEASE RECYCLE

Democratic Officer:	**Martin S. Davies**
Telephone (Direct Line):	**01267 224059**
E-Mail:	**MSDavies@carmarthenshire.gov.uk**

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

POLICY & RESOURCES SCRUTINY COMMITTEE
13 MEMBERS

PLAID CYMRU GROUP – 6 MEMBERS

1.	**Councillor**	**Kim Broom**
2.	**Councillor**	**Handel Davies**
3.	**Councillor**	**Ken Howell**
4.	**Councillor**	**Gareth John (Vice-Chair)**
5.	**Councillor**	**Carys Jones**
6.	**Councillor**	**Elwyn Williams**

LABOUR GROUP – 3 MEMBERS

1.	**Councillor**	**Deryk Cundy**
2.	**Councillor**	**Kevin Madge**
3.	**Councillor**	**John Prosser**

INDEPENDENT GROUP – 3 MEMBERS

1.	**Councillor**	**Sue Allen**
2.	**Councillor**	**Arwel Davies**
3.	**Councillor**	**Giles Morgan (Chair)**

NEW INDEPENDENT GROUP – 1 MEMBER

1.	**Councillor**	**Jeff Edmunds**

AGENDA

1.	APOLOGIES FOR ABSENCE.	
2.	DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM.	
3.	PUBLIC QUESTIONS (NONE RECEIVED).	
4.	REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20.	5 - 40
5.	QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL 2019 TO 31ST DECEMBER 2019.	41 - 58
6.	BRING YOUR OWN DEVICE (BYOD) POLICY.	59 - 70
7.	CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - NOVEMBER 2019.	71 - 86
8.	EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT.	87 - 88
9.	POLICY & RESOURCES SCRUTINY COMMITTEE ACTIONS AND REFERRALS UPDATE.	89 - 96
10.	FORTHCOMING ITEMS.	97 - 110
11.	TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 27TH JANUARY 2020.	111 - 116

This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE
18TH MARCH 2020

REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20

To consider and comment on the following issues:

- That Scrutiny receives the Authority's Corporate Budget Monitoring Report, the Chief Executive and Corporate Services departmental reports and the Savings Monitoring report and considers the budgetary position.

Reasons:

- To provide the Committee with an update on the latest budgetary position, as at 31st December 2019, in respect of 2019/20.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holders:

- Cllr. Emlyn Dole (Leader)
- Cllr. Mair Stephens (Deputy Leader)
- Cllr. David Jenkins (Resources)
- Cllr. Cefin Campbell (Communities and Rural Affairs)

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

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
18TH MARCH 2020

REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20

The Financial Monitoring report is presented as follows:

Revenue Budgets
Appendix A – Authority Corporate Budget Monitoring report
Overall, the monitoring report forecasts an end of year overspend of £2,750k on the Authority's net revenue budget with an overspend at departmental level of £4,055k. The most significant pressure points are within Education and Children's Services and the department needs to critically examine the current forecasted position.

Appendix B
Chief Executive and Corporate Services detailed variances for information purposes only.

Capital Budgets
Appendix C - Corporate Capital Programme Monitoring 2019/20
The total projected net expenditure for 2019/20 is £35.408m compared to the allocated net budget for the year of £34.547m, giving a £0.861m variance.

Appendix D
Details the main variances on agreed budgets.

Appendix E
Details a full list of Chief Executive and Regeneration schemes. There are no Corporate Services schemes.

Savings Report
Appendix F
The Savings Monitoring report.

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 Authority is forecasting an overspend of £2,750k.
Policy and Resources Services are projecting to be under the approved budget by £930k.

Capital
The capital programme shows an in-year variance of £0.861m against the 2019/20 approved budget which will be re-profiled across the future years of the capital programme.

Savings Report
The expectation is that at year end £192k of Managerial savings put forward for 2019/20 will not have been delivered. There were no Policy savings put forward.

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
2019/20 Budget	Corporate Services Department, County Hall, Carmarthen

This page is intentionally left blank

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

COUNCIL'S BUDGET MONITORING REPORT 2019/20

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

Table 1

Department	Forecasted for year to 31st March 2020								Dec 19 Forecasted Variance for Year	Oct 19 Forecasted Variance for Year
	Working Budget				Forecasted					
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	30,974	-13,396	-2,097	15,480	30,632	-13,352	-2,097	15,183	-298	-18
Communities	148,302	-61,284	10,718	97,736	149,257	-61,560	10,718	98,415	679	982
Corporate Services	78,254	-51,142	-1,216	25,896	80,951	-54,472	-1,216	25,263	-633	-686
Education & Children (incl. Schools)	171,168	-30,414	26,106	166,860	177,557	-32,866	26,106	170,797	3,937	4,082
Environment	115,826	-71,938	11,972	55,861	123,460	-79,203	11,972	56,230	369	675
Departmental Expenditure	**544,524**	**-228,173**	**45,483**	**361,834**	**561,857**	**-241,452**	**45,483**	**365,889**	**4,055**	**5,035**
Capital Charges/Interest/Corporate				-20,497				-21,897	-1,400	-1,200
Levies and Contributions:										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				9,838				9,838	0	0
Net Expenditure				**351,313**				**353,968**	**2,655**	**3,835**
Transfers to/from Departmental Reserves										
- Chief Executive				0				149	149	9
- Corporate Services				0				316	316	343
- Environment				0				-369	-369	-675
Net Budget				**351,313**				**354,063**	**2,750**	**3,512**

Chief Executive Department

Budget Monitoring - as at 31st December 2019

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget				Forecasted				Dec 19 Forecasted Variance for Year £'000	Oct 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000		
Chief Executive	495	0	-739	-244	832	-1	-739	92	336	334
People Management	4,337	-1,419	-2,457	461	5,137	-2,319	-2,457	361	-100	-20
ICT & Corporate Policy	5,620	-941	-4,709	-30	5,416	-901	-4,709	-194	-165	-125
Admin and Law	4,170	-804	735	4,101	4,062	-775	735	4,022	-79	-37
Marketing & Media	2,853	-863	-1,498	493	2,466	-501	-1,498	467	-25	21
Statutory Services	1,269	-295	341	1,315	1,387	-518	341	1,210	-105	-123
Regeneration	12,229	-9,074	6,230	9,384	11,332	-8,336	6,230	9,225	-159	-68
GRAND TOTAL	**30,974**	**-13,396**	**-2,097**	**15,480**	**30,632**	**-13,352**	**-2,097**	**15,183**	**-298**	**-18**

Chief Executive Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Chief Executive							
Corporate Savings Target	-339	0	0	0	**339**	£290k Corporate Health & Safety efficiency proposal not yet implemented; £49k standby efficiency less than originally proposed.	**339**
People Management							
Business & Projects Support	268	0	258	0	**-10**	Savings on supplies & Services	**-16**
Payroll	665	-342	618	-334	**-40**	Savings on supplies & Services	**-2**
People Services – HR	1,036	-236	1,019	-240	**-21**	Part year vacant post. Estimated to be filled in February 2020	**-9**
Employee Well-being	699	-290	681	-297	**-25**	Part year vacant post. Estimated to be filled in February 2020	**-2**
DBS Checks	122	0	101	-3	**-23**	Less DBS checks undertaken than budgeted for	**-0**
Assessment Centre Training	0	0	16	0	**16**	Unused assessment credits	**6**
ICT & Corporate Policy							
Information Technology	4,581	-864	4,506	-816	**-27**	A few posts temporarily vacant during year	**-28**
Welsh Language	180	-10	115	-9	**-64**	Vacant Post pending section review	**-40**
Chief Executive-Policy	829	-67	726	-31	**-68**	Part year vacant posts pending section review	**-49**
Admin and Law							
Democratic Services	1,836	-256	1,744	-289	**-124**	Members time recharged to HRA greater than budgeted (£33k), savings on members allowances (£46k), savings on supplies & services inc printing and telephones (£45k)	**-104**
Land Charges	151	-294	114	-234	**22**	Reduction in income due to housing market fluctuations	**18**
Legal Services	1,637	-254	1,635	-228	**24**	Additional responsibility allowance and re-grading not budgeted for	**36**
Marketing & Media							
Marketing and Media	594	-368	371	-37	**108**	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (eg. ERW £80k). Looking at alternative potential partnership arrangements.	**120**
Translation	522	-35	491	-32	**-28**	Part year vacant posts pending divisional realignment	**-35**
Customer Services Centres	1,104	-336	1,012	-336	**-92**	Part year vacant posts pending divisional realignment	**-42**
Marketing Tourism Development	343	-1	329	-2	**-15**	Part year vacant posts pending divisional realignment	**-25**
Events	49	-28	76	-31	**23**	Overspend on activities managed against underspends elsewhere within the division.	**-0**
Yr Hwb - Llanelli a Rhydamman	162	-90	114	-58	**-16**	Savings generated due to unpaid leave being taken	**2**

Chief Executive Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Statutory Services							
Registration Of Electors	163	-2	163	-31	**-29**	In year contribution from the Cabinet Office towards individual electoral registration costs (£31k)	**-20**
Registrars	418	-293	517	-403	**-11**	Increase in statutory fees in February 2019 has resulted in increased income, some of the additional income to be utilised to complete certain digitisation projects in the current financial year.	**-40**
Coroners	401	0	373	0	**-28**	Lower demand on service in year	**-25**
Electoral Services - Staff	279	0	242	0	**-37**	A few posts temporarily vacant during year. Not yet filled	**-37**
Regeneration & Property							
Regeneration Management	319	0	283	0	**-35**	Staff time rechargeable to City Deal project	**-27**
Property and Major Projects	1,176	-42	1,114	-48	**-69**	Post vacant during year. Post to be filled in next financial year.	**-47**
Commercial Properties	31	-521	86	-680	**-104**	High Occupancy Levels resulting in additional income	**-147**
Provision Markets	566	-638	566	-576	**62**	Reduction in Lettings income due to market forces impacting rates achievable.	**61**
Net Zero Carbon Local Authority	0	0	23	0	**23**	Costs associated with the authority's commitment to reduce carbon in the forthcoming years	**27**
Industrial Premises	529	-1,567	441	-1,614	**-135**	High Occupancy Levels resulting in additional income	**-110**
County Farms	73	-329	12	-329	**-62**	All properties let during year so no holding costs incurred. Very little R&M required during year	**-0**
Livestock Markets	58	-205	19	-16	**149**	Anticipated shortfall in income collected at Nant Y Ci Mart	**149**
Other					0		29
Grand Total					**-298**		**-18**

Department for Communities

Budget Monitoring - as at 31st December 2019

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget				Forecasted				Dec 19 Forecasted Variance for Year £'000	Oct 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000		
Adult Services										
Older People	57,700	-24,149	2,658	36,209	58,998	-24,933	2,658	36,724	514	784
Physical Disabilities	7,881	-1,751	204	6,334	7,998	-1,752	204	6,451	116	120
Learning Disabilities	38,793	-9,537	1,294	30,549	38,464	-9,164	1,294	30,594	44	25
Mental Health	9,524	-3,793	237	5,968	9,617	-3,870	237	5,985	17	32
Support	6,871	-4,865	1,009	3,015	6,787	-4,765	1,009	3,031	16	26
Homes & Safer Communities										
Public Protection	3,170	-974	588	2,784	2,987	-774	588	2,801	17	-7
Council Fund Housing	9,098	-7,964	243	1,377	9,474	-8,386	243	1,331	-46	4
Leisure & Recreation										
Leisure & Recreation	15,265	-8,251	4,485	11,500	14,931	-7,916	4,485	11,500	0	-0
GRAND TOTAL	**148,302**	**-61,284**	**10,718**	**97,736**	**149,257**	**-61,560**	**10,718**	**98,415**	**679**	**982**

Department for Communities - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People							
Older People - LA Homes	7,620	-4,767	7,958	-5,033	73	Additional cost due to higher dependency levels/increased occupancy rates/use of agency staff to meet statutory duty. Review currently being undertaken in relation to Residential Care future staffing levels. Grant funding for Winter Pressures mitigates this in this financial year	228
Older People - Private/ Vol Homes	22,699	-13,064	23,429	-13,588	207	Performance data shows increased demographic pressure on demand in line with national information that shows a year on year increase in Older People of 3.4%pa. Preventative work continues to be reviewed to mitigate the effects of this.	213
Older People - Extra Care	759	0	825	0	65	Cwm Aur contract - savings proposals in previous years only partially delivered	65
Older People - Private Home Care	8,338	-2,473	8,598	-2,617	117	There has been a significant increase in demand for domiciliary care that has only been partly offset by a fall in residential care placements. There is significant departmental work to monitor and manage demand by audit assessment practice and by continuing to promote independent living through Integrated Care Fund initiatives such as Releasing Time to Care resulting in lower demand eg for double handed care packages. We are currently reviewing whether this initiative requires additional resources to yield the necessary financial savings	142
Physical Disabilities							
Phys Dis - Commissioning & OT Services	613	-108	537	-109	-77	Vacancies within the Occupational Therapy Team: 2FTE Senior Practitioner; 1.5FTE Occupational Therapy Assistant; 1FTE Occupational Therapist offset by payments for Rotational Occupation Therapy from Hywel Dda	-68
Phys Dis - Direct Payments	2,485	-566	2,637	-566	152	Increase in take up of DP related to right of service user to request as alternative to regulated provision	150
Learning Disabilities							
Learn Dis - Employment & Training	1,299	-194	1,307	-128	73	Overspend on staffing in Coleshill Day Centre £30k due to complexity of clients. Proposal 'Collaboration with social enterprise for craft / Reprovision of a day centre / transport' is likely to be deliver full year savings in 2020-2021	72
Learn Dis - Transition Service	589	0	523	0	-66	Staff underspend re maternity leave, postholder working reduced hours in a full time post, recruitment underway for Community Connector posts	-41
Other Variances - Adult Services					164		224

Department for Communities - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Homes & Safer Communities							
Public Protection							
PP Management support	101	-8	87	-8	-13	Underspend on office admin, postages and photocopying	-6
PP Business Support unit	149	0	124	0	-25	Vacant post and unutilised Training budget	-22
Noise Control	209	0	193	0	-16	Vacant post and unutilised IT Maint	1
Air Pollution	124	-35	93	-18	-14	Vacant post	-13
Animal Welfare	80	-82	60	-49	12	Underachievement of Licence fees	14
Dog Wardens	96	-28	107	-20	18	Long term Vehicle hire overspend and underachievement of income	36
Food Safety & Communicable Diseases	481	-38	399	7	-37	Underspend due to two vacant post - part year	-38
Trading Standards Services Management	117	-38	127	-37	11	Underachievement of Licence fees	0
Fair Trading	143	-64	138	-3	56	Underachievement of fees income	55
Financial Investigator	30	-165	28	-125	39	Underachievement of fees income due to the profile of timing of receipts being difficult to predict due to the nature of the cases.	-0
Other Variances - Public Protection					-13		-36
Council Fund Housing							
Independent Living and Affordable Homes	104	-45	63	-45	-41	Underspends on supplies and services	-24
Home Improvement (Non HRA)	691	-297	628	-271	-37	Two vacant posts	9
Landlord Incentive	13	-10	40	-11	27	Overspend on Premises maintenance	-0
Homelessness	156	-66	189	-60	38	Overspend relates to provision of bond/prevention payments in private sector	-0
Temporary Accommodation	492	-106	819	-469	-36	Improved income due to being more proactive recovering debt	-0
Other Variances - Council Fund Housing					3		20
Leisure & Recreation							
Millenium Coastal Park	221	-105	223	-134	-27	One off Compensation income from Welsh Water	-27
Pendine Outdoor Education Centre	500	-333	419	-287	-35	Forecast reduction in Instructor hours to budget based on confirmed bookings	-43
Pembrey Ski Slope	344	-350	350	-324	33	Forecasting lower sales volumes in income to budget	9
Carmarthen Leisure Centre	1,604	-1,606	1,538	-1,474	66	Forecasting lower sales volumes in income to budget	57
St Clears Leisure Centre	141	-41	151	-40	10	Design fee costs to support Capital funding bid not budgeted	12
Amman Valley Leisure Centre	882	-707	842	-726	-59	Forecasting higher sales volumes in income to budget	-52

Department for Communities - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Outdoor Recreation - Staffing costs	255	0	297	-2	40	Operational staffing and Agency costs linked to long term sickness and implementation of restructure. This variance is likely to reduce once fully implemented	45
Museums General	182	0	200	0	19	Unable to achieve vacancy factor	18
Arts General	39	0	5	0	-35	Vacant post being held pending Service review	-34
St Clears Craft Centre	151	-88	150	-60	28	Forecast shortfall in income to budget in respect of the in-house catering facility	24
Laugharne Boathouse	147	-109	183	-123	22	Forecast overspend in casual Customer Service Assistant posts	15
Oriel Myrddin CCC	108	0	118	0	10	Backdated NNDR costs £6k and Internal Design fees £4k supporting ACW grant bid	10
Motor Sports Centre - Pembrey	0	-82	0	-99	-17	Backdated income from renegotiated lease not budgeted	0
Leisure Management	379	0	337	0	-42	Vacant posts being held pending Service review	-40
Other Variance - Leisure & Recreation					-13		5
Grand Total					**679**		**982**

Corporate Services Department

Budget Monitoring - as at 31st December 2019

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget				Forecasted				Dec 19 Forecasted Variance for Year £'000	Oct 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000		
Financial Services	4,555	-2,134	-2,360	61	4,302	-2,069	-2,360	-127	-188	-261
Revenues & Financial Compliance	4,842	-1,711	-2,129	1,002	4,526	-1,607	-2,129	791	-211	-216
Other Services	68,857	-47,297	3,272	24,833	72,123	-50,796	3,272	24,600	-233	-209
GRAND TOTAL	**78,254**	**-51,142**	**-1,216**	**25,896**	**80,951**	**-54,472**	**-1,216**	**25,263**	**-633**	**-686**

Corporate Services Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Financial Services							
Chief Officer	348	-61	323	-61	-26	Additional £35k income from arrangement to act as S151 officer for Mid and West Wales Fire	-48
Accountancy	1,721	-430	1,554	-423	-160	Number of vacant posts currently in the section	-168
Treasury and Pension Investment Section	251	-178	217	-178	-34	Vacant post for 6 months and 3 staff members currently at lower points of the salary scale.	-27
Payments	519	-74	537	-71	21	Additional Forensic analysis software (£36k)	-22
Revenues & Financial Compliance							
Procurement	533	-33	485	-33	-47	Vacant Procurement manager post	-71
Audit	592	-19	573	-19	-19	A few posts temporarily vacant during year	-15
Local Taxation	927	-735	887	-738	-43	A few posts temporarily vacant during year	-31
Housing Benefits Admin	1,637	-751	1,478	-701	-109	Number of vacant posts during the year. Majority of officers also currently on the lower points of their grade.	-113
Other Services							
Audit Fees	310	-90	291	-88	-17	A proportion of audit fees chargeable directly to grants	-17
Miscellaneous Services	5,481	-117	5,973	-807	-199	Reduction in pre LGR pension costs	-190
Other Variances					0		16
Grand Total					**-633**		**-686**

Department for Education & Children

Budget Monitoring - as at 31st December 2019

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget				Forecasted				Dec 19 Forecasted Variance for Year £'000	Oct 19 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000		
Schools Delegated Budgets	**119,441**	**-10,730**	**0**	**108,711**	**122,641**	**-10,730**	**0**	**111,911**	**3,200**	**3,000**
Director & Strategic Management	1,499	0	-94	1,405	1,466	0	-94	1,372	-33	-28
Education Services Division	7,974	-2,025	20,364	26,313	8,630	-1,949	20,364	27,045	732	967
Access to Education	8,822	-5,948	2,167	5,041	8,815	-5,856	2,167	5,126	85	153
School Improvement	3,466	-1,460	463	2,469	3,646	-1,657	463	2,452	-17	-11
Curriculum & Wellbeing	6,334	-4,609	585	2,310	7,035	-5,165	585	2,455	145	122
Children's Services	23,631	-5,642	2,621	20,610	25,324	-7,510	2,621	20,435	-175	-120
TOTAL excluding schools	**51,726**	**-19,684**	**26,106**	**58,149**	**54,915**	**-22,136**	**26,106**	**58,886**	**737**	**1,082**
GRAND TOTAL	**171,168**	**-30,414**	**26,106**	**166,860**	**177,557**	**-32,866**	**26,106**	**170,797**	**3,937**	**4,082**

