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THURSDAY, 26 NOVEMBER 2020

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

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING
OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE**
WHICH WILL BE HELD AT **10.00 AM ON WEDNESDAY, 2ND
DECEMBER, 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

NOTE:

If you require Welsh to English simultaneous translation during the meeting please
telephone 0330 336 4321 Passcode: 15459891#

(For call charges contact your service provider)

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

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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. IMPACT OF COVID-19 ON NON-HOUSING MAINTENANCE. 5 - 16
5. IMPACT OF COVID19 ON ICT & CORPORATE POLICY. 17 - 30
6. IMPACT OF COVID19 ON THE PEOPLE MANAGEMENT SERVICE. 31 - 38
7. COVID-19 SERVICE UPDATE ADMINISTRATION & LAW DIVISION. 39 - 44
8. IMPACT OF COVID19 ON MARKETING AND MEDIA. 45 - 54
9. REVENUE & CAPITAL BUDGET MONITORING REPORT 2020/21. 55 - 96
10. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - JULY 2020. 97 - 110
11. POLICY & RESOURCES SCRUTINY COMMITTEE ANNUAL REPORT 2019/20. 111 - 124
12. POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2020/21. 125 - 140
13. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 27TH JANUARY 2020. 141 - 146

POLICY & RESOURCES SCRUTINY COMMITTEE 2ND DECEMBER 2020

IMPACT OF COVID-19 ON NON-HOUSING MAINTENANCE

To consider and comment on the following issues:

A position statement on The Property Division's response to Covid for following area covered by the Policy & Resources Scrutiny Committee:

- "Non-housing Maintenance"

Reasons:

To take stock of the impact of the pandemic on the Property Division from a Policy & Resources Scrutiny perspective.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDERS:

Cllr Hazel Evans (Environment Portfolio Holder)

Directorate: Environment

Designations:

Tel Nos./ E Mail Addresses:

Report Authors

Jonathan Fearn

Head of Property

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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE

2ND DECEMBER 2020

IMPACT OF COVID-19 ON NON-HOUSING MAINTENANCE

BRIEF SUMMARY OF PURPOSE OF REPORT

The attached detailed Report assesses the Covid-19 pandemic's impact on the Property Division from a Policy & Resources Scrutiny perspective

- Non-housing Maintenance

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: Jonathan Fearn, Head of Property

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

1. Policy, Crime & Disorder and Equalities

We must make sure that we learn from this unprecedented experience as we reintroduce our services and re-set our strategic and operational priorities. We must identify our key learning points at a service and organisational level in alignment with the revised corporate '*Moving Forward in Carmarthenshire 5 Year Plan*', *Corporate Strategy* and *Well-being Objectives*.

The COVID-19 pandemic has led to inevitable widespread changes to the way in which services are delivered by local authorities. This means that it is even more critical that Local Authorities respect the needs of all service users and equalities.

We will need to reprioritise services and our resources in budget setting.

6. Staffing Implications

Many staff have been redeployed during the periods of lockdown and other restrictions, which have deferred a variety of non-essential services compared with original business plan objectives.

CONSULTATIONS

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

Signed: Jonathan Fearn, Head of Property

- 1. Local Member(s)-** N/A
- 2. Community / Town Council –** N/A
- 3. Relevant Partners –** N/A
- 4. Staff Side Representatives and other Organisations –** Monthly meetings with trade unions ongoing.

**EXECUTIVE BOARD PORTFOLIO HOLDER(S)
AWARE / CONSULTED:**

YES

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

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

Title of Document	Locations that the papers are available for public inspection
Impact of COVID-19 on Carmarthenshire Executive Board Report 19 th October 2020	CCC website

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Property Division