Department for Education & Children - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Schools Delegated Budgets							
Primary Schools	63,639	-7,387	65,039	-7,387	1,400	Based on schools' working budgets received for 2019/20. Deficit budget submissions are included subject to approval of recovery plans by LA	1,200
Secondary Schools	51,893	-3,297	53,193	-3,297	1,300		1,400
Special Schools	3,910	-46	4,410	-46	500		400
Director & Strategic Management							
Business Support	387	0	357	0	-30	Part year vacant posts £22k - assumed 1 remaining vacant post will be filled from February onwards. Supplies & services savings £8k	-28
Education Services Division							
School Expenditure not currently delegated	101	0	125	28	53	Closing balances from 2 primary schools closed April 2019	53
School Redundancy & EVR	2,013	0	2,095	30	112	Forecast based on business cases approved to date. Schools are supported and challenged on staffing structure proposals	86
Early Years Non-Maintained Provision	424	-64	352	-23	-31	Underspend due to fewer children taking places in non-maintained settings, as wells as changes due to WG childcare offer.	-10
Special Educational Needs	3,059	-1,679	3,386	-1,569	437	Forecast based on existing known commitments. Demand for Teaching Assistant support has increased. A reduction in the number of pupils from other counties has resulted in a reduction in the level of income.	676
Education Other Than At School (EOTAS)	2,001	-283	2,297	-410	168	Increasing demand from schools for alternative provision £96k and an increase in home tuition £72k	166
Access to Education							
School Admissions	253	0	223	0	-30	Part year staff vacancies following re-structure of the section	-29
School Modernisation	108	-1	242	-19	115	School transport recharges from school reorganisations £22k; Premises costs relating to closed schools £93k	105
School Improvement							
School Effectiveness Support Services	252	-42	265	-40	17	Overspend forecast in relation to Neuadd y Gwendraeth costs, which are more accurately reflected in December return	-12
National Model for School Improvement	1,186	-59	1,257	-173	-43	Underspend due to late commencement of staff into vacant posts and maximisation of Education Improvement Grant (EIG)	-9

Department for Education & Children - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Curriculum and Wellbeing							
Music Services for Schools	871	-770	1,232	-917	214	Slow progress with staff restructuring, which has been affected by a delay in the ongoing redundancy process and therefore an increased staffing forecast from the previous report to year end. Also, full cost of projects & activities now being committed more accurately in December return.	166
Youth Offending & Prevention Service	1,972	-1,112	2,021	-1,207	-46	Maximisation of grants to release core budget	-34
School Information Systems	229	-28	210	-29	-20	Part year vacant post that is currently being recruited to.	-12
Children's Services							
Commissioning and Social Work	6,852	-79	6,725	-147	-195	Underspend in relation to part year vacant posts and maximisation of grant income. The level of both vacancies and grant income has increased. In addition, legal costs were over-estimated in October report and are now more accurately forecast.	58
Fostering Services & Support	3,858	0	3,989	-188	-57	Part year vacant posts and maximisation of grants to release core budget £40k, Also, more cost effective recruitment of Foster Carers and tight controls in place on additional miscellaneous payments made to Foster Carers £17k	-93
Adoption Services	773	-260	957	-467	-23	Maximisation of external income to release core budget	-8
Out of County Placements (CS)	657	0	694	-7	30	Additional £30k commitment included in December return in relation to potential costs to be incurred by end of the financial year	-3
Garreglwyd Residential Unit	586	-166	616	-61	136	Following dispute with Hywel Dda Health Board over payment of historic invoices, part payment resulting in possible under recovery of £84k is being reflected. Remainder of overspend due mainly to increased support needed for young people with complex needs £52k. Ongoing discussions with Health Board could secure additional contribution towards these current year costs.	78
Childcare	484	-187	456	-187	-28	Additional in year grants awarded from Welsh Government supporting priorities the service had already identified and have staff working on.	-26
Children's/Family Centres and Playgroups	316	-61	768	-461	53	Overspends forecast on Children Centres, which are heavily reliant on grant funding. There could be further grant money available to cover these overspends, but not confirmed at this stage and therefore not committed	10
Families First Grant	1,260	-1,056	1,232	-1,074	-46	Additional in year grants awarded from Welsh Government supporting priorities the service had already identified and have staff working on.	-15
Family Aide Services	168	0	282	-188	-74	Part year vacant posts following restructure and setting up of new Step Up Step Down Family Intervention Team.	-76

Department for Education & Children - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
School Safeguarding & Attendance	221	0	387	-190	-24	Part year vacant posts following service restructure	-21
Other Variances					48		61
Grand Total					**3,937**		**4,082**

Environment Department

Budget Monitoring - as at 31st December 2019

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget				Forecasted				Dec 19 Forecasted Variance for Year £'000	Oct 19 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		
Buisness Support & Performance	15	-96	146	65	-39	-79	146	28	-37	-31
Waste & Environmental Services	24,262	-4,502	1,264	21,025	23,948	-4,168	1,264	21,044	19	115
Highways & Transportation	51,225	-30,881	9,672	30,015	51,259	-30,835	9,672	30,096	80	158
Property	36,160	-34,105	606	2,662	43,880	-41,842	606	2,644	-18	25
Planning	4,165	-2,354	284	2,094	4,413	-2,278	284	2,418	324	407
GRAND TOTAL	**115,826**	**-71,938**	**11,972**	**55,861**	**123,460**	**-79,203**	**11,972**	**56,230**	**369**	**675**

Environment Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Business Support & Performance							
Business Support	-159	-36	-215	-35	**-55**	Posts budgeted at top of scale but majority are not at the top of scale yet; a few temporary vacant posts estimated during the year.	**-48**
Departmental - Core	58	0	73	0	**15**	Health and wellbeing co-ordinators	**15**
Waste & Environmental Services							
SAB - Sustainable Drainage approval Body Unit	114	-110	113	-20	**88**	Anticipated income not expected to materialise based on current income trends - Dependent on number of submissions and market buoyancy of development projects	**70**
Public Conveniences	571	-12	497	-9	**-71**	Capital repayment element deducted from Danfo final quarter cost due to end of contract term. New contract will be cleansing & management only.	**-83**
Cleansing Service	2,397	-115	2,450	-111	**56**	The service cost comprises plant and resource and tipping charges for disposal of waste we collect. The current overspend reflects the current resource levels and increased cost of disposal of collected waste. In order to address the budget position it will mean reviewing the service. This work is underway but will not be complete before the end of the financial year.	**63**
Waste Services	15,408	-1,293	15,310	-1,312	**-117**	The projected underspend reflects the net effect of the policies adopted at the household waste recycling centres and at the kerbside in the diversion of some waste from the black bags stream to the recycling and food waste streams.	**0**
Green Waste Collection	496	-336	427	-210	**56**	The green waste collection service is not yet self-financing. We did not anticipate to break even this financial year, as per the original business plan, but we are on track with growing the service as anticipated, with a view to being break even in future years. A third vehicle has now been introduced to cater for potential additional customers.	**56**
Landfill sites	0	0	20	0	**20**	Penycoed landfill feasibility and design costs	**8**

Environment Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Highways & Transportation							
Transport Strategic Planning	351	0	286	0	-65	Staff time reclaimed from grants plus staff cost saving	-18
School Transport	10,984	-1,102	11,426	-1,264	279	The overspend is mainly due to an increase in the number of Additional Learning Needs pupils transported to Special schools. In addition a number of recent appeals have been successful as well as increased contractor costs, diminishing market supply and increased minimum wage.	297
Traffic Management	529	-40	560	-226	-156	Net increased income of £110k from Traffic Regulation Orders; savings of £46k from two vacant posts	-130
Car Parks	2,187	-3,228	1,717	-2,658	100	Reduction in income due to temporary loss of spaces at St Peter's Car Park and a general reduction in Parking Fees income. Reduction in Penalty Charge Notices income due to vacant Civil Enforcement Officers posts which are currently being recruited.	92
Nant y Ci Park & Ride	79	-32	103	-38	19	Increased maintenance costs	20
Tour of Britain - Environment	0	0	28	0	28	Cost of Women's Tour of Britain in June 2019	25
Road Safety	178	0	153	-1	-26	Vacant post - Road Safety Manager which is currently being recruited and also a recent temporary vacancy has arisen within the Road Safety Unit. A proportion of staff time is recharged to the Road Safety Revenue Grant.	-26
School Crossing Patrols	116	0	135	0	19	The school crossing patrols section has reviewed all patrols to identify where there is no requirement to provide them according to the National Safety criteria. Vacancies that arise in the sites that do not require school crossing patrols will not be filled as and when they become vacant.	18
Bridge Maintenance	781	0	741	-5	-45	vacant posts - Principle Engineer on hold until April 2020 and Structures Engineer post vacant for part year hoping to fill by February 2020	-41
Street Works and Highway Adoptions	416	-357	412	-430	-76	Additional income from highway adoption agreements	-82
Property							
Property Design - Business Unit	2,693	-2,986	3,029	-3,350	-28	Additional income generated as a result of an increased workload.	-0

Environment Department - Budget Monitoring - as at 31st December 2019

Main Variances

POLICY & RESOURCES SCRUTINY 18th MARCH 2020

Division	Working Budget		Forecasted		Dec 19	Notes	Oct 19
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Planning							
Planning Admin Account	333	-14	786	-495	-29	A vacant post within the section will not be filled until the new financial year and a general reduction in supplies & services.	-4
Building Control - Other	181	-5	165	0	-11	Vacant posts not expected to be filled until April 2020 at the earliest	-12
Minerals	353	-225	306	-203	-25	More planning applications than predicted/envisaged	-4
Development Management	1,536	-1,274	1,475	-775	438	WG set planning fees, but across Wales there is recognition that full cost recovery of planning services will not be achieved from planning fees alone. Most LPAs only cover on average 60% of their costs of delivering the development management service through fees, and the last increase in fees was in 2015. WG expect that at least part of the Development Management function should be met by Local Authorities themselves – to encourage development to come forward. Currently Carmarthenshire's Development Management section is budgeted to fund 78% of its costs through fees generated, this is currently being reviewed. WG have committed to review fees, but there is no known timetable for this workstream.	446
Tywi Centre	34	-34	82	-96	-14	Projected surplus being generated from running training courses at the Tywi Centre	-21
Conservation	405	-22	398	-44	-28	Recharge income for Ecologist post not previously committed	-4
Other Variances					-4		40
Grand Total					369		675

APPENDIX B

Policy & Resources Scrutiny Report

Budget Monitoring as at 31st December 2019 - Detail Monitoring

Division	Working Budget				Forecasted				December 2019	Notes	October 2019
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Chief Executive											
Chief Executive-Chief Officer	253	0	-308	**-55**	253	0	-308	**-55**	**0**		**0**
Corporate Savings Target	-339	0	0	**-339**	0	0	0	**0**	**339**	£290k Corporate Health & Safety efficiency proposal not yet implemented; £49k standby efficiency less than originally proposed.	**339**
Chief Executive Business Support Unit	580	0	-439	**141**	577	-1	-439	**136**	**-5**		**-7**
The Guildhall Carmarthen	0	0	8	**8**	2	0	8	**10**	**2**		**3**
Chief Executive Total	**495**	**0**	**-739**	**-244**	**832**	**-1**	**-739**	**92**	**336**		**334**
People Management											
TIC Team	221	-57	40	**204**	221	-57	40	**203**	**-0**		**0**
Agile Working Project	2	0	36	**38**	2	0	36	**38**	**0**		**0**
SCWDP	637	-417	1	**221**	639	-419	1	**221**	**-0**		**-0**
Practice Placements	69	-67	0	**2**	70	-69	0	**2**	**0**		**0**
Business & Projects Support	268	0	-264	**4**	258	0	-264	**-5**	**-10**	Savings on supplies & Services	**-16**
Payroll	665	-342	-244	**80**	618	-334	-244	**40**	**-40**	Savings on supplies & Services	**-2**
People Services – HR	1,036	-236	-725	**76**	1,019	-240	-725	**54**	**-21**	Part year vacant post. Estimated to be filled in February 2020	**-9**
Employee Well-being	699	-290	-454	**-45**	681	-297	-454	**-70**	**-25**	Part year vacant post. Estimated to be filled in February 2020	**-2**
Organisational Development	493	-10	-461	**22**	571	-85	-461	**24**	**2**		**-1**
Employee Services – HR/Payroll Support	126	0	-388	**-262**	127	0	-388	**-261**	**1**		**3**
School Staff Absence Scheme	0	0	0	**0**	816	-816	0	**0**	**0**		**-0**
DBS Checks	122	0	0	**122**	101	-3	0	**98**	**-23**	Less DBS checks undertaken than budgeted for	**-0**
Assessment Centre Training	0	0	0	**0**	16	0	0	**16**	**16**	Unused assessment credits	**6**
People Management Total	**4,337**	**-1,419**	**-2,457**	**461**	**5,137**	**-2,319**	**-2,457**	**361**	**-100**		**-20**
ICT & Corporate Policy											
Information Technology	4,581	-864	-3,524	**193**	4,506	-816	-3,524	**165**	**-27**	A few posts temporarily vacant during year	**-28**
Welsh Language	180	-10	-171	**-1**	115	-9	-171	**-65**	**-64**	Vacant Post pending section review	**-40**
Chief Executive-Policy	829	-67	-1,014	**-252**	726	-31	-1,014	**-319**	**-68**	Part year vacant posts pending section review	**-49**
BREXIT	0	0	0	**0**	45	-45	0	**0**	**0**		**0**
Public Service Bodies	25	0	0	**25**	21	0	0	**21**	**-4**		**-6**
Armed Forces and Rememberance	5	0	0	**5**	3	0	0	**3**	**-2**		**-1**
Total ICT & Corporate Policy	**5,620**	**-941**	**-4,709**	**-30**	**5,416**	**-901**	**-4,709**	**-195**	**-165**		**-125**

APPENDIX B

Policy & Resources Scrutiny Report

Budget Monitoring as at 31st December 2019 - Detail Monitoring

Division	Working Budget				Forecasted				December 2019	Notes	October 2019
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Admin and Law											
Democratic Services	1,836	-256	2,242	**3,822**	1,744	-289	2,242	**3,698**	**-124**	Members time recharged to HRA greater than budgeted (£33k), savings on members allowances (£46k), savings on supplies & services inc printing and telephones (£45k)	**-104**
Democratic Services - Support	481	0	-461	**20**	473	0	-461	**12**	**-8**		**5**
Corporate Management	0	0	265	**265**	0	0	265	**265**	**0**		**0**
Civic Ceremonial	23	0	41	**64**	30	-0	41	**71**	**7**		**7**
Land Charges	151	-294	13	**-129**	114	-234	13	**-107**	**22**	Reduction in income due to housing market fluctuations	**18**
Police and Crime Commissioner	0	0	0	**0**	24	-24	0	**-0**	**-0**		**0**
Legal Services	1,637	-254	-1,367	**16**	1,635	-228	-1,367	**40**	**24**	Additional responsibility allowance and re-grading not budgeted for	**36**
Central Mailing	43	0	1	**44**	43	-0	1	**44**	**-0**		**-0**
Admin and Law Total	**4,170**	**-804**	**735**	**4,101**	**4,062**	**-775**	**735**	**4,022**	**-79**		**-37**
Marketing & Media											
Marketing and Media	594	-368	-300	**-74**	371	-37	-300	**34**	**108**	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (eg. ERW £80k). Looking at alternative potential partnership arrangements.	**120**
Translation	522	-35	-481	**6**	491	-32	-481	**-22**	**-28**	Part year vacant posts pending divisional realignment	**-35**
Customer Services Centres	1,104	-336	-765	**3**	1,012	-336	-765	**-89**	**-92**	Part year vacant posts pending divisional realignment	**-42**
Marketing Tourism Development	343	-1	22	**364**	329	-2	22	**349**	**-15**	Part year vacant posts pending divisional realignment	**-25**
Visitor Information	79	-5	14	**88**	74	-5	14	**83**	**-5**		**0**
Events	49	-28	2	**23**	76	-31	2	**46**	**23**	Overpsend on activities managed against underspends elsewhere within the division.	**-0**
Yr Hwb - Llanelli a Rhydamman	162	-90	10	**82**	114	-58	10	**65**	**-16**	Savings generated due to unpaid leave being taken	**2**
Total Marketing & Media	**2,853**	**-863**	**-1,498**	**493**	**2,466**	**-501**	**-1,498**	**467**	**-25**		**21**
Statutory Services											
Elections	9	0	126	**135**	92	-84	126	**135**	**-0**		**0**
Registration Of Electors	163	-2	232	**393**	163	-31	232	**364**	**-29**	In year contribution from the Cabinet Office towards individual electoral registration costs (£31k)	**-20**
Registrars	418	-293	254	**379**	517	-403	254	**368**	**-11**	Increase in statutory fees in February 2019 has resulted in increased income, some of the additional income to be utilised to complete certain digitisation projects in the current financial year.	**-40**
Coroners	401	0	5	**406**	373	0	5	**378**	**-28**	Lower demand on service in year	**-25**
Electoral Services - Staff	279	0	-277	**2**	242	0	-277	**-35**	**-37**	A few posts temporarily vacant during year. Not yet filled	**-37**
Statutory Services Total	**1,269**	**-295**	**341**	**1,315**	**1,387**	**-518**	**341**	**1,210**	**-105**		**-123**

APPENDIX B

Policy & Resources Scrutiny Report

Budget Monitoring as at 31st December 2019 - Detail Monitoring

Division	Working Budget				Forecasted				December 2019	Notes	October 2019
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Regeneration & Property											
Regeneration Management	319	0	0	**319**	283	0	0	**283**	**-35**	Staff time rechargeable to City Deal project	**-27**
Parry Thomas Centre	31	-31	1	**1**	33	-33	1	**1**	**0**		**0**
Betws wind farm community fund	87	-87	1	**1**	85	-85	1	**1**	**0**		**0**
Welfare Rights & Citizen's Advice	132	0	2	**134**	132	0	2	**134**	**0**		**0**
Llanelli Coast Joint Venture	140	-140	5	**5**	140	-140	5	**5**	**-0**		**-0**
The Beacon	149	-139	43	**53**	171	-161	43	**53**	**-0**		**0**
Town Centres	380	0	7,125	**7,505**	380	0	7,125	**7,505**	**-0**		**-0**
Coastal,Business, Inf & Ent	440	0	45	**486**	440	0	45	**486**	**0**		**-0**
Community Development and External Funding	470	0	132	**603**	470	0	132	**603**	**0**		**-0**
Wellness	100	-75	11	**36**	191	-166	11	**36**	**0**		**-0**
City Deal	1,123	-1,123	4	**4**	400	-400	4	**4**	**-0**		**-0**
Property and Major Projects	1,176	-42	-1,216	**-81**	1,114	-48	-1,216	**-151**	**-69**	Post vacant during year. Post to be filled in next financial year.	**-47**
Commercial Properties	31	-521	581	**91**	86	-680	581	**-13**	**-104**	High Occupancy Levels resulting in additional income	**-147**
Provision Markets	566	-638	419	**347**	566	-576	419	**409**	**62**	Reduction in Lettings income due to market forces impacting rates achievable.	**61**
Renewable Energy Fund	0	-50	0	**-50**	0	-50	0	**-50**	**-0**		**-0**
Net Zero Carbon Local Authority	0	0	0	**0**	23	0	0	**23**	**23**	Costs associated with the authority's commitment to reduce carbon in the forthcoming years	**27**
Salix	0	0	0	**0**	2	0	0	**2**	**2**		**0**
Re:fit Cymru	0	0	0	**0**	3	0	0	**3**	**3**		**0**
Operational Depots	315	0	59	**374**	315	0	59	**373**	**-1**		**-1**
Administrative Buildings	2,740	-764	-2,320	**-344**	2,715	-730	-2,320	**-336**	**9**		**27**
Industrial Premises	529	-1,567	801	**-237**	441	-1,614	801	**-373**	**-135**	High Occupancy Levels resulting in additional income	**-110**
County Farms	73	-329	421	**165**	12	-329	421	**103**	**-62**	little R&M required during year	**-0**
Livestock Markets	58	-205	4	**-142**	19	-16	4	**7**	**149**	Anticipated shortfall in income collected at Nant Y Ci Mart	**149**
Externally Funded Schemes	3,368	-3,365	111	**115**	3,310	-3,307	111	**115**	**-0**		**-0**
Regeneration & Property Total	**12,229**	**-9,074**	**6,230**	**9,384**	**11,332**	**-8,336**	**6,230**	**9,225**	**-159**		**-68**

APPENDIX B

Policy & Resources Scrutiny Report

Budget Monitoring as at 31st December 2019 - Detail Monitoring

Division	Working Budget				Forecasted				December 2019	Notes	October 2019
	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non-controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Financial Services											
Chief Officer	348	-61	-284	**3**	323	-61	-284	**-23**	**-26**	Additional £35k income from arrangement to act as S151 officer for Mid and West Wales Fire	**-48**
Accountancy	1,721	-430	-1,314	**-23**	1,554	-423	-1,314	**-183**	**-160**	Number of vacant posts currently in the section	**-168**
Treasury and Pension Investment Section	251	-178	-72	**1**	217	-178	-72	**-33**	**-34**	Vacant post for 6 months and 3 staff members currently at lower points of the salary scale.	**-27**
Grants and Technical	193	0	-202	**-9**	257	-57	-202	**-3**	**7**		**-0**
Payroll Control	85	0	0	**85**	89	0	0	**89**	**4**		**4**
Payments	519	-74	-433	**11**	537	-71	-433	**32**	**21**	Additional Forensic analysis software (£36k)	**-22**
Pensions	1,237	-1,190	-54	**-7**	1,160	-1,113	-54	**-7**	**-0**		**-0**
Wales Pension Partnership	200	-200	0	**1**	166	-165	0	**1**	**0**		**-0**
Financial Services Total	**4,555**	**-2,134**	**-2,360**	**61**	**4,302**	**-2,069**	**-2,360**	**-127**	**-188**		**-261**
Revenues & Financial Compliance											
Procurement	533	-33	-523	**-23**	485	-33	-523	**-70**	**-47**	Vacant Procurement manager post	**-71**
Audit	592	-19	-568	**5**	573	-19	-568	**-14**	**-19**	A few posts temporarily vacant during year	**-15**
Risk Management	144	-0	-136	**7**	146	-0	-136	**9**	**2**		**9**
Business Support Unit	79	0	-83	**-4**	78	0	-83	**-5**	**-1**		**-0**
Corporate Services Training	58	0	1	**58**	58	0	1	**58**	**0**		**0**
Local Taxation	927	-735	540	**732**	887	-738	540	**689**	**-43**	A few posts temporarily vacant during year	**-31**
Housing Benefits Admin	1,637	-751	-562	**324**	1,478	-701	-562	**215**	**-109**	Number of vacant posts during the year. Majority of officers also currently on the lowest points of their grade.	**-113**
Revenues	872	-173	-796	**-97**	821	-116	-796	**-91**	**6**		**4**
Revenues & Financial Compliance Total	**4,842**	**-1,711**	**-2,129**	**1,002**	**4,526**	**-1,607**	**-2,129**	**791**	**-211**		**-216**
Other Services											
Audit Fees	310	-90	6	**226**	291	-88	6	**209**	**-17**	A proportion of audit fees chargeable directly to grants	**-17**
Bank Charges	66	0	1	**67**	57	0	1	**58**	**-9**		**-9**
Council Tax Reduction Scheme	16,077	0	89	**16,166**	16,077	0	89	**16,166**	**0**		**0**
Rent Allowances	46,923	-47,090	1,415	**1,248**	49,726	-49,900	1,415	**1,240**	**-8**		**7**
Miscellaneous Services	5,481	-117	1,762	**7,126**	5,973	-807	1,762	**6,927**	**-199**	Reduction in pre LGR pension costs	**-190**
Other Services Total	**68,857**	**-47,297**	**3,272**	**24,833**	**72,123**	**-50,796**	**3,272**	**24,600**	**-233**		**-209**
TOTAL FOR POLICY & RESOURCES	**109,228**	**-64,538**	**-3,314**	**41,377**	**111,583**	**-67,823**	**-3,314**	**40,446**	**-930**		**-704**

Capital Programme 2019/20

Capital Budget Monitoring - Report for December 2019

	Working Budget			Forecasted			
DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for Year £'000
COMMUNITIES							
- Private Housing	2,400	-446	**1,954**	2,411	-446	**1,965**	**11**
- Social Care	586	-211	**375**	377	-33	**344**	**-31**
- Leisure	4,516	-129	**4,387**	4,492	-129	**4,363**	**-24**
ENVIRONMENT	17,325	-8,948	**8,377**	17,902	-9,187	**8,715**	**338**
EDUCATION & CHILDREN	14,859	-7,612	**7,247**	12,348	-4,549	**7,799**	**552**
CHIEF EXECUTIVE	1,654	-41	**1,613**	1,919	-291	**1,628**	**15**
REGENERATION	14,119	-3,525	**10,594**	13,485	-2,891	**10,594**	**0**
TOTAL	**55,459**	**-20,912**	**34,547**	**52,934**	**-17,526**	**35,408**	**861**

This page is intentionally left blank

APPENDIX D

Capital Programme 2019/20

Capital Budget Monitoring - Report for December 2019 - Main Variances

DEPARTMENT/SCHEMES	Working Budget Expenditure £'000	Working Budget Income £'000	Working Budget Net £'000	Forecasted Expenditure £'000	Forecasted Income £'000	Forecasted Net £'000	Variance for Year £'000	Comment
COMMUNITIES								
- Private Housing	**2,400**	**-446**	**1,954**	**2,411**	**-446**	**1,965**	**11**	No Major Variances.
- Social Care	**586**	**-211**	**375**	**377**	**-33**	**344**	**-31**	No Major Variances.
- Leisure	**4,516**	**-129**	**4,387**	**4,492**	**-129**	**4,363**	**-24**	No Major Variances.
ENVIRONMENT	**17,325**	**-8,948**	**8,377**	**17,902**	**-9,187**	**8,715**	**338**	
Ammanford Highway Infrastructure	112	0	**112**	526		**526**	**414**	Unexpected additional costs on Wind Street/Tirydail Lane Junction, exploring various options for funding by means of external income.
Other Projects with Minor Variances	17,213	-8,948	**8,265**	17,376	-9,187	**8,189**	**-76**	
EDUCATION & CHILDREN	**14,859**	**-7,612**	**7,247**	**12,348**	**-4,549**	**7,799**	**552**	
Dinefwr Project - Dyffryn Aman	20	0	**20**	70	0	**70**	**50**	Additional internal works and groundworks on site.
Rhys Prichard	1,611	0	**1,611**	1,800	0	**1,800**	**189**	Progress ahead of schedule. Overall project budget on target.
Llandybie CP	0	0	**0**	75	0	**75**	**75**	Project design currently in progress. Re-profile of MEP programme required.
Bryngwyn School Refurbishment	0	0	**0**	75	0	**75**	**75**	Project design currently in progress. Re-profile of MEP programme required.
Other Projects with Minor Variances	13,228	-7,612	**5,616**	10,328	-4,549	**5,779**	**163**	
CHIEF EXECUTIVE	**1,654**	**-41**	**1,613**	**1,919**	**-291**	**1,628**	**15**	No Major Variances.
REGENERATION	**14,119**	**-3,525**	**10,594**	**13,485**	**-2,891**	**10,594**	**0**	No Major Variances.
TOTAL	**55,459**	**-20,912**	**34,547**	**52,934**	**-17,526**	**35,408**	**861**	

This page is intentionally left blank

Chief Executive and Regeneration

Capital Budget Monitoring - Scrutiny Report for December 2019

		Working Budget			Forecasted				
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for year £'000	Comment
St David's Park	**Mar-20**	**200**	**0**	**200**	**222**	**0**	**222**	**22**	
IT Strategy Developments	**Ongoing**	**1,100**	**0**	**1,100**	**1,350**	**-250**	**1,100**	**0**	
Acquisitions of County Buildings	**Sep-20**	**39**	**0**	**39**	**39**	**0**	**39**	**0**	
Cross Hands West	**Completed**	**143**	**-41**	**102**	**143**	**-41**	**102**	**0**	
Rural Estates Capital Schemes	**Mar-20**	**118**	**0**	**118**	**115**	**0**	**115**	**-3**	
Industrial Redevelopments	**Sep-20**	**47**	**0**	**47**	**47**	**0**	**47**	**0**	
East Gate Development	**Completed**	**7**	**0**	**7**	**3**	**0**	**3**	**-4**	
Llanelli JV General	**Ongoing**	**156**	**0**	**156**	**156**	**0**	**156**	**0**	
Swansea Bay City Region Projects	**Ongoing**	**2,618**	**0**	**2,618**	**2,618**	**0**	**2,618**	**0**	
RDP2 (Rural Dev Plan Ph2) Axis3 - Physical	**Completed**	**0**	**0**	**0**	**0**	**-1**	**-1**	**-1**	
County Wide Regeneration fund 2015-16 Onwards		**3,113**	**0**	**3,113**	**3,113**	**0**	**3,113**	**0**	
Rural Enterprise Fund	Mar-21	394	0	394	394	0	394	0	
Transformation Commercial Property Development Fund	Mar-21	819	0	819	819	0	819	0	
Purchase of Grillo Site, Burry Port	Mar-20	1,900	0	1,900	1,900	0	1,900	0	
Health & Safety Remediation Works	**Completed**	**0**	**0**	**0**	**1**	**0**	**1**	**1**	
Llanelli,Cross Hands & Coastal Belt Area		**3,131**	**-868**	**2,263**	**4,035**	**-1,772**	**2,263**	**0**	
Cross Hands East strategic Employment Site Ph1	Jun-20	907	0	907	907	0	907	0	
Opportunity Street (Llanelli)	Ongoing	115	0	115	115	0	115	0	
Llanelli Regeneration Plan	Ongoing	17	0	17	17	0	17	0	
Cross Hands East Phase 2	Ongoing	2,092	-868	1,224	2,149	-925	1,224	0	
TRI Property Enhancement Development Grant (PEDG)	Ongoing	0	0	0	6	-6	0	0	
TRI Sustainable Living Grant (SLG)	Ongoing	0	0	0	1	-1	0	0	
TRI Strategic Projects - Market Street North	Ongoing	0	0	0	263	-263	0	0	
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	Ongoing	0	0	0	577	-577	0	0	

APPENDIX E

Chief Executive and Regeneration

Capital Budget Monitoring - Scrutiny Report for December 2019

		Working Budget			Forecasted				
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for year £'000	Comment
Ammanford, Carmarthen & Rural Area		**4,859**	**-2,657**	**2,202**	**3,320**	**-1,118**	**2,202**	**0**	
Ammanford Town Centre Regeneration	Mar-20	-6	0	-6	20	-26	-6	0	
Coastal Communities - Parry Thomas Centre, Pendine	Completed	65	0	65	65	0	65	0	
Carmarthen Town Regeneration - Jacksons Lane	Ongoing	16	0	16	81	-65	16	0	
Pendine Iconic International Visitors Destination	Ongoing	4,082	-2,500	1,582	2,296	-714	1,582	0	
Margaret St - Retaining Wall & Road Widening	Mar-20	72	0	72	72	0	72	0	
Carmarthen Western Gateway & Wetlands	Ongoing	120	-29	91	276	-185	91	0	
Opportunity Street (Ammanford Hwb)	Completed	10	0	10	10	0	10	0	
Ammanford Regeneration Development Fund	Sep-20	180	0	180	180	0	180	0	
TAIS - Pendine Attractor Sand Area	Ongoing	160	-128	32	160	-128	32	0	
Llandeilo Market Hall	Ongoing	160	0	160	160	0	160	0	
Town Centre Loan Scheme	**Ongoing**	**242**	**0**	**242**	**242**	**0**	**242**	**0**	
NET BUDGET		**15,773**	**-3,566**	**12,207**	**15,404**	**-3,182**	**12,222**	**15**	

2019-20 Savings Monitoring Report
Policy & Resources Scrutiny Committee
18th March 2020

1 Summary position as at : 31st December 2019 £192 k variance from delivery target

	2019-20 Savings monitoring		
	2019-20 Target £'000	2019-20 Delivered £'000	2019-20 Variance £'000
Chief Executive	483	291	192
Corporate Services	292	292	0
	775	**583**	**192**

2 Analysis of delivery against target for managerial and policy decisions:

Managerial	£192 k	Off delivery target
Policy	£0 k	ahead of target

	MANAGERIAL			POLICY		
	2019-20 Target £'000	2019-20 Delivered £'000	2019-20 Variance £'000	2019-20 Target £'000	2019-20 Delivered £'000	2019-20 Variance £'000
Chief Executive	483	291	192	0	0	0
Corporate Services	292	292	0	0	0	0
	775	**583**	**192**	**0**	**0**	**0**

3 **Appendix F(i)** : Savings proposals not on target

Appendix F(ii) : Savings proposals on target (for information)

MANAGERIAL - OFF TARGET

Chief Executive

People Management

Department	2018-19 Budget £'000	FACT FILE	'2019-20 Proposed £'000	'2019-20 Delivered £'000	'2019-20 Variance £'000	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
Human Resources	798	HR provides advice and guidance to people managers as well as ensuring the Authority is compliant with employment legislation . Employment Policy framework development and maintenance. The service is currently being reviewed with a view to providing a more integrated HR/Payroll Support service to its users and meet the challenges of the Education agenda and collaborative working.	38	25	13	Income generation ie Pembs OH service	No agreement in place to provide service for Pembs CC. £25k of alternative income generation has been put in place as a result of a new arrangmeent with Ceredigion County Council. The remaining £13k is being covered in the current year from one off, in-year savings within the service.
Payroll	353	Payroll: administering pay for all employees and members, managing payroll records and providing a number of returns and statistics on staffing.The corporate Payments Service provides a range of payment solutions that support both internal and external clients in the settlement of supplier invoices relating to the receipt of goods and services.	40	7	33	Structure realignment & postage	Postage saving delivered but saving from structure realignment not yet in place, however this is currently covered by vacant posts in the Payroll and 'People Services - HR' sections.
Total People Management			**78**	**32**	**46**		

Marketing and Media

Marketing and Media (contact centres, press, communiciation, translation and customer services)	1,533	Newly formed business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	96	0	96	Continued service review within the newly formed Marketing and Media section (this also to include contact centres and customer services)	Realigment currently being finalised - expected to be implemented in the new financial year.
			96	**0**	**96**		

Regeneration

Admin Buildings	2,381	Energy, rates, telephone and cleaning costs for Administrative Office buildings including St David's Park	97	47	50	£47k : Savings on the running costs of the Council's office accommodation following vacation and subsequent sale or rental & £50k rental of Ty'r Nant offices.	£50k income target on rental of Ty'r Nant no longer achievable following decision to sell the property. This is partly being covered in the current year by savings on supplies and services.
Total Regeneration			**97**	**47**	**50**		

Chief Executive Total	**271**	**79**	**192**

POLICY - OFF TARGET

Department	18-19 Budget £'000	FACT FILE	'2019-20 Proposed £'000	'2019-20 Delivered £'000	'2019-20 Variance £'000	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE

NOTHING TO REPORT

Department	2018-19 Budget £'000	FACT FILE	'2019-20 Proposed £'000	'2019-20 Delivered £'000	'2019-20 Variance £'000	EFFICIENCY DESCRIPTION
MANAGERIAL - ON TARGET						
Chief Executive						
ICT & Corporate Policy						
Performance Management	514	The Performance Management Unit is responsible for providing a corporate lead on performance management for the Council that ensures a strong ethos of continuous improvement runs through everything the Council does.	5	5	0	Income generation from provision of Performance Management software to other Authorities
Information Technology	3,672	ICT Services underpins and contributes towards all that the Council delivers both internally as an organisation and externally to service users and communities, independently or in partnership. It is a vital function providing innovative opportunities for improving services and achieving our priorities in an efficient and effective way. IT Services is pivotal as an enabler of change and a vehicle for driving forward transformational improvement to all services. We have a workforce of 62.5 FTE's which has reduced over the last 7 years from 109 FTE's and we have delivered £3.1m in efficency savings over the last 9 years. As we continually strive to deliver our solutions in an efficient manner and in line with our key Digital Strategies (Digital Transformation Strategy, Digital Technology Strategy, Digital Schools Strategy) our major savings in 2019/20 are delivered through rationalising software and hardware maintenance contracts that we hold.	173	173	0	£135k will be delivered by rationalising the software maintenance contracts we have in ICT Services. £38k from operational costs e.g reduce travelling costs, consumables, subscriptions.
Total ICT & Corporate Policy			**178**	**178**	**0**	
Regeneration, Policy & Property						
Customer Focus & Policy						
Registrars	130	Carmarthenshire Registration Service is a single district civil registration authority, co-terminous with the county boundary, called Carmarthenshire Sir Gaerfyrddin district 822. The district is managed and delivered by Carmarthenshire Registration Service. The Carmarthenshire Registration Service consists of 26 members of staff, who work across the county as one team with three offices open to the public in Carmarthen, Llanelli and Ammanford. In any given year the service registers approximately 500 marriages / civil partnerships, 2700 births and 2300 deaths.	9	9	0	Reduce supplies & Services expenditure
Net Departmental Administration	394	The Unit discharges the budget monitoring and acts as the support role for the services of the department based at County Hall, i.e. Chief Executive, Regeneration and Policy and Administration and Law, together with departmental staffing functions and business support including the central mail service and the management of access to buildings under the Council's Security Card System and the issuing of identification cards.	25	25	0	Realignment of service area to focus on wider departmental services within Chief Executives; (Administratvie assistant post - Post number 005724)
Total Regeneration			**34**	**34**	**0**	
Chief Executive Total			**212**	**212**	**0**	

Department	2018-19 Budget £'000	FACT FILE	'2019-20 Proposed £'000	'2019-20 Delivered £'000	'2019-20 Variance £'000	EFFICIENCY DESCRIPTION
Corporate Services						
Financial Services						
Accountancy	1,306	The provision of a decentralised accounting and financial management service, covering: • Technical Accounting (Preparation of final accounts, corporate accounting and taxation), • Management Accounting (Month end close, maintenance of financial records and budgeting) • Strategic Finance functions (projects, planning and financial advice to members)	138	138	0	Increased SLA's income £50k, Reduction in external audit fees £58k, reduction in subscriptions £30k;
Total Financial Services			**138**	**138**	**0**	
Revenues & Financial Compliance						
Revenues & Benefits	1,768	Revenue Services Unit is responsible for the administration, billing and collection of Council Tax and Non Domestic Rates from householders and businesses, respectively. The unit also undertakes on behalf of all the Authority's departments, the billing, collection and recovery of miscellaneous income (known as Sundry Debts) as well as having responsibility for operating the Councils full time cash offices with the associated back-office income functionsIn addition to these income collection functions, the unit is responsible for the administration of Council Tax Reduction scheme (formerly Council Tax Benefit) and Housing Benefit schemes which help low income households meet their rent and /or Council Tax. Although the Housing Benefits Fraud Investigation function formerly undertaken within the unit transferred the Department for Work & Pensions in 2015/16 the service continues to investigate Council tax Reduction fraud	54	54	0	Realignment of Management Structure £54k
Council Tax Reduction Scheme	15,826		50	50	0	Budget currently greater than the demand for the scheme
Rent Allowances recovered	-117		50	50	0	Increase income target to reflect the high efficiency of overpayment recovery
Total, Revenues and Financial Compliance			**154**	**154**	**0**	
Corporate Services Total			**292**	**292**	**0**	

POLICY - ON TARGET

NOTHING TO REPORT

POLICY & RESOURCES SCRUTINY COMMITTEE
18th March 2020

QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT
1ST APRIL 2019 TO 31ST DECEMBER 2019

To consider and comment on the following issues:

- Members are requested to satisfy themselves that the activities undertaken in the attached report are consistent with the requirements of the Treasury Management Policy and Strategy approved by Full Council on the 20th February 2019.

Reasons:

- Scrutiny Committee has a key role to play in scrutinising the Treasury Management function within the Authority.

To be referred to the Executive Board / Council for decision: YES
Referred to Executive Board 30th March 2020

Executive Board Member Portfolio Holder/s:

- Cllr. David Jenkins (Resources)

Directorate: Corporate Services	**Designations:**	**Tel Nos. / E-Mail Addresses:**
Name of Head of Service: Chris Moore	Director of Corporate Services	Tel No. 01267 224120; E Mail: CMoore@carmarthenshire.gov.uk
Report Author: Anthony Parnell	Treasury and Pensions Investments Manager	Tel No. 01267 224180; E Mail: AParnell@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
18th March 2020

Quarterly Treasury Management and Prudential Indicator Report 1st April 2019 to 31st December 2019	
BRIEF SUMMARY OF PURPOSE OF REPORT. To inform Members of the activities within the Treasury Management Function for the period 1st April 2019 to 31st December 2019.	
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: C Moore **Title** Director of Corporate Services

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

1. Policy, Crime & Disorder and Equalities
Within the requirements of the Treasury Management Policy and Strategy report 2019-2020.

3. Finance
The authority's investments during the period returned an average return of 0.77%, exceeding the 7 day LIBID rate.
Gross interest earned on investments for the period amounted to £0.507m and interest paid on loans was £9.68m.
The Authority did not breach any of its Prudential Indicators during the period.
At the period end the investments included £0.54m of KSF investments.
The administration of KSF is expected to continue for some time again and further updates will be provided in future reports.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:
Signed: C Moore **Title** 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

Cyngor Sir Gâr Carmarthenshire County Council
EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

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**
CIPFA – Treasury Management in the Public Services – Code of Practice – Revised 2017	Corporate Services Department, County Hall, Carmarthen

This page is intentionally left blank

QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT

1st April 2019 – 31st December 2019

A QUARTERLY TREASURY MANAGEMENT REPORT

1. Introduction

The Treasury Management Policy and Strategy for 2019-2020 was approved by Council on 20th February 2019. Section B 1.1(2) stated that Treasury Management activity reports would be made during the year. This report outlines the Treasury Management activities in the period 1st April 2019 to 31st December 2019 and satisfies the reporting requirement stated above.

2. Economic Update

Economic growth in 2019 has been very volatile with quarter 1 unexpectedly strong at 0.5%, quarter 2 dire at -0.2%, quarter 3 back up to +0.4% and quarter 4 expected to come in around zero. Political and Brexit uncertainty have dampened growth in 2019.

Despite political uncertainty ending with a decisive overall majority for the Conservative government in the December general election which cleared the way for the UK to leave the EU on 31 January 2020, we still have much uncertainty as to whether there will be a reasonable trade deal achieved by the end of 2020.

After the Monetary Policy Committee raised Bank Rate from 0.5% to 0.75% in August 2018, it is little surprise that they have abstained from any further increases since then. However, if growth was to flag significantly in any event, the MPC could also cut Bank Rate in 2020. The Government has announced some major spending increases and is expected to make further commitments in the spring budget; these will provide some support to growth and will take some pressure off the MPC to act to stimulate growth by either cutting Bank Rate or implementing other monetary policy measures.

The MPC did have some concerns over the trend in wage inflation, which was on a rising trend, and peaked at a new post financial crisis high of 3.9% in June. Since then, however, it has been falling steadily back to 3.5% in October, (3 month average figure, excluding bonuses). Growth in employment picked up again to 24,000 in the three months to October, after a fall in the previous month's figures. However, this is still well below the 2018 average, although the unemployment rate remained at 3.8 percent, its lowest rate since 1975.

As for CPI inflation itself, this fell to 1.5% in October and November and is likely to remain between 1.5% and 2% over the next two years. The strong wage inflation figure and the fall

in CPI inflation is good news for consumers as their spending power is improving in this scenario as the difference between the two figures is now around 2.0%, i.e. a real term increase. Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months.

3. Investments

One of the primary activities of the Treasury Management operation is the investment of surplus cash for which the Authority is responsible. As well as the Authority's own cash the County Council invests School Trust Funds and other Funds, with any interest derived from these investments being passed over to the relevant Fund.

All surplus money is invested daily on the London Money Markets. The security of the investments is the main priority. Appropriate liquidity should be maintained and return on investments the final consideration. It continues to be difficult to invest these funds as the market continues to be insecure and as a consequence appropriate counterparties are limited.

The total investments at 1st April 2019 to 31st December 2019 analysed between Banks, Building Societies, Local Authorities and Money Market Funds, are shown in the following table:

Investments	01.04.19				31.12.19			
	Call and notice £m	Fixed Term £m	Total £m	%	Call and notice £m	Fixed Term £m	Total £m	%
Banks	23.00	0.57	23.57	42	23.00	0.54	23.54	31
Building Societies	0.00	0.00	0.00	0	0.00	0.00	0.00	0
Money Market Funds	15.00	0.00	15.00	27	20.00	0.00	20.00	26
DMADF (DMO)	0.00	2.50	2.50	4	0.00	17.00	17.00	23
Local Authorities	0.00	15.00	15.00	27	0.00	15.00	15.00	20
TOTAL	**38.00**	**18.07**	**56.07**	**100**	**43.00**	**32.54**	**75.54**	**100**

Investments on call are available immediately on demand.
Fixed term investments are fixed to a maturity date.

The £75.54m includes £0.54m (13.5% of original claim) invested in Kaupthing Singer and Friedlander which has been reduced from the original £4.0m by distributions.

During the period the total investments made by the Council and repaid to the Council (the turnover) amounted to £905.53m. This averaged approximately £23.05m per week or £3.29m per day. A summary of turnover is shown below:

	£m
Total Investments 1st April 2019	56.07
Investments made during the quarter	462.50
Sub Total	518.57
Investments Repaid during the quarter	(443.03)
Total Investments at 31 December 2019	**75.54**

The main aims of the Treasury Management Strategy is to appropriately manage the cash flows of the Council, the required short term and longer term market transactions and the risks associated with this activity. Lending on the money market secures an optimum rate of return and also allows for diversification of investments and hence reduction of risk, which is of paramount importance in today's financial markets.

The benchmark return for the London money market is the "7 day LIBID rate". For 2019-2020 the Council has compared its performance against this "7 day LIBID rate". For the period under review the average "7 day LIBID rate" was 0.57% whereas the actual rate the Council earned was 0.77%, an out performance of 0.20%.

This outperformance can be quantified to £132k additional interest earned compared to the "7 day LIBID rate".

The gross interest earned on investments for the period amounted to £507k.

The income from investments is used by the Authority to reduce the net overall costs to the Council taxpayer.

4. Update on the investments with Kaupthing Singer & Friedlander (KSF)

In December 2019 the Council received a nineteenth dividend from the Administrators. This equated to 0.35p in the £ and amounted to £14k principal.

As at 31st December 2019 the sum of £3.46m principal and £212k interest had been received from the Administrators, which equates to 86.5% of the claim submitted. The Administrators estimate total dividends payable to non-preferential creditors at 86.75%.

A further update will be provided in future reports.

5. Security, Liquidity and Yield (SLY)

Within the Treasury Management Strategy Statement for 2019-2020, the Council's investment priorities are:

- Security of Capital
- Liquidity and
- Yield

The Council aims to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover short term cash flow needs but also to seek out value available in significantly higher rates in periods up to 12 months with highly credit rated financial institutions.

Attached in Appendix 1 is the Investment Summary and Top 10 Counterparty Holdings (excluding the £0.54m in KSF) as at 31st December 2019.

6. Borrowing

One of the methods used to fund capital expenditure is long term borrowing. The principal lender for Local Authorities is the Public Works Loan Board (PWLB).

Under the Treasury Management Strategy it was agreed to borrow when interest rates are at their most advantageous.

The total loans at 1st April 2019 and 31st December 2019 are shown in the following table:

Loans	Balance at 01.04.19 £m	Balance at 31.12.19 £m	Net Increase/ (Net Decrease) £m
Public Works Loan Board (PWLB)	405.42	405.42	0.00
Market Loan	3.00	3.00	0.00
Salix, Invest to Save, HILS & TCL	4.40	4.11	(0.29)
TOTAL	**412.82**	**412.53**	**(0.29)**

The Salix interest free loans have been provided by an independent publicly funded company dedicated to providing the public sector with loans for energy efficiency projects.

This interest free Invest-2-Save funding is to assist in the conversion of traditional street lighting to LED, which will help deliver a legacy of reduced energy costs and associated carbon taxes.

The Home Improvement Loan Scheme (HILS) repayable funding is provided by the Welsh Government to help individual home owners, small portfolio landlords, developers and charities to improve homes and increase housing supply.

The Town Centre Loan (TCL) repayable funding is provided by the Welsh Government to provide loans to reduce the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of the town centres by encouraging more sustainable uses for empty sites and premises, such as residential, leisure and for key services.

6.1 New Borrowing

The following loan was borrowed during the period to fund the capital programme:

Loan Reference	Amount (£m)	Interest Rate	Start Date	Period	Maturity Date
509779	5.00	1.77%	27th August 2019	49.5yrs	28th March 2069
Total	**5.00**				

6.2 Interest Paid

Interest paid on loans in the period was:

PWLB Interest Paid £m	Market Loan Interest Paid £m	Total Interest Paid £m
9.68	0.14	9.82

7. Rescheduling and Premature Loan Repayments

No rescheduling opportunities arose during the period and there were no premature repayments of debt.

8. Leasing

No leases were negotiated in the period ended 31st December 2019.

9. Conclusion

The Treasury Management function for the period ended 31st December 2019 has been carried out within the policy and guidelines set in the Treasury Management Policy and Strategy 2019-2020.

B. QUARTERLY PRUDENTIAL INDICATOR REPORT

1. Introduction

As part of the 2019-2020 Budget and the Treasury Management Policy and Strategy 2019-2020, Council adopted a number of Prudential Indicators. These Indicators are designed to ensure that any borrowing or other long-term liabilities entered into for capital purposes were affordable, sustainable and prudent.

The Indicators are required by the Local Government Act 2003 and the Revised Prudential Code of Practice in order to control Capital Finance. The Prudential Code also required that those Prudential Indicators that were forward looking should be monitored and reported. Some of the indicators are monitored by officers monthly, and are only reported if they are likely to be breached, others are to be monitored quarterly by the Executive Board.

2. The Monitored Prudential Indicators

2.1 Affordability Prudential Indicator

2.1.1 Ratio of Financing Costs to Net Revenue Stream

The indicator set for 2019-2020 in the Budget was:

	2019-2020 %
Non –HRA	5.11
HRA	32.75

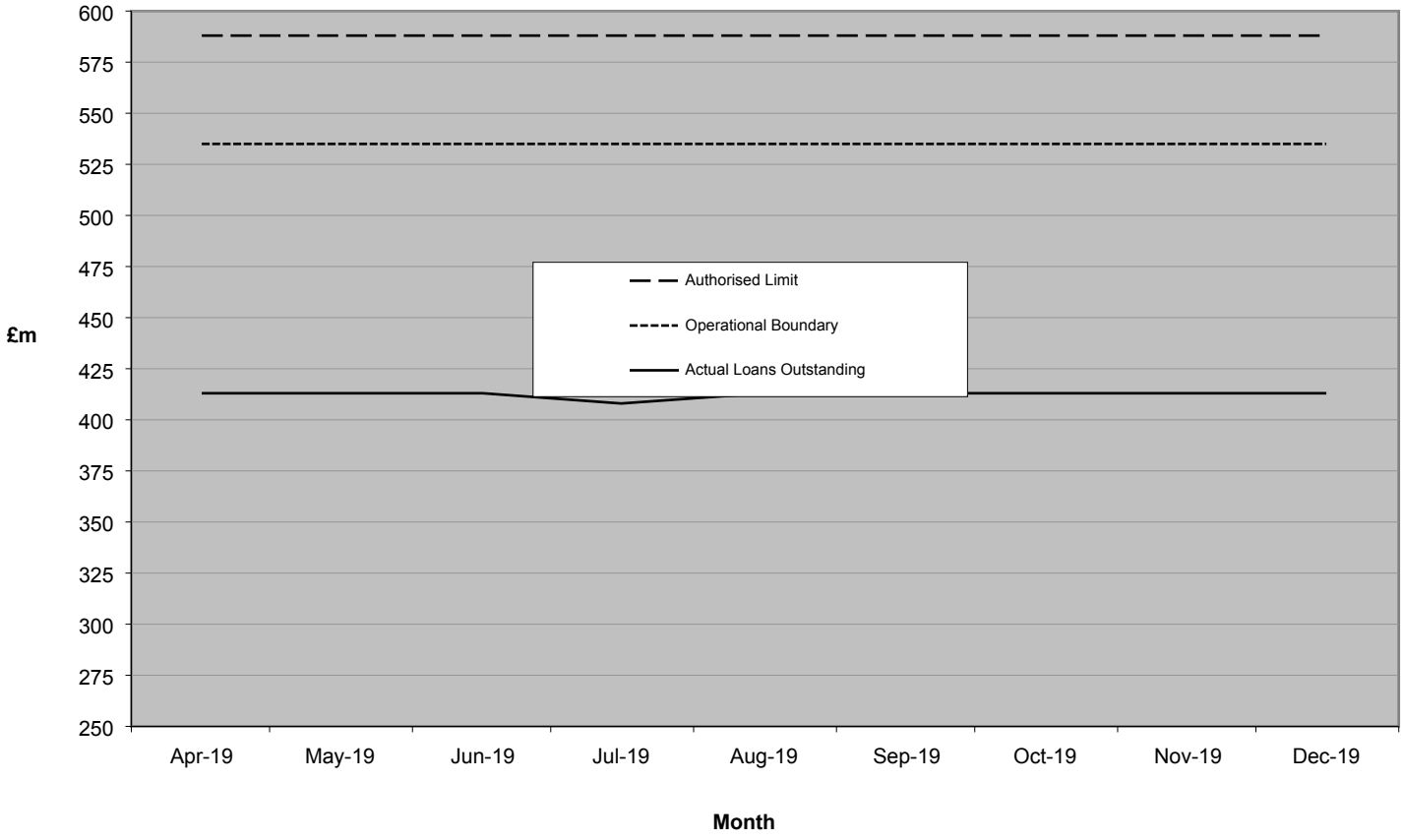
An examination of the assumptions made in calculating this indicator concluded that there have been no changes in the period.

2.2 Prudence Prudential Indicators

2.2.1 The Gross Borrowing and Capital Finance Requirement (CFR) indicator

The indicator set by the Budget for Gross Borrowing and CFR was that the Section 151 Officer envisaged no difficulty in meeting the requirement of the Gross Borrowing being less than the accumulated CFR for 2019-2020. An examination of assumptions made when calculating the Prudential Indicator show that there have been no material changes.

2.2.2 Authorised Limit and Operational Boundary



The actual value of loans outstanding must not exceed the Authorised Limit. In normal activity actual loans outstanding should be close but less than the Operational Boundary. The Operational Boundary can be breached in the short term due to adverse cash flows.

	Apr-19 £m	Jun-19 £m	Sep-19 £m	Dec-19 £m
Authorised Limit	588	588	588	588
Operational Boundary	535	535	535	535
Loans Outstanding	413	413	413	413

Neither the Authorised Limit nor the Operational Boundary have been breached.

2.3 Treasury Management Prudential Indicators

2.3.1 Interest Rate Exposure

Position as at 31st December 2019:

	Fixed Interest Rate £m	Variable Interest Rate £m	TOTAL £m
Borrowed	409.53	3.00	412.53
Invested	(32.54)	(43.00)	(75.54)
Net	**376.99**	**(40.00)**	**336.99**
Limit	515.00	51.00	
Proportion of Net Borrowing Actual	**111.87%**	**(11.87)%**	**100.00%**
Limit	125.00%	5.00%	

The authority is within limits set by the 2019-2020 indicators.

2.3.2 Maturity Structure Of Borrowing

	Structure at 31.12.19 %	Upper Limit %	Lower Limit %
Under 12 months	0.07	15	0
12 months to 2 years	3.10	15	0
2 years to 5 years	6.28	50	0
5 years to 10 years	9.88	50	0
10 years to 20 years	18.65	50	0
20 years to 30 years	19.33	50	0
30 years to 40 years	24.61	50	0
40 years and above	18.09	50	0

The authority is within the limits set by the 2019-2020 indicators.

2.3.3 Maximum principal sums invested longer than 365 days

	2019-2020 £m
Limit	10
Actual as at 31st December 2019	NIL

3. Conclusion

For the period 1st April 2019 to 31st December 2019 the actual Prudential Indicators to be monitored by the Executive Board are within the limits set by the Budget 2019-2020 and the Treasury Management Policy and Strategy 2019-2020. This is also true for the indicators being monitored by officers.

This page is intentionally left blank

Investment Summary as at 31st December 2019

Carmarthenshire County Council

Totals		
Total	**£75,000,000**	
Calls & MMFs	£43,000,000	57%
Fixed Deposits	£32,000,000	43%
Specified	£75,000,000	100%

Weighted Average		
Yield		0.72%
Maturity (Days)		
Total Portfolio	Total Portfolio	5.36
Long Term	**Short Term**	
AAA	-	1.00
AA	F1	11.22
A	F1	1.00
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
< 1 year	£223	0.000%
1 - 2 years	£0	0.000%
2 - 3 years	£0	0.000%
3 - 4 years	£0	0.000%
4 - 5 years	£0	0.000%
Total Portfolio	£223	0.000%

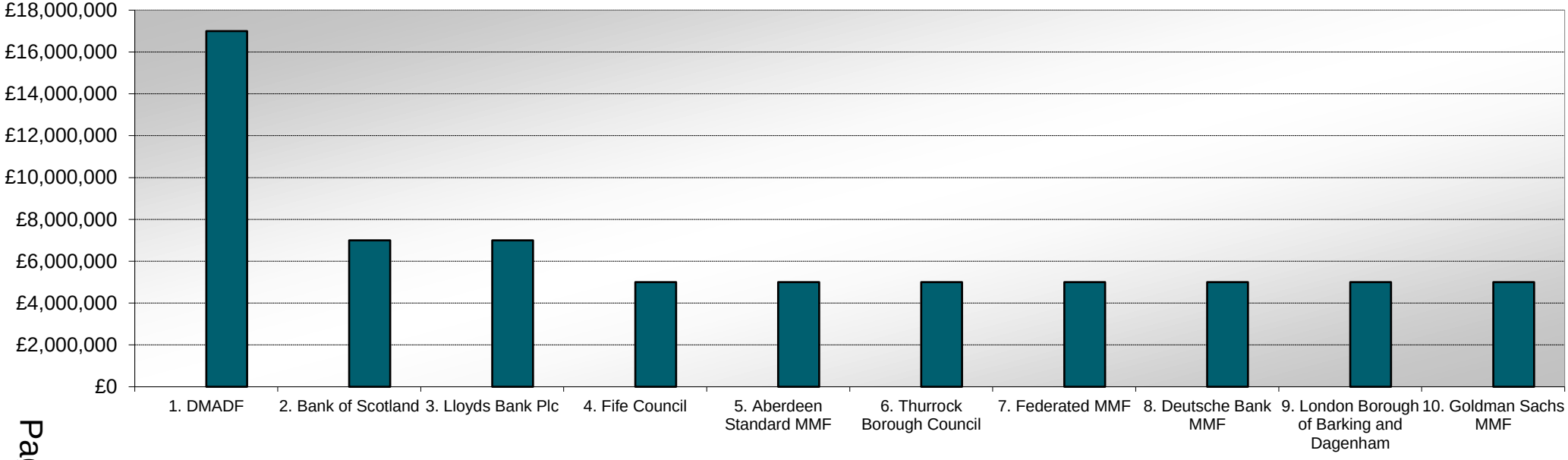
Maturity Structure		
< 1 Week	£53,000,000	71%
< 1 Month	£22,000,000	29%
2 - 3 Months	£0	0%
3 - 6 Months	£0	0%
6 - 9 Months	£0	0%
9 - 12 Months	£0	0%
12 Months+	£0	0%
Total	**£75,000,000**	**100%**

This page is intentionally left blank

Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. DMADF	£17,000,000	23.94%	8	0.50%	0.000%
2. Bank of Scotland	£7,000,000	9.86%	1	0.65%	0.000%
3. Lloyds Bank Plc	£7,000,000	9.86%	1	1.10%	0.000%
4. Fife Council	£5,000,000	7.04%	15	0.90%	0.001%
5. Aberdeen Standard MMF	£5,000,000	7.04%	1	0.77%	0.000%
6. Thurrock Borough Council	£5,000,000	7.04%	27	0.77%	0.001%
7. Federated MMF	£5,000,000	7.04%	1	0.74%	0.000%
8. Deutsche Bank MMF	£5,000,000	7.04%	1	0.68%	0.000%
9. London Borough of Barking and Dagenham	£5,000,000	7.04%	2	0.71%	0.000%
10. Goldman Sachs MMF	£5,000,000	7.04%	1	0.67%	0.000%



This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE

MARCH 18TH 2020

BRING YOUR OWN DEVICE (BYOD) POLICY

Recommendations / key decisions required:

To approve the Bring Your Own Device (BYOD) Policy and T&C's.

Reasons:

The purpose of this policy is to allow greater flexibility to office staff and elected members. They would be able to access Council resources such as email and calendar from supported personal smartphones. Adoption of this Policy would enhance our approach to agile working allowing staff to be more productive and efficient.

To be referred to the Executive Board / Council for decision: YES on March 30th 2020

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Mair Stephens (Deputy Leader)

Directorate: **Chief Executive's**	**Designations:**	
Head of Service : **Noelwyn Daniel**	**Head of ICT & Corporate Policy**	**Tel Nos. 01267 246270** **E Mail Addresses:** **NDaniel@sirgar.gov.uk**
Report Author: **John M Williams**	ICT Operational Delivery Manager	**Tel No** : 01267 246311 E Mail Addresses: jmwilliams@sirgar.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE

MARCH 18TH 2020

BRING YOUR OWN DEVICE (BYOD) POLICY

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The BYOD scheme to the Council will allow office staff and elected members to access Council resources from supported personal smartphones.

The BYOD access provided under our licence agreement with Microsoft is delivered via the Office 365 technology. This will allow users enrolled in the scheme to have access to:

- Your work Emails
- Your work Calendar
- Your work Contacts
- Access to the External Intranet
- Microsoft Office Applications

The policy provides robust and clear guidance for staff and members who intend enrolling in the BYOD scheme. The terms & conditions of use must be accepted by staff before being setup to use BYOD from a personal device. This will ensure that there is no liability on the Council for the following:

- Loss or corruption of any personal data on a personal device
- No support or maintenance offered by the Council to any personal device enrolled in the scheme
- Council is not liable for any charges relating to using your personal device for work purposes e.g. call or data charges
- Personal apps on the phone are not to be used for undertaking Council work

Care should also be taken to ensure that staff enrolled in the scheme do not feel under undue pressure to work outside of their contracted hours, and the E-Learning module will provide options to disable notification after a set time (e.g after 5.30pm) if the users so wish.

The limitations of what can be accessed under the BYOD scheme do need to be understood, and this is by no means a replacement for a works provided windows device or in most circumstances an iPad. The BYOD scheme should be seen as a 'companion' device offering access to email, calendar, contacts and the intranet. The full range of Council data, systems and applications cannot be accessed from this scheme.

DETAILED REPORT ATTACHED?	YES & Terms & Conditions Document

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: Noelwyn Daniel Head of ICT & Corporate Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
No	**YES**	**No**	**YES**	**YES**	**YES**	**NO**

Legal

This policy ensures compliance with the following legislations and regulations:
General Data Protection Regulation, the Data Protection Act 2018.
Acceptance of the T&C will be recorded electronically when a user enrolls in the scheme.

ICT

ICT Services will need to ensure that technology is kept in place and up-to-date to ensure compliance with this policy

Risk Management Issues

Compliance with this policy will reduce the risk of an information asset being misused.

Staff implications

This policy will effect all staff and elected members and they will need to be made aware of the policy and accept their understanding of it.

Feedback from the meeting with Trade Unions was mixed where some TU reps raised concerns they felt this policy could be used by management to put added pressure of staff to be available 'at all times' if they have access on their personal phones.

CONSULTATIONS

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

Signed: Noelwyn Daniel Head of ICT & Corporate Policy

1.Local Member(s) - None

2.Community / Town Council - None

3.Relevant Partners - None

4.Staff Side Representatives and other Organisations - YES

Several staff across the Authority have been piloting the BYOD approach for over 12 months and the feedback had been very constructive and supportive of this approach

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

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

Title of Document	**Locations that the papers are available for public inspection**
Various documents	CFP (speak to HoS)

This page is intentionally left blank

Carmarthenshire County Council

Bring Your Own Device (BYOD) Scheme Usage Terms & Conditions

November 2019

Author: John M Williams

Carmarthenshire County Council BYOD Scheme

Terms & Conditions

All users of this scheme must familiarise themselves with the BYOD policy. Before using your personal device in this scheme, you will accept the following T&C:

- All users of this service will make themselves fully aware of and adhere to the Council's information security policies that are currently in place to ensure safe access to corporate data and applications at all times.
- A mobile management application will be installed on your personal device to ensure encryption and a device password/pin or biometrics (fingerprint) is configured, and to manage all corporate data and applications. Personal information on the device will not be managed.
- You will keep your password / passcode secret and not allow anybody else to access the device. This could potentially disclose Council information.
- Should you lose or have your personal device stolen, you will report it to the ICT Helpdesk or Careline (OOH) immediately. This will allow us to remove the applications remotely. It is your responsibility to report any theft to the appropriate authorities.
- The service is provided "as is" - Your device may or may not be able to support BYOD, should your device not be compatible, we will not provide additional support to enable your device to access this scheme.
- In the unlikely event that your personal data or applications on your device are corrupted or lost, the Council will not be held responsible or liable for any damages or compensation.
- You accept that the Council offers no support or maintenance for your personal device and it is your responsibility to maintain and repair it as and when required.
- You understand that by enrolling in the Council's BYOD scheme, allowing you access to corporate applications and data from your personal device, that security restrictions will be enforced to ensure encryption is enabled and a minimum of a 6-digit PIN or biometrics (fingerprint) is set to unlock the device.
- You accept that the Council will not be liable for any charges relating to the handset hardware, tariff, insurance, call or data charges incurred when using the BYOD scheme on your personal device.
- You understand and accept that no 'apps' or cloud-based services outside of the corporately provided ones will be used to transmit or store Council data. This includes, but is not limited to, Apple iCloud, GoogleDrive, DropBox, Personal OneDrive accounts, Facebook, WhatsApp, Instagram, SnapChat, Twitter or any other unauthorised social media platform.

Failure to adhere to the above will result in immediate withdrawal of the service and could result in disciplinary action being taken.

Carmarthenshire County Council

Bring Your Own Device (BYOD) Policy

DRAFT

Contents

1. Introduction

2. Terms and Conditions

3. Scope

4. Policy Statements

5. Usage Principals

6. Device Controls and Authentication

7. Responsibilities

8. Compliance Measurement

8. Ensuring Equality of Treatment

DRAFT

1. Introduction

1.1 The purpose of this policy is to allow greater flexibility to staff by allowing them to access Council resources from personal devices. This policy provides advice, guidance and mandatory measures on the use of the BYOD scheme. The policy will ensure compliance with relevant legislation and best practice for the use of BYOD by ensuring that applicable and relevant security controls are set in place on all BYOD devices used to access Council information.

This policy makes references to the terms BYOD throughout and clarity on the meaning is below:

- BYOD – refers to Bring Your Own Device and is the scenario where a Council employee chooses to use their own smartphone to access Council information and systems.

- This will allow you to access the following systems:
  - Your work Emails
  - Your work Calendar
  - Your work Contacts
  - Microsoft Office Applications

There are many benefits to the Council and its employees by allowing access to Council information from personal devices, however there are also substantial risks in that devices could be inappropriately used, lost or stolen. When using personal devices, the risks of working in an unprotected environment must be considered and mitigated where possible by use of the appropriate security systems and procedures as outlined in the policy.

It is imperative that staff using this scheme are fully aware of the policy and that under no circumstances should any consumer or personal 'apps' installed on their phones be used for work purposes. This could result in a breach of the General Data Protection Regulation (GDPR) and could result in disciplinary action being taken.

2. Terms and Conditions

2.1 Before enrolling in the BYOD scheme, all users of the service will agree to the BYOD Scheme Terms and Conditions attached to this policy.

DRAFT

3. Scope

3.1 This policy applies to any member of staff, elected member or anyone else who is using the Council's BYOD scheme. Managers also have a responsibility to ensure all staff they manage are fully aware of and understand this policy.

4. Policy Statements

4.1 The Council will implement and enforce appropriate controls and procedures on all personal devices setup to process Council information under this policy.

4.2 This is to ensure the Council complies with its legal obligation under the General Data Protection Regulations (2016) and Data Protection Act (2018), or any subsequent legislation to the same effect.

4.3 To promote the safe and secure use of mobile equipment, the agile working policy and improve the operations of the Council and its staff.

4.4 To ensure the security of Council data processed and stored within the CCC managed apps on personal devices.

4.5 The policy will be used in accordance with the following policies, which must be read and understood before being setup to use the BYOD scheme.

- This Information Security Policy
- Handling Personal Information Policy and Procedure
- Breach Reporting and Response Policy
- Email Usage and Monitoring Policy
- Social Media Policy

4.6 Any breaches of this policy may lead to disciplinary action being taken against those who fail to comply.

4.7 This policy is approved by, and has the full support of, the Council.

5. Usage Principals

5.1 Only users that have been approved by their respective line managers shall we setup to use the BYOD scheme.

5.2 Only supported smartphones and table devices that can be managed by the Council's BYOD may be enrolled.

DRAFT

5.3 All devices authorised will be configured and operate in line with this policy and users must sign and accept the Council BYOD terms and conditions before using this scheme.

5.4 The approved software for enabling BYOD by the Council is Microsoft Office 365 and this is the only system that should be used.

6. Device Controls and Authentication

6.1 By enrolling a personal device in the Council's BYOD policy, the user must accept that the Council will enforce security controls and settings on the personal device, which will include, but are not limited to, the following setting:

6.1.1 A minimum passcode on the device of 6 numeric numbers.

6.1.2 Biometrics such as fingerprint or face recognition can be enabled to allow access to CCC managed apps as an alternative to the PIN.

6.1.3 The device encryption settings are enabled. If not, the settings will be enforced, and the device will be encrypted.

6.1.4 The number of failed logon attempts will be set to a maximum of 6 after which the corporate apps will be wiped from the device.

6.1.5 Security policies managed by Carmarthenshire County Council shall we enforced on the device to allow management of Council applications and data.

6.1.6 Users shall be required to upgrade devices and apps as soon as they are available to ensure any known vulnerabilities are patched.

7. Responsibilities

7.1.1 Council information must only be stored and access on personal devices from the approved Council managed 'apps' installed on the device.

7.1.2 Only information classed as UNCLASSIFED and OFFICIAL shall be approved for processing on a BYOD device.

7.1.3 Users must report any compromises of a BYOD devices, such as being lost or stolen, to the ICT helpdesk or Careline immediately.

7.1.4 Users must take appropriate precautions to prevent others from gaining access to Council information from their personal device. Access to Council

DRAFT

manage systems on personal devices must never be shared or disclosed to anyone else.

7.1.5 Care must be taken to ensure that when accessing Council data using a portable device in a public place that any information displayed cannot be viewed by others. E.g. shoulder surfing (*the practice of spying on the user of an electronic device in order to obtain their personal/confidential information*)

7.1.6 Access to Council systems are not approved for use outside of the European Economic Area and users are responsible for informing ICT Services if they intend travelling outside of this area to have the access to Council information removed.

7.1.7 Line managers are responsible for ensuring staff using this scheme have read and understood this policy and all other policies referenced within. They must ensure that staff work in compliance of this policy, and are responsible for undertaking any risk assessments that may need to be carried out to understand the potential risks of staff being in breach of the policy e.g. taking into account the way staff operate, this scheme may not be suitable.

7.1.8 It is the responsibly of ICT Services to ensure that all managed 'apps' on a BYOD device are kept up-to-date. ICT Services will have no access to, and be unable to view, any personal apps or data.

7.1.9 You will be responsible for managing the updates for your devices operating system (such as Apple iOS updates) and ensuring it is kept up to date.

8. Compliance Measurement

8.1 Compliance with this policy is mandatory for anyone using a personal device enrolled in the Council BYOD policy. Breaches of this policy by staff may lead to disciplinary action being taken. Breaches by elected members may be reported to the Standards Committee.

9. Ensuring equality of treatment

9.1 This policy must be applied consistently to all, irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non-belief age, sex, gender identity, sexual orientation, parental, marital or civil partnership status.

Policy approved by Executive Board:	
Policy review:	1st November 2020
Policy written by:	John M Williams (CISMP)

POLICY & RESOURCES SCRUTINY COMMITTEE

18 MARCH 2020

CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES – NOVEMBER 2019

To consider and comment on the following issues:

1. To consider and scrutinise the content of the PSB minutes from its meeting on 25 November 2019.

Reasons:

The Well-being of Future Generations (Wales) Act 2015 notes the requirement that a designated local government scrutiny committee is appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny committee.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Emlyn Dole

Directorate: Chief Executive's		
Name of Head of Service:	**Designations:**	**Tel Nos.**
Noelwyn Daniel	Head of ICT & Corporate Policy	01267 224659
Report Author:		**E Mail Addresses:**
Gwyneth Ayers	Corporate Policy & Partnership Manager	GAyers@sirgar.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE

18 MARCH 2020

CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB)

MINUTES – NOVEMBER 2019

In order to ensure PSBs are democratically accountable, the Well-being of Future Generations (Wales) Act 2015 places a requirement on councils to designate an overview and scrutiny committee to scrutinise the work of the PSB. In the 'Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards' issued by Welsh Government in August 2017 it notes:

> '*Under the provisions contained in the Act, overview and scrutiny committees have extensive powers to review the PSB's governance arrangements as well as any decisions made or actions taken by the PSB. In addition, overview and scrutiny committees are provided with considerable reporting powers as they are required to share copies of any reports or recommendations made in connection with the board's function or governance arrangement with the Welsh Ministers, the Future Generations Commissioner for Wales and the Auditor General for Wales.*'

In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny.

The minutes of the November 2019 Carmarthenshire PSB meeting were approved by the PSB at its 22 January 2020 meeting.

The minutes are presented to the Council's Policy & Resources Scrutiny for further consideration and scrutiny.

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: Noelwyn Daniel, Head of ICT & Corporate Policy

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

1. Policy, Crime & Disorder and Equalities

The presentation of PSB minutes to a designated overview and scrutiny committee is a requirement of the Well-being of Future Generations (Wales) Act 2015. Paragraph 181 of Statutory Guidance SPSF 3: Collective role notes:

> *'The (scrutiny) committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the (Future Generations) Commissioner and the Auditor General for Wales.'*

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy

1.Local Member(s) N/A

2.Community / Town Council N/A

3.Relevant Partners Through the Public Services Board meeting

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
SPSF 3 – Guidance on the collective role through public services boards		**Cymraeg** http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf **English** http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		**Cymraeg** http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-cy.pdf **English** http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-en.pdf

This page is intentionally left blank

Bwrdd Gwasanaethau Cyhoeddus
SIR GÂR • CARMARTHENSHIRE
Public Services Board

9.30am, Monday 25 November 2019
Yr Egin, Carmarthen

MINUTES

Present	
Name	**Organisation**
Barry Liles (Chair)	University of Wales Trinity Saint David
Prof. Jean White	Welsh Government
Ruth Mullen	Carmarthenshire County Council
Sarah Jennings	Hywel Dda University Health Board
Huwel Manley	Natural Resources Wales
Sean Lloyd	Mid & West Wales Fire and Rescue Service
Carys Morgans	Office of the Police and Crime Commissioner
T/Chief Inspector Chris Neve	Dyfed Powys Police
Jonathan Feild	Department for Work and Pensions
Andrew Cornish	Coleg Sir Gâr
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Martyn Palfreman	West Wales Regional Partnership Board
Alun Harries	Carmarthen Town Council

In attendance	
Name	**Organisation**
Cllr Deryk Cundy	Carmarthenshire County Council
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Anna Bird	Hywel Dda University Health Board
Beth Cossins	Hywel Dda University Health Board
Amy Richmond-Jones	Mid and West Fire and Rescue Service
Clare Pilborough	CAVs
Jonathan Fearn	Carmarthenshire County Council
Mike Bull	Carmarthenshire County Council

1. Welcome & Apologies

Apologies	
Name	**Organisation**
Cllr Emlyn Dole	Carmarthenshire County Council
Maria Battle	Hywel Dda University Health Board
Ros Jervis	Hywel Dda University Health Board

Julian Atkins	Brecon Beacons National Park Authority
Rhian Lovell	Wales Community Rehabilitation Company
Kevin Jones	Mid and West Fire and Rescue Service
Cllr Jan Curtice	Mid & West Wales Fire and Rescue Authority
Christine Harley	National Probation Service
Supt Craig Templeton	Dyfed Powys Police

Barry Liles welcomed Alun Harries from Carmarthen Town Council and Cllr Deryk Cundy from the County Council's Policy and Resources Scrutiny committee.

2. Minutes and Matters Arising: 8 July 2019

- The minutes were accepted as a true and accurate record.
- Discussions taking place locally on the potential for a co-operative model for milk processing. Mike Bull updated that a visit to North Wales to see their model had resulted in useful information being learned including the significant resourcing cost.
- Action 1 – Alun Harries was again welcomed to the meeting and it was confirmed that communication with the seven town and community councils subject to the WBFG Act will continue to increase.
- Action 2 – further discussion needs to take place to ensure feedback to One Voice Wales.
- Action 4 – Huwel Manley confirmed that the tree planting initiative should take place next year following discussion with the Town and Community Councils.
- Action 6 – outstanding action relating to skills development in a rural context.
- Actions 9 and 10 – Unfortunately Cllr Cefin Campbell was unable to attend today's meeting, further discussion on PSB and partner contributions to the Rural Strategy will be on the agenda for the next meeting in January.
- Action 11 – Gwyneth Ayers noted apologies that the Climate Change workshop has not been progressed. Pembrokeshire PSB has requested that a joint workshop is held, and this will now be taken forward.
- Action 13 – Huwel Manley updated that the main issues arising at the Area Statement workshop held in October will be considered and further developed.
- Action 17 – In relation to the feasibility of a 'Passport to Volunteering', Marie Mitchell confirmed that the Strong Connections Delivery Group had set up a subgroup to look at improved partnership working on volunteering.
- Ruth Mullen stated that some initial discussions had taken place to increase the number of departmental editors for Dewis and she would progress this.
- Action 21 – Martyn Palfreman confirmed that the Delivery Groups were being engaged with especially the Early Interventions and Prevention Group.
- Carys Morgans updated on the PCC's Community Fund:
  - Glanymor and Tyisha had been awarded £40,000 which included projects involving the Crimestoppers 'Fearless' programme for young people, Dyfed Drugs and Alcohol Service and a gardening initiative.
  - Funding had been awarded to the Safer Communities Partnership of just over £7,000 for a 'Fearless' project and another bid for a Serious and Violent Organised Crime table-top exercise was being considered.

ACTION	
Discuss approach to providing feedback to One Voice Wales	Town and Community Council representatives
Meet with Town and Community Councils to progress NRW tree planting project	Huwel Manley

Progress outstanding action - Skills development in a rural context to be discussed at next meeting of the Regional Learning & Skills Partnership	Jane Lewis
Contribution by PSB and as individual organisations to 'Moving Rural Carmarthenshire Forward' report to be discussed at January PSB meeting with Cllr Cefin Campbell	PSB Support Team
Progress a joint Climate Change workshop with Pembrokeshire PSB	Gwyneth Ayers
Continue to identify departmental editors in Carmarthenshire County Council for Dewis	Ruth Mullen

3. Update on partner visit to Bromley by Bow

- Sarah Jennings gave an overview of a visit by senior representatives from Ceredigion County Council, Health Board and Police to the project in the centre of Tower Hamlets which was set up 30 years ago and is run by a pioneering charity. It involves a neighbourhood hub with a GP practice and community research and is an example of how community led health, social care and social and green prescribing can work. The community volunteers took on a derelict church building, and public services were invited in. No social workers are involved (which was felt to be a gap by the visiting representatives. There was no quantitative evaluation, no bean counting for grants but qualitative evaluation undertaken to show how centre users felt before and after. No appointments were necessary to access the facility.
- A discussion followed on the following points:
  - Funding: received from the Foundation Trust, more information available in the project's report. Other small grants are received. The café is a social enterprise. A charge is made for visits by organisations to learn from the project.
  - Staffing: three members of staff, including a Centre Manager, oversee the project and seek funding. There are 150 volunteers.
  - Safeguarding: volunteers, learners and anyone running a group had training including safeguarding. Statutory elements are subject to the normal inspection regime.
  - Capacity in communities: differ depending on local community. Capacity could be built to enable grassroots ownership. Examples of community asset transfer do exist in Carmarthenshire such as the Excel Bowl and Calon Y Fferi with long leases given at no cost to community groups. Local communities which are energised could be approached, Glanymor and Tyisha could be considered for this model. Further information on examples of these community-led centres and any others to be collated for future consideration. The Strong Connections Delivery Group has mapped out local community venues for hire and the Council's website contains an interactive map.

ACTION	
Circulate presentation to PSB members	PSB Support Team
Seek further information about 'Calon Y Fferi' and 'Excel Bowl' models for community led centres and consider possible presentation to future PSB meeting	PSB Support Team
Map current community-led initiatives to inform future discussion	Kate Harrop – linked to Strong Connections Delivery Group

4. 10 Rural Towns Programme

- Further to the PSB discussion at its last meeting on the Council's Rural Strategy, 'Moving Rural Carmarthenshire Forward', Mike Bull, Economic Development Area Manager, gave a presentation on this initiative which is one of the key themes from the Strategy. A long-term

strategic vision for economic growth and a growth plan is to be developed for each of the towns. The focus of the plans will reflect the needs of the local communities. This is being funded by ERDF and the County Council. The current stage is Phase 1 which involves eight of the towns - Whitland, St Clears, Laugharne, Llanybydder, Newcastle Emlyn, Llandovery, Llandeilo and Cwmaman - divided into three lots as their communities are linked. Phase 2 will begin in April 2020 and include the two remaining towns – Kidwelly and Cross Hands. Work to be undertaken in several stages involving data collection and analysis, perception survey and growth plan teams established, key priorities workshop, initial draft reports by March 2020, draft plan for consultation, community consultation in June, final draft with launch and delivery in July.

- A discussion followed on the following points:
  - engagement of PSB partners and it was felt that this would be in relation to involvement in the perception surveys and growth plan teams. It would also be important for the consultants to meet with PSB members.
  - Once the growth plans are developed, common themes will be identified which can be worked on strategically.
  - It was clarified that the consultation period is not a formal legal consultation but public engagement. The programme will link in with the Local Development Plan which is currently in its formal consultation phase until July.
  - Key issues discussed included the new hospital, an aging population and transport.

ACTION	
Circulate presentation to PSB members	PSB Support Team
PSB members to contribute to perception survey to inform growth plan for Whitland, St Clears, Laugharne, Llanybydder and Newcastle Emlyn	ALL
Circulate link to perception survey relating to Llandovery, Llandeilo and Cwmaman when available	Mike Bull
Contact Mike Bull mabull@carmarthenshire.gov.uk to become involved in growth plan teams	ALL
Arrange for PSB members to meet with 10 rural towns consultants	Mike Bull & Gwyneth Ayers

5. West Wales Regional Partnership Board update

- Martyn Palfreman confirmed that the RPB had approved the areas of joint working agreed at the regional PSB and RPB meeting in June.
- Welsh Government established a national taskforce to develop a self-assessment framework for RPBs, with joint inspections from Health and Care Inspectorates to take place. The draft framework had been discussed by the RPB and there were concerns relating to the focus on process, which although inevitable at this early stage, it was felt that more effective questions could be asked about the impact of coming together as a Board. There was value in the self-assessment, but it was considered too early to be inspected. Welsh Government are revising the framework based on the discussions, although the inspections will take place. The RPB are keen to be involved as a pilot.
- More in-depth information on the three programmes funded by the Transformation Fund to be given periodically. All three are progressing:
  - Programme 1: Proactive Technology Enabled Care – renegotiating expanded contract with Delta Well-being to provide assessment. Enhancing digital platform. Recruitment complete in Carmarthenshire for proactive well-being assessments on cohort.
  - Programme 3: Fast-tracked Consistent Integration – business case and specification developed, agreed in Carmarthenshire, went live earlier this month.

- Programme 7: Creating Connections for All – developing local action hub in each county, working with town and community councils, increasing volunteers. Approved system for people's volunteering skills to help person to person time banking.

- First Transformation Fund claim to Welsh Government made in October for £375,000. The £12m allocated will need to be spent by end March 2021.
- Independent evaluators appointed and will be looking at impact on demand in system, and qualitative impact showing difference made to people's lives. Tool to be shared with PSB.
- RPB's annual conference was held on 10 October and was attended by some PSB members. The RPB will be looking at how it can engage with PSBs to share learning. A working group to plan next year's conference will include PSB representatives.
- The risks for the programme were considered, in terms of ensuring expenditure and the challenge of recruiting to deliver the projects. Martyn Palfreman confirmed that good progress has been made locally and weekly strategic meetings consider risks including exit strategies to enable work to continue once the funding ends. A discussion with Welsh Government, delayed due to the upcoming election, will now take place mid-February. Mitigating against risks and other lessons being learnt from the process are also relevant to the PSB and will be shared.

ACTION	
Share qualitative evaluation tool with PSB once developed	Martyn Palfreman
Liaise with Gwyneth Ayers regarding PSB representation on working group to plan next annual RPB conference	Martyn Palfreman
Share learning from mitigating against risks, remodelling and transforming services with PSB	Martyn Palfreman

6. Carmarthenshire Well-being Plan – Delivery Group Project Plans

Prosperous People and Places

- Jonathan Feild gave a presentation on the Work Experience Programme Proposal which has had good success in Pembrokeshire with an increase in the breadth and number of such placements offered by public services. Important to find right placement for individual and placements for young people and protected characteristics are a focus of the project. Most PSB partners agreed to host placements. This approach could be easily replicable across PSBs. There is high level youth unemployment in both Pembrokeshire and Carmarthenshire and there is national interest in the project.
- The Health Board has a 'Future Work Programme' which is a 13-week programme for those affected by disabilities and significant conditions which ends in interview for internal vacancies. Pembrokeshire College has 'Expertise College' with a successful employment bureau and has the advantage of being based on one site, as opposed to situation with Coleg Sir Gâr in Carmarthenshire with seven sites. The Pembrokeshire employment bureau is funded by Welsh Government.
- Pembrokeshire has an Operational Group, and Jonathan has spoken to Jane Lewis about the Prosperous People and Places Delivery Group taking on that role in Carmarthenshire. Pembrokeshire's Operational Group next meets on 21 January and is open to observers if partners wished to attend.
- A range of work placements offered by some partners was discussed and it was agreed to consider how this could work locally in terms of the infrastructure needed and for all partners to confirm their willingness to engage in the project.

- Foundational Economy Challenge Fund update: Gwyneth Ayers confirmed that the PSB's funding bid for £100,000 had been approved and would be promoted after the election. The project aims to improve the quality of food provided in public services and to establish supply chains within the

county. The funding needs to be spent before end March 2021 and the next step is for a Steering Group to be established.

ACTION	
Contact Jonathan Feild if interested in observing meeting of Pembrokeshire's Operational Group on 21 January	ALL
Circulate promotional literature for employers and individuals	Jonathan Feild
Andrew Cornish and Jane Lewis to meet to discuss how to establish a funded infrastructure to manage a work experience placement project	Andrew Cornish & Jane Lewis
Seek own organisation's view of engagement in the work experience placement project before next PSB meeting	ALL
Establish project Steering Group for the Foundational Economy Challenge Fund project	Gwyneth Ayers

Strong Connections

- Jonathan Fearn, Head of Property at Carmarthenshire County Council, updated on the 'Mid and West Wales Strategic Asset Review'. This piece of work has been funded by Welsh Government and delivered by Arcadis, commissioned by the regional collaboration group which covers Hywel Dda and Powys Health Board areas. A new interactive data portal has been developed which provides information on all public service estate. There are several proposed collaborative projects:
    - Looking at how estate management teams can support well-being objectives. Been working with the Stronger Connections Delivery Group to identify properties available for volunteering services and map venue tool produced
    - Office accommodation rationalisation and agile working
    - St David's Office and Education Campus – management of buildings owned by Council, Health, University and Coleg
    - Well-being hubs including Llanelli and Cross Hands
    - Co-ordinated mobile services in rural areas e.g. Libraries, banks, police
    - Hywel Dda new urgent and planned care hospital in Carmarthenshire or Pembrokeshire
    - Depots owned by public services.
- The review concluded that additional resources are needed for project management.
- The review report will be be shared with partners but is not a public document as it contains commercially sensitive information.
- A discussion followed on how partners can progress agile and shared locations. When considering assets, need to include those owned by town and community councils. Ruth Mullen stated that the County Council is about to review its agile working programme and she will ensure there is shared learning by arranging for a strand of the review to include partner involvement. It was agreed that opportunities in the rural towns and town centres should be considered to move forward on this area of work.

ACTION	
Circulate 'Mid and West Wales Strategic Asset Review' report to partners	PSB Support Team
Arrange for County Council review of agile working to include strand which involves partners looking at learning to date and opportunities to work together	Ruth Mullen
Identify assets in 10 Rural Towns and three town centres where opportunities to progress closer partnership working	Mike Bull, Jonathan Fearn & Gwyneth Ayers

Safer Communities

- Chris Neve gave an update following the Partnership meeting on 7 November. The agreed partnership priorities are:

- Class A Drugs and County Lines
- Violent Crime including Violence against Women, Domestic Abuse and Sexual Violence
- Counter-terrorism
- Cyber Crime
- Child Sexual Exploitation

- Update on action plan – June to November
  - County Lines Intensification Week – noted range of activity and that level of activity in Carmarthenshire is more extensive than in other local areas. Many SOC/CL training sessions delivered to over 700 staff from partners during period. These sessions have been offered to PSB partners and several have taken the offer up, but if any other partners would like training for staff, contact Kate Harrop.
  - Today is White Ribbon Day and partnership working has taken place to plan the campaign and the next 16 Days of Action. It aims to raise awareness and work towards ending male violence against women. The Police, Fire and Rescue Service, Council, Health Board and Coleg are among the partners working with local services providing support to victims and survivors and lots of promotional activity is planned. Partnership members were updated on several planned events including the annual Candlelight Walk and Talk that took place in Carmarthen last Thursday and a football match is being planned, details to be confirmed. Members were asked to wear a white ribbon, with all donations going towards helping local victims and survivors, and make the promise - to "never commit, excuse or remain silent about male violence against women." Men can sign up to become a White Ribbon Ambassador and women a Champion and help promote awareness of the campaign and engage with men and boys to step up and call out violent behaviour among their 'peers.'
  - Paul Pugh, a survivor of a horrific violent attack outside a pub in Ammanford nearly 13 years ago is supported by the Partnership to speak to groups of young people about the effect of violent behaviour on a night out. He has also been speaking at meetings of licensees in Ammanford and Llanelli about what they can do to prevent violent incidents.
  - Crimestoppers' Youth Worker from their anti-crime youth service called 'Fearless' has continued to deliver sessions in schools and youth groups to talk about issues that affect them such as county lines and child criminal exploitation and the importance of reporting crime anonymously to Crimestoppers. A 'Fearless' digital campaign ran in the summer holidays across Wales to raise awareness of issues such as exploitation.
  - Prevent Awareness Training arranged for staff of public services. Over 20 sessions up to March 2020 have been organised to help staff be more aware of extremism threat locally, recognise signs of radicalisation and to learn how to report any concerns.
  - Raising awareness of cybercrime amongst the public, schools, local businesses and public service staff is being considered with partners and colleagues in the Police Digital Communications and Cyber Crime Unit. The Unit delivered a talk at the 50+ Forum on 12 September and had a stall to give information and advice. An article is being prepared for the Forum's next newsletter.
  - Further 'Safeguarding' training sessions held in Llanelli and Ammanford with licensees, bar and door staff. This is a partnership between Council's licensing department and police and includes awareness raising on a range of issues including County Lines, Child Sexual Exploitation, domestic abuse and the 'White Ribbon Campaign'.

ACTION	
Circulate details of White Ribbon football match once finalised	Kate Harrop
Confirm any additional staff to attend Prevent Awareness training to PSB Support Team	ALL

Healthy Environment

- Huwel Manley said that the Delivery Group's lead officer from NRW had moved into a new role and this work would be progressed once her replacement was in post.
- Climate Adaptation – this programme of work is being undertaken in Pembrokeshire and Carmarthenshire. There is an opportunity for public services to invest in energy portfolio projects going forward.

7. Wales Audit Office: Review of PSBs

- The report had been circulated and members were asked to comment upon the document and its recommendations.
- It was noted that point 1.4 on page 15 relating to the organisations that Chairs of PSBs come from was inaccurate as no reference was made to a Chair from Higher Education as is the case in Carmarthenshire.
- Discussion followed in relation to the methodology which did not include observing a PSB, nuances between PSBs not being reflected, the local successes seen in terms of collaboration, public engagement and work undertaken and that the review should have focused on scrutinising the effectiveness of what has been achieved to date.
- It is up to the PSB to decide how to move forward following the review and it was suggested that there was an opportunity to initiate a discussions about regionalising the local PSBs. It was agreed to write to Ceredigion and Pembrokeshire PSBs in relation to this.
- A response to the report would be prepared based on the discussion.

ACTION	
Write to Ceredigion and Pembrokeshire PSBs to initiate discussion about possible merger of PSBs	Barry Liles
Prepare a PSB response to the Wales Audit Office report	Gwyneth Ayers

8. Regional PSB and RPB Collaboration - update

- Gwyneth Ayers confirmed that a written update would be provided to future meetings.
- Discussion had progressed following the agreement at the regional meeting in June to progress a regional approach to social and green prescribing. An event is to be held in January 2020, details to be circulated.
- The Digital Information System specification is being advertised on 'Sell to Wales' and will close early December. The Welsh Government funding must be spent before the end of March 2020.
- Discussions between partners have continued in relation to engagement and consultation and there is potential for PSB partners to develop a consistent approach.

ACTION	
Circulate date of the Regional Social and Green Solutions to Health Event	PSB Support Team

9. Any Other Business

- Next PSB meeting is on 22 January at 9.30am, venue to be confirmed. Future dates to be circulated.
- Future Generations Exchange event – 10 January. Details to be circulated.

- Alun Harries thanked the PSB for the invitation and recognising the role of town and community councils in delivering well-being. He stated that the level of engagement here was unique in Wales.

ACTION	
Circulate all 2020 meeting dates	PSB Support Team
Circulate details of Future Generations Exchange event on 10 January	PSB Support Team

	Summary of Action Points	Who	Update
	Actions from 25 November meeting		
1	Discuss approach to providing feedback to One Voice Wales	Town and Community Council representatives	
2	Meet with Town and Community Councils to progress NRW tree planting project	Huwel Manley	
3	Progress outstanding action - Skills development in a rural context to be discussed at next meeting of the Regional Learning & Skills Partnership	Jane Lewis	Skills development in the rural context has been included in the Employment and Skills Plan http://online.flipbuilder.com/itet/kycm/mobile/index.html A Carmarthenshire Skills Plan is also being prepared and the aim is to publish early 2020
4	Contribution by PSB and as individual organisations to 'Moving Rural Carmarthenshire Forward' report to be discussed at January PSB meeting with Cllr Cefin Campbell	PSB Support Team	On agenda for January 2020 meeting
5	Progress a joint Climate Change workshop with Pembrokeshire PSB	Gwyneth Ayers	Outstanding action, will be progressed as a matter of urgency
6	Continue to identify departmental editors in Carmarthenshire County Council for Dewis	Ruth Mullen	
7	Circulate presentation to PSB members	PSB Support Team	Completed
8	Seek further information about 'Calon Y Fferi' and 'Excel Bowl' models for community led centres and consider possible presentation to future PSB meeting	PSB Support Team	To be discussed at Strong Connections Delivery group as part of community led initiatives mapping
9	Map current community-led initiatives to inform future discussion	Kate Harrop – linked to Strong Connections Delivery Group	Discussed at 9 January 2020 Delivery Group meeting
10	Circulate presentation to PSB members	PSB Support Team	Completed

	Summary of Action Points	Who	Update
11	PSB members to contribute to perception survey to inform growth plan for Whitland, St Clears, Laugharne, Llanybydder and Newcastle Emlyn - https://www.economicgrowthplans.co.uk/	ALL	Link circulated. Workshop on 10 Rural Towns programme to follow PSB meeting
12	Circulate link to perception survey relating to Llandovery, Llandeilo and Cwmaman when available	Mike Bull	Completed
13	Contact Mike Bull mabull@carmarthenshire.gov.uk to become involved in growth plan teams	ALL	On-going
14	Arrange for PSB members to meet with 10 rural towns consultants	Mike Bull & Gwyneth Ayers	Workshop to follow January 2020 PSB meeting
15	Share qualitative evaluation tool with PSB once developed	Martyn Palfreman	To be completed when available
16	Liaise with Gwyneth Ayers regarding PSB representation on working group to plan next annual RPB conference	Martyn Palfreman	To be completed mid 2020
17	Share learning from mitigating against risks, remodelling and transforming services with PSB	Martyn Palfreman	To be completed when available
18	Contact Jonathan Feild if interested in observing meeting of Pembrokeshire's Operational Group on 21 January	ALL	
19	Circulate promotional literature for employers and individuals	Jonathan Feild	Completed
20	Andrew Cornish and Jane Lewis to meet to discuss how to establish a funded infrastructure to manage a work experience placement project	Andrew Cornish & Jane Lewis	Met to discuss and plan agreed to move forward. Meeting to be arranged with Pembrokeshire College.
21	Seek own organisation's view of engagement in the work experience placement project before next PSB meeting	ALL	To be discussed at January 2020 PSB meeting
22	Establish project Steering Group for the Foundational Economy Challenge Fund project	Gwyneth Ayers	On-going
23	Circulate 'Mid and West Wales Strategic Asset Review' report to partners	PSB Support Team	Completed
24	Arrange for County Council review of agile working to include strand which involves partners looking at learning to date and opportunities to work together	Ruth Mullen	

	Summary of Action Points	Who	Update
25	Identify assets in 10 Rural Towns and three town centres where opportunities to progress closer partnership working	Mike Bull, Jonathan Fearn & Gwyneth Ayers	
26	Circulate details of White Ribbon football match once finalised	Kate Harrop	The match took place between Ammanford and Carmarthen on 6 December
27	Confirm any additional staff to attend Prevent Awareness training to PSB Support Team	ALL	On-going
28	Write to Ceredigion and Pembrokeshire PSBs to initiate discussion about possible merger of PSBs	Barry Liles	Letter circulated to PSBs 9 January 2020
29	Prepare a PSB response to the Wales Audit Office report	Gwyneth Ayers	
30	Circulate date of the Regional Social and Green Solutions to Health Event	PSB Support Team	Completed
31	Circulate all 2020 meeting dates	PSB Support Team	Completed
32	Circulate details of Future Generations Exchange event on 10 January	PSB Support Team	Completed

POLICY AND RESOURCES SCRUTINY COMMITTEE
18th MARCH 2020

EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT

ITEM	RESPONSIBLE OFFICER	EXPLANATION	REVISED SUBMISSION DATE
2019/20 Well-Being Objectives Corporate Performance Monitoring Report Qtr 3 - 1st April to 31st December 2019	Noelwyn Daniel	The Authority is keen to ensure performance figures are reported in a timely manner, as a result the current performance monitoring cycle is being reviewed. A revised reporting cycle will be included within the Forward Work Programme as soon as available.	To be agreed
2019/20 Well-Being Objectives Departmental Performance Monitoring Report Qtr 3 - 1st April to 31st December 2019	Noelwyn Daniel	The Authority is keen to ensure performance figures are reported in a timely manner, as a result the current performance monitoring cycle is being reviewed. A revised reporting cycle will be included within the Forward Work Programme as soon as available.	To be agreed

This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE 18TH MARCH 2020

POLICY & RESOURCES SCRUTINY COMMITTEE ACTIONS AND REFERRALS UPDATE

To consider and comment on the following issues:

- To scrutinise the progress made in relation to actions, requests or referrals recorded during previous meetings of the Committee.

Reasons:

- To enable members to exercise their scrutiny role in relation to monitoring performance.

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

Executive Board Member Portfolio Holder: *NOT APPLICABLE*

Directorate: Chief Executive's	Designations:	Tel Nos. / E-Mail Addresses:
Name of Head of Service: Linda Rees-Jones	Head of Administration & Law	01267 224010 lrjones@carmarthenshire.gov.uk
Report Author: Martin S. Davies	Democratic Services Officer	01267 224059 MSDavies@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 18TH MARCH 2020

Policy & Resources Scrutiny Committee Actions and Referrals Update

During the course of a municipal year, several requests for additional information are made by the Committee in order to assist it in discharging its scrutiny role. The attached report provides members of the Committee with an update on the progress made in relation to these requests.	
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 – 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
P&R Scrutiny Committee Reports and Minutes	**Meetings held up to July 2015:** http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/agendas-minutes-(archive)/ **Meetings from September 2015 onwards:** http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=170

Cyngor Sir Gâr Carmarthenshire County Council
EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

Policy Resources Scrutiny Committee Actions 2019-2020

Ref No	Meeting Date	Recommendation / Action / Referral	Description	Progress Update	Member / Officer	Status
P&R 033 18/19	20th March 2019	ACTION	**REVENUE & CAPITAL BUDGET MONITORING REPORT 2018/19 -** The Director of Corporate Services, in response to a query, agreed to circulate details of the managerial savings delivered across the Authority	information e mailed to Cttee 3/12/19	Chris Moore	**Completed**
P&R 034 18/19	20th March 2019	ACTION	**REVENUE & CAPITAL BUDGET MONITORING REPORT 2018/19 -** It was suggested that the fact that planning fees could not be increased to counter the income shortfall as they were set at National level should be referred to the appropriate Scrutiny Committee	Head of Planning has advised that the matter has been raised by Community Scrutiny Committee and it is aware that officers are looking at what can be done both at national level (there is a review of fees gong on) and at local level – discretionary fees will be taken through the decision process starting at end of May this year.	Martin Davies	**Completed**
P&R 035 18/19	20th March 2019	ACTION	**QUARTER 3 - 1ST APRIL TO 31ST DECEMBER 2018 DEPARTMENTAL PERFORMANCE MONITORING REPORT -** The Director of Corporate Services agreed to ascertain the extent to which local companies were being encouraged to bid for construction and waste contracts;	Update required	Chris Moore	Outstanding
P&R 036 18/19	26th April 2019	ACTION	**CORPORATE STRATEGY 2018-23 DRAFT UPDATE JUNE 2019•** The Policy and Partnership Officer agreed to ascertain what could be done to ensure that historical welsh language place names which reflected local culture and history were not lost or replaced with English translations	information e mailed to members	Linos Evans	Completed
P&R 037 18/19	26th April 2019	ACTION	**CORPORATE STRATEGY 2018-23 DRAFT UPDATE JUNE 2019•** The Policy and Partnership Officer agreed to provide details of the areas within the county being specifically targeted to promote the Welsh language	Information e mailed to Members	Llinos Evans	Completed
P&R 038 18/19	26th April 2019	ACTION	**CORPORATE STRATEGY 2018-23 DRAFT UPDATE JUNE 2019•** Request for an updated map indicating the strength of the digital infrastructure in Carmarthenshire, particularly those areas with little or no coverage as this contributed indirectly towards rural poverty	Update required	Rob James	in progress
P&R 001 19/20	13th June 2019	ACTION	**SICKNESS ABSENCE MONITORING REPORT - FULL YEAR/Q4 2018/19 -**The Assistant Chief Executive [People Management] stated that he would raise the issue of the sending of out-of-hours e mails at CMT	An update has been prepared for P&R 2nd Dec	Paul R. Thomas	Completed

Policy Resources Scrutiny Committee Actions 2019-2020

P&R 002 19/20	13th June 2019	ACTION	**SICKNESS ABSENCE MONITORING REPORT - FULL YEAR/Q4 2018/19 -•** The Employee Wellbeing Manager agreed to extend invitations to attend Mental Health First Aid Training to elected members	Dates have now been gven by the supplier and Invitations are ready to be sent out to members	Heidi Font	In progress
P&R 003 19/20	13th June 2019	ACTION	**SICKNESS ABSENCE MONITORING REPORT - FULL YEAR/Q4 2018/19 -• •** Officers agreed to circulate a divisional profile including sickness absence data alongside other people management data such as overtime costs, agency costs etc where a Head of Service is invited to P&R Scrutiny to discuss sickness absence performance monitoring;	Noted	Paul R. Thomas	Completed
P&R 004 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 • T**he Head of ICT & Corporate Policy agreed to ascertain the current position with regard to the proposed Carmarthen Hwb	Discussions have been taking place with Communities to look at the feasibility of the Hwb being part of the new Oriel Myrddin development. After much discussion and changes by architects it has been agreed that this is not viable and therefore an alternative location must be found for the Hwb. Conversations have now restarted with property services and various locations within the town centre are being considered.	Noelwyn Daniel	Completed
P&R 005 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19** the Corporate Policy and Partnership Manager agreed to ascertain whether there was any means of expanding the SHEP scheme within Carmarthenshire	Contact with relevant service established and looking into future options for delivery	Gwyneth Ayers	On-going
P&R 006 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 •** The Head of ICT & Corporate Policy agreed to ask the Head of Leisure to ascertain the number of visitors to the County's museums and arts/theatre venues in 2018/19 compared with 2017/18	Figures e mailed to Members 2/9/19	Noelwyn Daniel / Ian Jones	Completed
P&R 007 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 •** The Head of ICT & Corporate Policy agreed to ascertain from the Organisational Development Team the training offered via the Continuous Improvement network	The Continuous Improvement network send regular updates which includes information on any training / speakers they have coming up. Staff can subscribe to these updates. We do circulate information when something interesting comes up.	Noelwyn Daniel	Completed

P&R 008 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 •** The Head of ICT & Corporate Policy agreed to ascertain from the Head of Property the current situation regarding the sale of Nant y Ci and 5-7 Spilman Street, Carmarthen as the 'For Sale' signs appeared to have been removed;	UPDATES 21/11/19: **5-8 Spilman** - Following the recent vacation of staff into 3 Spilman Street, the property has transferred into the Housing portfolio within the Communities Department . A residential development scheme is currently being designed. **Nant Y Ci** - Regeneration staff are due to relocate to County Hall before the end of the year. Discussions are ongoing with interested parties in relation to a sale or letting.	Noelwyn Daniel / Jason Jones	Completed
P&R 009 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 •** The Head of ICT & Corporate Policy agreed to convey concerns regarding waste collection and fly-tipping in the Llanelli area to the Head of Waste & Environmental Services. Particular reference was made to bags which were labelled by refuse collectors and not collected only to be ripped open by foxes, seagulls etc	Concerns conveyed to Head of Waste and Environmental Services.	Noelwyn Daniel / Ainsley Williams	Completed
P&R 010 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19 •** The Head of ICT & Corporate Policy agreed to ascertain from the Electoral Services Division the latest position regarding the Parliamentary Boundary Review	This review is on hold because of Brexit.	Noelwyn Daniel / Amanda Bebb	Completed
P&R 011 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19** The Head of ICT & Corporate Policy agreed to ask the Assistant Chief Executive to extend an invitation to members to visit the Occupational Health Unit	All P&R Members have been invited to visit the Occupational Health Unit	Noelwyn Daniel / Paul R. Thomas	Completed
P&R 012 19/20	18th July 2019	ACTION	**DRAFT - CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2018/19** the Head of Financial Services agreed to convey concerns regarding the possible acquisition of agricultural land by post-Brexit speculators to the internal Brexit group.	The Brexit working group has been apprised of the Committee's concerns. The group is currently dormant following the (most recent) extension to 31st March, but will be reconvened in the run up to 31st January.	Randal Hemingway	Completed
P&R 013 19/20	18th July 2019	ACTION	**STRATEGIC EQUALITY PLAN ANNUAL REPORT 2018-19** The Policy and Partnership Officer agreed to convey to the Procurement section and the People Management division a comment that every effort should be taken to ensure that no Council supplier/contractor, or sub-contractor, should engage employees on zero hour contracts	Message conveyed to the appropriate Heads of Service	Gwyneth Ayers	Completed

P&R 014 19/20	18th July 2019	ACTION	**ANNUAL REPORT ON THE WELSH LANGUAGE 2018-19** The Policy and Partnership Officer agreed to convey to the Planning Section a reiterated concern regarding the loss of welsh place names and a query as to whether a firm policy in this regard could be developed	Actioned	Linos Evans	Completed
P&R 015 19/20	18th July 2019	ACTION	**DIGITAL TRANSFORMATION STRATEGY AND DIGITAL TECHNOLOGY STRATEGY ANNUAL REPORT 2019** • The Head of ICT and Corporate Policy agreed to convey to the Education Department a concern regarding the inability of some pupils to undertake homework due to connectivity issues and to ascertain how this was being addressed by schools	This has been forwarded to the Education Department. There would be an expectation that the school handles such situations with sensitivity and cncern. There is an action plan currently being put in place to address poor rural connectivity in Carmarthenshire. The Education Department will monitor such sitautions.	Noelwyn Daniel	Completed
P&R 016 19/20	18th July 2019	ACTION	**DIGITAL TRANSFORMATION STRATEGY AND DIGITAL TECHNOLOGY STRATEGY ANNUAL REPORT 2019•** The Head of ICT and Corporate Policy agreed to look into the possibility of including the third sector within the TLS Upgrade	It is not considerered yet that the 3rd Sector would be in a position to force TLS on all external email however they may be in a few years time.	Noelwyn Daniel	Completed.
P&R 017 19/20	18th July 2019	ACTION	**FORTHCOMING ITEMS** request for update on Wellness Village at next meeting	report requested -To be submitted to December meeting	Martin Davies	Completed
P&R 018 19/20	10th October 2019	ACTION	**COMPLIMENTS & COMPLAINTS ANNUAL REPORT 2018/19 - •** The Head of ICT & Corporate Policy agreed to append the report on complaints relating to Adult Social Care matters to the Annual report in future	Noted	Noelwyn Daniel	Completed
P&R 019 19/20	10th October 2019	ACTION	**COMPLIMENTS & COMPLAINTS ANNUAL REPORT 2018/19•** The Head of ICT & Corporate Policy agreed to ensure that staff at contact centres and Delta Wellbeing passed on complaints received to the Information Governance & Complaints section	This has been communicated with Management at Delta Wellbeing to ensure complaints are passed on to Corporate Complanits team.	Noelwyn Daniel	Complaints
P&R 020 19/20	10th October 2019	ACTION	**QUARTER 1 - 1ST APRIL TO 30TH JUNE 2019 DEPARTMENTAL PERFORMANCE MONITORING REPORT•** The Head of ICT & Corporate Policy agreed to ascertain progress in regard to the search for a suitable location for a hwb within Carmarthen town;	**SEE ALSO P&R 004 19/20 ABOVE** Discussions have been taking place with Communities to look at the feasibility of the Hwb being part of the new Oriel Myrddin development. After much discussion and changes by architects it has been agreed that this is not viable and therefore an alternative location must be found for the Hwb. Conversations have now restarted with property services and various locations within the town centre are being considered.	Noelwyn Daniel	Completed

Policy Resources Scrutiny Committee Actions 2019-2020

P&R 021 19/20	10th October 2019	ACTION	**REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20• T**he Head of Financial Services agreed to convey to the Head of Property the Committee's concerns over the future of Nant y Ci Mart in light of the income shortfall and the continued decline in its use	The Director of Corporate Services, in conjunction with property colleagues, is in discussions with the tenant.	Randal Hemingway	Completed
P&R 022 19/20	10th October 2019	REFERRAL	**REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20•** RESOLVED that the Education and Children Scrutiny Committee be recommended to reverse its decision to receive Revenue and Capital Budget Monitoring via e-mail only [Education and Children Scrutiny Committee 7th June 2018 minute 6.2 refers] in view of the absence of formal monitoring of the Education Department's budget which has significant pressures and a high risk of overspending against the budget.	To be considered by Education Scrutiny Committee on 25th November 2019.	Martin Davies	Completed
P&R 023 19/20	10th October 2019	ACTION	**CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - MAY & JULY 2019 -** The Corporate Policy & Partnership Manager advised that the Wales Audit Office had recently published its 'Review of Public Service Boards' Report which she agreed to circulate to the committee	Completed - circulated via e mail 15th October 2019	Gwyneth Ayers	Completed
P&R 024 19/20	2nd December 2019	ACTION	**SICKNESS ABSENCE MONITORING REPORT HALF YEAR Q2 2019/20 -**UNANIMOUSLY RESOLVED that the report be received and feedback from the Challenge and Review Attendance Forum and Corporate Intervention Advisory Panel be included in future reports	Noted	Ann Clarke	Completed
P&R 025 19/20	2nd December 2019	ACTION	**REVENUE & CAPITAL BUDGET MONITORING REPORT T**he Head of Financial Services, in response to a query, agreed to provide further explanatory information on the variances of residential homes budgets	Update required	Randal Hemmingway	Outstanding
P&R 026 19/20	2nd December 2019	ACTION	**REVENUE & CAPITAL BUDGET MONITORING REPORT • T**he Head of Financial Services agreed to convey reiterated concerns over the management of Nant Y Ci livestock mart to the Director of Corporate Services	Concerns conveyed to Director of Corporate Services 3/12/19	Randal Hemmingway	Completed
P&R 027 19/20	27th January 2020	ACTION	**FIVE YEAR CAPITAL PROGRAMME 2020/21 - 2024/25 - t**he Head of Financial Services agreed to ascertain whether any eco-related sources of funding were being explored	Update required	Randal Hemmingway	Outstanding

Policy Resources Scrutiny Committee Actions 2019-2020

P&R 028 19/20	27th January 2020	ACTION	**FIVE YEAR CAPITAL PROGRAMME 2020/21 - 2024/25 •** The Head of Financial Services agreed to circulate details of reserves	information circulated to members 10/2/20	Randal Hemmingway	Completed
P&R 029 19/20	27th January 2020	ACTION	**CHIEF EXECUTIVE'S DEPARTMENTAL BUSINESS PLAN 2020/2023 -** The Assistant Chief Executive agreed to circulate details of the development programme being rolled out [with funding from the Wales Union Learning Fund] to enable Managers to better manage mental health issues in the workplace	Update required	Paul Thomas	Outstanding
P&R 030 19/20	27th January 2020	ACTION	**CORPORATE SERVICES DEPARTMENTAL BUSINESS PLAN 2020/2023 -** The Head of Financial Services agreed to ascertain from the Head of Revenues and Financial Compliance whether the Procurement Surgery Sessions were proving to be beneficial.	information circulated to members 13/2/20	Randal Hemmingway / Helen Pugh	Completed
P&R 031 19/20	27th January 2020	DECISION	**ENVIRONMENT DEPARTMENTAL BUSINESS PLAN 2020/2023 -** that the Environment Scrutiny Committee be requested to consider means of securing improvements to the Joint Transport Plan for South West Wales with a view to maximising opportunities to improve public transport within Carmarthenshire.	Referred to Environmental & Public Protection Scrutiny Committee	Martin Davies	Completed

POLICY & RESOURCES SCRUTINY COMMITTEE
18TH MARCH 2020

FORTHCOMING ITEMS FOR NEXT MEETING TO BE HELD ON 24TH APRIL 2020 **In order to ensure effective Scrutiny, Members need to be clear as to the purpose of requesting specific information and the outcome they are hoping to achieve as a consequence of examining a report. Limiting the number of agenda items may help to keep meetings focused and easier to manage.**		
Proposed Agenda Item	**Background**	**Reason for report** What is Scrutiny being asked to do? *e.g. undertake a full review of the subject? Investigate different policy options? Be consulted on final proposals before decision making? Monitor outcomes /implementation?* *If the item is for information or for noting, can the information be provided in an alternative format i.e, via email?*
Corporate Strategy 2018-23 and Wellbeing objectives 2020/21	In January 2018, the new Administration published its plan – *Moving Forward in Carmarthenshire: the next 5 Years.* It required that a new Corporate Strategy should be developed to reflect its plans and programmes, in line with the Well-being Future Generations Act (WbFG).	The Draft New Corporate Strategy document together with the relevant Well-being Objectives detailed action plans for Policy & Resources Scrutiny Committee.
January 2020 PSB minutes	The Well-being of Future Generations (Wales) Act 2015 notes the requirement that a designated local government scrutiny committee is appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny committee.	To consider and scrutinise on the content of the PSB minutes.
Policy & Resources Scrutiny Committee Forward Work Programme for 2020/21	Policy & Resources Scrutiny Committee's programme of reports throughout 2020/21.	

When choosing a topic a Scrutiny Committee should consider whether:-

- **scrutiny could have an impact and add value**

- **the topic is of high local importance and reflects the concerns of local people**
- **the resources are available that would be required to conduct the review, in terms of resources and budget**
- **it avoids work duplication elsewhere**
- **the issue is one that the committee can realistically influence**
- **the issue is related to an area where the council, or one of its partners, is not performing well**
- **the issue is relevant to all or large parts of the local area**
- **the review would be in the council's interests.**

<u>Topics are not suitable for scrutiny when:</u>

- **the issue is already being addressed elsewhere and change is imminent**
- **the topic would be better addressed elsewhere (and will be referred there)**
- **scrutiny involvement would have limited or no impact upon outcomes**
- **the topic may be sub-judice or prejudicial to the council's interest**
- **the topic is too broad to make a review realistic**
- **new legislation or guidance relating to the topic is expected within the next year**
- **the topic area is currently subject to inspection or has recently undergone substantial change.**

Policy & Resources Scrutiny Committee – Forward Work Programme 2019/20

18th July 2019	10th October 2019	2nd December 2019	27th January 2020 [moved from 10th January]	~~5TH February 2020~~ CANCELLED	18TH March 2020	24TH April 2020
Carmarthenshire County Council's Annual Report for 2018/19	Quarterly Treasury Management and Prudential Indicator Report 1st April 2019 to 30th June 2019	Sickness Absence Monitoring Report - Half Year Q2 2019/20	Revenue Budget Strategy Consultation 2020/21 to 2022/23	~~Revenue & Capital Budget Monitoring Report 2019/20~~	2019/20 Well-Being Objectives Corporate Performance Monitoring Report Qtr 3 - 1st April to 31st December 2019	Corporate Strategy 2018-23 and Wellbeing objectives 2020/21
Strategic Equality Plan Annual Report 2018-19	Revenue & Capital Budget Monitoring Report 2019/20	~~Chief Executive's Departmental Business Plan 2020/2023~~ **Moved to January**	Five Year Capital Programme 2020/21 - 2024/25	~~Treasury Management Policy & Strategy 2020/21~~	2019/20 Well-Being Objectives Departmental Performance Monitoring Report Qtr 3 - 1st April to 31st December 2019	January 2020 PSB minutes
Annual Treasury Management and Prudential Indicator Report 2018-2019	Quarter 1 - 1st April to 30th June 2019 Corporate Performance Monitoring Report	~~Corporate Services Departmental Business Plan 2020/2023~~ **Moved to January**	Chief Executive's Departmental Business Plan 2020/2023	~~September 2019 PSB minutes~~	Policy & Resources Scrutiny Committee Actions and Referrals Update	Policy & Resources Scrutiny Committee Forward Work Programme for 2020/21
Revenue & Capital Budget Monitoring Report 2018/19	Quarter 1 - 1st April to 30th June 2019 Departmental Performance Monitoring Report	~~Environment Departmental Business Plan 2020/2023~~ **Moved to January**	Corporate Services Departmental Business Plan 2020/2023		Quarterly Treasury Management and Prudential Indicator Report 1st April 2019 to 31st December 2019	
~~TIC Annual Report 18/19~~ **Moved to October [TBC]**	May & July 2019 PSB minutes	Revenue & Capital Budget Monitoring Report 2019/20	Environment Departmental Business Plan 2020/2023		Revenue & Capital Budget Monitoring Report 2018/19	

Policy & Resources Scrutiny Committee – Forward Work Programme 2019/20

Policy & Resources Scrutiny Committee Actions and Referrals update	Policy & Resources Scrutiny Committee Annual Report 2018/19	Mid-Year Treasury Management and Prudential Indicator Report 1st April 2019 to 30th September 2019	Revenue & Capital Budget Monitoring Report 2019/20 **Moved from February**			
Annual Progress Report Digital Transformation Strategy – 2017-20	Complaints & Compliments Annual Report 2018/19	Policy & Resources Scrutiny Committee Actions and Referrals Update	Treasury Management Policy & Strategy 2020/21 **Moved from February**			
Annual Report on the Welsh Language 2018-19	~~TIC Annual Report 18/19~~ **Moved to October**	TIC Annual Report 18/19	September 2019 PSB minutes **Moved from February**			
		Wellness Village Update				

Exec. Board Meetings: 21st October; 18th November; 16th December; 20th January 2020; 3rd February; 16th March.

Council Meetings: 9th October; 13th November; 11th December; 8th January 2020; 12th February; 26th February; 4th March .

SUGGESTED SUBJECT AREAS FOR POSSIBLE DEVELOPMENT SESSIONS:
Treasury Budget;
Operation of Arm's Length Companies [such as Llesiant Delta Wellbeing Ltd.];
Procurement;
Collaborative Working with neighbouring local authorities / other partners;
Sustainable Development.

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

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 over the next 12 months. It is reviewed and published quarterly to take account of changes and additional key decisions.

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
BREXIT UPDATE	Wendy Walters Chief Executive/Helen L Morgan	Leader		March
DIVERSITY CALENDAR	Wendy Walters Chief Executive	Communities & Rural Affairs	Yes	20/04/2020
MODEL TEACHERS' PAY AWARD	Paul Thomas Assistant CE	HR		24/02/2020
ARMED FORCES COVENANT AND DEFENCE RECOGNITION SCHEME	Noelwyn Daniel -Head of ICT & Corporate Policy	Resources	Yes	30/03/2020
INTEGRATED IMPACT ASSESSMENT AND COVER SHEET	Wendy Walters, Chief Executive/Gwyneth Ayres	Deputy Leader	No	20/04/2020
UNREASONABLE COMPLAINTS POLICY	Wendy Walters, Chief Executive/Noelwyn Daniel	Deputy Leader	No	11th May 2020
ANNUAL PROGRESS REPORT - DIGITAL TRANSFORMATION STRATEGY 2017-2020	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	11th May 2020
CLLR Email	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	11th May 2020

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

CHIEF EXECUTIVES				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
SICKNESS ABSENCE UPDATE	Paul R Thomas – Assistant Chief Executive	Deputy Leader	June – monitoring report	
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Chief Executive/Gwyneth Ayres	Culture, Sport & Tourism	June	July
COMPLAINTS AND COMPLIMENTS ANNUAL REPORT	Wendy Walters Chief Executive	Deputy Leader	All Sept	
TRANSFORMATION INNOVATION AND CHANGE ANNUAL REPORT	Paul R Thomas – Assistant Chief Executive Jon Owen – TIC MANAGER	Deputy Leader	Oct	Oct
WELLBEING OBJECTIVES	Wendy Walters Chief Executive	Communities and Rural Affairs		
WELSH GOVERNMENT CONSULTATION DOCUMENTS	Wendy Walters Chief Executive	Deputy Leader	If applicable	If applicable
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Chief Executive	Resources		As and when required
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	As And When Required
CITY DEAL UPDATE (INCLUDING PENTRE AWEL)	Wendy Walters Chief Executive	Leader		As & When Required

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

COMMUNITY SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
BEYOND THE STORE – CARMARTHENSHIRE MUSEUMS	Ian Jones – Head of Leisure	Culture, Sports & Tourism		
CBL – CANFOD CARTREFI (Update on 1st year)	Jonathan Morgan - Head of Homes and Safer Communities	Housing	Yes	20/04/2020
DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2019/20	Jake Morgan – Director of Communities	Social Care & Health	Yes	13/07/2020
DOG BREEDERS LICENCE UPDATE	Jonathan Morgan - Head of Homes &Safer Communities	Public Protection	NO	13/07/2020
CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN 2021-22	Jonathan Morgan - Head of Homes and Safer Communities	Housing	Yes	Feb 21

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
BI-MONTHLY REVENUE AND CAPITAL BUDGET MONITORING REPORTS	Chris Moore Director of Corporate Services	Resources	N/A	APRIL JUNE SEPT NOV JAN MARCH
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Resources	N/A	JULY OCT JAN
ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Resources	N/A	JULY
5 YEAR CAPITAL PROGRAMME	Chris Moore Director of Corporate Services	Resources	ALL DEC/ JAN	NOV
COUNCIL TAX BASE	Chris Moore / Helen Pugh	Resources	N/A	DEC
Council Tax Reduction Scheme	Chris Moore / Helen Pugh	Resources	N/A	FEB
BUDGET STRATEGY (Revenue and Capital)	Chris Moore Director of Corporate Services	Resources	ALL DEC/ JAN	NOV
HIGH STREET RATE RELIEF	Chris Moore /Helen Pugh	Resources	N/A	End May/ early June
CORPORATE RISK REGISTER	Chris Moore / Helen Pugh	Resources	– Audit Committee March & SEPT	

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
FINANCIAL PROCEDURE RULES	Chris Moore /Helen Pugh	Resources	TBC – Audit Committee	
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	Resources	N/A	FEB – BUDGET MEETING
FINAL BUDGET Revenue & Capital	Chris Moore Director of Corporate Services	Resources	N/A	FEB – BUDGET MEETING
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	Resources	HOUSING	FEB – BUDGET MEETING
BUDGET OUTLOOK	Chris Moore Director of Corporate Services	Resources	N/A	JULY/SEPT

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

EDUCATION & CHILDREN				
Subject area and brief description of nature of report	**Responsible Officer**	**Executive Portfolio**	**Scrutiny Committee to be consulted**	**Date of expected decision by Executive Board**
CONSULTATION REPORT - PROPOSAL TO DISCONTINUE YSGOL GYNRADD BLAENAU	Simon Davies – Head of Access to Education	Education & Children	N/A	February 2020
SCHOOL UPDATE REPORT SCHOOLS CAUSING CONCERN AND FINANCE MARCH 2020	Gareth Morgans – Director of Education and Children	Education & Children	N/A	March 2020
LA EDUCATION SERVICES SELF EVALUATION	Aneirin Thomas – Head of Education and Inclusion	Education & Children	ECS – 11/03/20	March 2020
UPDATE ON NEW CURRICULUM DEVELOPMENTS	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	ECS – 11/03/20	March 2020
POST 16 EDUCATION	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	ECS – 04/06/20	March 2020
RESULTS OF 2019 EXAMINATIONS AND SCHOOL CATEGORISATION	Aneirin Thomas – Head of Education and Inclusion	Education & Children	N/A	March 2020
SCHOOL UPDATE REPORT SCHOOLS CAUSING CONCERN AND FINANCE JUNE 2020	Gareth Morgans – Director of Education and Children, and DMT	Education & Children	N/A	June 2020
ALN TRANSFORMATION ACTION PLAN	Aneirin Thomas – Head of Education and Inclusion	Education & Children	N/A	June 2020
CHILDREN'S SERVICES PAPER- TBC	Stefan Smith - Head of Children's Services	Education & Children	N/A	June 2020
CARMARTHENSHIRE 10 YEAR STRATEGY FOR EDUCATION	Gareth Morgans – Director of Education and Children	Education & Children	N/A	
PROMOTING POSITIVE BEHAVIOUR AND EFFECTIVE ANTI-BULLYING PRACTICE IN SCHOOLS	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	ECS – 27/04/20	
SCRUTINY SCHOOL VISITS FRAMEWORK	Aneirin Thomas – Head of Education and Inculsion	Education & Children	ECS – 04/06/20	

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

ENVIRONMENT

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
WASTE COLLECTION STRATEGY REVIEW UPDATE	Ainsley Williams Head Of Waste& Environmental Services	ENVIRONMENT	17/4/20	JULY 2020
NAPPY AHP COLLECTION	Ainsley Williams Head Of Waste& Environmental Services	ENVIRONMENT		27TH JULY 2020
JUNCTION 48 IMPROVEMENTS	Steve Pilliner – Head Of Transportation & Highways	ENVIRONMENT		MARCH 2020
SRO FOR CROSS HANDS ELP PHASE 2	Steve Pilliner – Head Of Transportation & Highways /Adrian Harries	ENVIRONMENT		30TH MARCH 2020
CPO FOR CROSS HANDS ELP PHASE 2	Steve Pilliner – Head Of Transportation & Highways /Adrian Harries	ENVIRONMENT		30TH MARCH 2020
LDP DELIVERY AGREEMENT	Llinos Quelch Head Of Planning/Ian R Llewellyn	PLANNING STRATEGY		20TH APRIL 2020
LDP PLAN	Llinos Quelch Head Of Planning/Ian R Llewellyn	PLANNING STRATEGY		15TH JUNE 2020
AMR PLANNING	Llinos Quelch – Head Of Planning	PLANNING STRATEGY		SEPTEMBER
ELECTRIC VEHICLE STRATEGY	Steve Pilliner – Head Of Transportation & Highways /Thomas Evans	ENVIRONMENT		2ND NOVEMBER 2020
HIGHWAYS MAINTENANCE MANUAL (HAMP)	Steve Pilliner – Head Of Transportation & Highways /Chris Nelson/ Richard Waters	ENVIRONMENT	24/11/2020	21ST DECEMBER 2020
HAMP ANNUAL PROGRESS REPORT	Steve Pilliner – Head Of Transportation & Highways /Richard Waters	ENVIRONMENT	24/11/2020	21ST DECEMBER 2020

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
Published 4th February 2020 – for period Feb 20 – Feb 21

ENVIRONMENT				
Subject area and brief description of nature of report	**Responsible Officer**	**Executive Portfolio**	**Scrutiny Committee to be consulted**	**Date of expected decision by Executive Board**
EQUESTRIAN STRATEGY	**Steve Pilliner – Head Of Transportation & Highways /Caroline Ferguson**	**ENVIRONMENT**	**24/11/2020**	**21ST DECEMBER 2020**
LAND OWNER CHARGING POLICY (FURNTIURE)	**Steve Pilliner – Head Of Transportation & Highways /Caroline Ferguson**	**ENVIRONMENT**	**24/11/2020**	**21ST DECEMBER 2020**

WORKING DRAFT

This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE

Monday, 27 January 2020

PRESENT: Councillor A.G. Morgan (Chair)

Councillors:
K.V. Broom, D.M. Cundy, T.A.J. Davies, H.L. Davies, J.S. Edmunds, W.T. Evans (In place of D.E. Williams), J.K. Howell, G.H. John, C. Jones, G.R. Jones (In place of K. Madge) and J.G. Prosser;

Also in attendance:
Councillor D.M. Jenkins, Executive Board Member for Resources;

The following Officers were in attendance:
N. Daniel, Head of I.C.T.;
J. Fearn, Head of Property;
R. Hemingway, Head of Financial Services;
I. Jones, Head of Leisure;
L.R. Jones, Head of Administration and Law;
P.R. Thomas, Assistant Chief Executive (People Management & Performance);
G. Ayers, Corporate Policy and Partnership Manager;
D. Hockenhull, Marketing and Media Manager;
G. Jones, Digital Business Transformation Manager;
A. Parnell, Treasury & Pension Investments Manager;
N. Evans, Business Support Manager;
M.S. Davies, Democratic Services Officer.

Chamber, County Hall, Carmarthen:10.00 am - 12.45 pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S.M. Allen, K. Madge and E. Williams.

2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM

Councillor	Minute Number	Nature of Interest
A. Davies	9 – Corporate Services Departmental Business Plan 2020/23;	Sister-in-Law is Head of Revenues and Financial Compliance.

3. PUBLIC QUESTIONS

No public questions had been received.

4. REVENUE BUDGET STRATEGY CONSULTATION 2020/21 to 2022/23

The Committee considered the Revenue Budget Strategy 2020/21 to 2022/23 which had been endorsed by the Executive Board for consultation purposes at its meeting on 6th January 2020. The report, which provided Members with the current view of the Revenue Budget for 2020/2021 together with indicative figures for the 2021/2022 and 2022/2023 financial years, was based on officers' projections of spending requirements and took account of the provisional

settlement issued by Welsh Government on 16 December 2019. It also reflected the current departmental submissions for savings proposals. The impact on departmental spending would be dependent upon the final settlement from Welsh Government and the resultant final Budget adopted by County Council.

The budget proposals, as presented in the report, assumed the full delivery of all of the savings proposals submitted, together with the identification and delivery of the shortfall in savings proposals 2021-22 and 2022-23. Further cost reductions would need to be identified and/or larger council tax increases would need to be agreed to deliver a balanced budget for the latter two years.

Given the scale of the pressures and forecasted budget gap, Council Tax increases had been maintained at the previous MTFP levels of 4.89% in each of the three financial years which, it was considered, provided at least some mitigation to the savings proposals which the council needed to consider.

Amongst the issues raised during consideration of the report were the following:

- following the announcement of a new Additional Learning Needs grant of £7.2m across Wales details were awaited of the amount likely to be allocated to CCC;
- in terms of the forecasted increase in school deficit balances (£3m) the Committee was advised that individual deficit plans were being developed and agreed with some schools with a view to achieving financial stability. The budget settlement for schools however was considered to be more favourable than that for Council departments.

UNANIMOUSLY RESOLVED to accept the report and endorse the Charging Digest.

5. FIVE YEAR CAPITAL PROGRAMME 2020/21 - 2024/25

The Committee considered the 5 year capital programme which provided an initial view of the 5 year Capital Programme from 2020/21 to 2024/25. The report formed the basis of the budget consultation process with Scrutiny Committees and other relevant parties and any feedback, along with the final settlement, would inform the final budget report which would be presented to members in March 2020. The proposed capital programme was a capital spend of some £255m over the next 5 years and current funding proposals included external funding of £129m. The report highlighted the provisional settlement received from the Welsh Government which indicated capital funding of £11.834m for the Authority in 2020-21. The funding was made up of Unhypothecated Supported Borrowing of £5.909m and General Capital Grant of £5.925m. In summary, the overall position of the capital programme was funded for the 5 years from 2020/21 to 2024/25.

Amongst the issues raised during consideration of the report were the following:

- Members were advised that in terms of the £500k of new unsupported borrowing allocated to decarbonisation projects there were, as yet, no specific project details;
- In terms of the five-year Fleet Replacement Programme the Head of Financial Services agreed to ascertain whether any eco-related sources of funding were being explored;
- It was clarified that the funding within the Regeneration budget for Llanelli Leisure Centre related to the proposed centre within the Wellness development;
- The Head of Financial Services agreed to circulate details of reserves;

Cyngor Sir Gâr Carmarthenshire County Council
EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

- In response to a question the Head of Property commented that every Head of Service was consulted prior to the disposal of any closed school.

UNANIMOUSLY RESOLVED that the Five Year Capital Programme 2020/21 – 2024/25 be endorsed.

6. TREASURY MANAGEMENT POLICY AND STRATEGY 2020-21

The Committee considered the proposed Treasury Management Policy and Strategy 2020/21 which would be considered by the Executive Board on the 24th February, 2020, and was reminded that, as part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Council was required to maintain a Treasury Management Policy detailing the policies and objectives of its treasury management activities, and to approve a Treasury Management Strategy annually prior to the commencement of the financial year to which it related. Additionally, under the provisions of the Local Government Act 2003, the Council was required to approve its Treasury Management Prudential Indicators for the coming year. The Head of Financial Services highlighted that the Council would be expected to borrow £29m for the Carmarthenshire led projects within the Swansea Bay City Deal partnership from 2020-21 to 2022-23.

UNANIMOUSLY RESOLVED that the Treasury Management Policy and Strategy for 2020/21 and associated appendices be endorsed.

7. REVENUE & CAPITAL BUDGET MONITORING REPORT 2019/20

The Committee considered the Authority's Corporate Budget Monitoring Report and the Chief Executive's and Corporate Services departmental reports as at 31st October 2019 in respect of the 2019/20 financial year. The report also included an appendix detailing Savings Monitoring 2019-20.

In response to a comment relating to the overspend in the Marketing and Media division it was stated that the service was currently being realigned. There had also been a loss of income streams from external partners such as ERW and alternative potential partnership arrangements were being looked at. In addition it was hoped that the appointment of a Commercial Manager would help generate income

UNANIMOUSLY RESOLVED to receive the report.

8. CHIEF EXECUTIVE'S DEPARTMENTAL BUSINESS PLAN 2020/2023

The Committee considered the Chief Executive's Departmental Business Plan 2020-23 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales)
Act 2015.

Amongst the issues raised during consideration of the report were the following:

- It was noted that the Authority continued to work closely with Health colleagues to develop the Integrated Community Hubs and ensure the latest Digital Technology was utilised;
- In response to a query as to when the Community Regeneration Masterplan for the Tyisha ward would be published it was stated that work was still ongoing and the local members were involved;
- The Assistant Chief Executive agreed to circulate details of the development programme being rolled out [with funding from the Wales

Union Learning Fund] to enable Managers to better manage mental health issues in the workplace;

- The Committee was advised that there would be no additional costs associated with the introduction of a new corporate brand;
- Members were reassured that a suitable location in Carmarthen town centre was still being sought for a Hŵb.

UNANIMOUSLY RESOLVED to note the Plan.

9. CORPORATE SERVICES DEPARTMENTAL BUSINESS PLAN 2020/2023

(NOTE: Councillor A. Davies had earlier declared an interest in this item and left the meeting during consideration thereof.)

The Committee considered the Corporate Services Departmental Business Plan 2020-23 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015.

In terms of the trial run to bring forward the accounts closure process it was anticipated that the audited accounts would be reported to the Audit Committee in July.

The Head of Financial Services agreed to ascertain from the Head of Revenues and Financial Compliance whether the Procurement Surgery Sessions were proving to be beneficial.

UNANIMOUSLY RESOLVED to note the Plan.

10. ENVIRONMENT DEPARTMENTAL BUSINESS PLAN 2020/2023

The Committee considered extracts of the Environment Departmental Business Plan 2020-23 relating to the Property Division which were relevant to the Committee's remit. The Plan extracts outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015.

Amongst the issues raised during consideration of the report were the following:

- In terms of skills gaps, which was hampering recruitment in some areas of the Property Maintenance and Property Design Teams, the Department was being proactive by developing graduate and apprenticeship programmes and, where required, utilising external consultants or agency support. Resources were also being pooled with other local authorities. The Assistant Chief Executive spoke of the need to convey to schoolchildren the career options available with local authorities and the benefits;
- Arising from the problems referred to in recruiting staff it was considered that the lack of suitable public transport was probably also a contributory factor. It was suggested that this would be a matter for the Environmental and Public Protection Scrutiny Committee.

UNANIMOUSLY RESOLVED

10.1 to note the Plan;

10.2 that the Environmental and Public Protection Scrutiny Committee be requested to consider means of securing

Cyngor Sir Gâr Carmarthenshire County Council
EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

improvements to the Joint Transport Plan for South West Wales with a view to maximising opportunities to improve public transport within Carmarthenshire.

11. (DRAFT) STRATEGIC EQUALITY PLAN 2020-2024

The Committee considered the [Draft] Strategic Equality Plan 2020-24 which detailed how the Council would fulfill its duties under the Equality Act 2010 and the Specific Duties for Wales. The Authority was required to publish its new plan before 1 April 2020. The draft strategy included four draft objectives that the Council would work towards and report on annually:

- Being a leading employer;
- The needs and rights of people with Protected Characteristics shape the design of services;
- Safe and Cohesive communities that were resilient, fair and equal;
- Improving access to our services and access to our environment.

UNANIMOUSLY RESOLVED to recommend to the Executive Board that the report be approved.

12. DIGITAL CONNECTIVITY REPORT & ACTION PLAN

The Committee considered the Digital Connectivity Report & Action Plan which summarised the current situation across Carmarthenshire in terms of Digital Connectivity and detailed proposed future projects which had the potential to improve digital connectivity and facilitate further digital infrastructure deployment across the County.

In response to a query regarding assistance for communities with poor internet connectivity and mobile signals the Digital Business Transformation Manager advised that funding was available for community groups from various sources details of which were available from the Council's Digital Connectivity Officer.

UNANIMOUSLY RESOLVED that the Report and Action Plan be endorsed.

13. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - SEPTEMBER 2019

The Committee considered the minutes of the meeting of the Carmarthenshire Public Services Board [PSB] held on the 12th September 2019. The Well-being of Future Generations (Wales) Act 2015 required that a designated local government scrutiny committee was appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee had been designated as the relevant scrutiny committee.

UNANIMOUSLY RESOLVED that the minutes of the PSB meeting held on the 12th September 2019 be received.

14. FORTHCOMING ITEMS

UNANIMOUSLY RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting to be held on the 18th March 2020 be received.

15. MINUTES - 2ND DECEMBER 2019

UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 2nd December 2019 be signed as a correct record.

CHAIR **DATE**

Cyngor Sir Gâr Carmarthenshire County Council
EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales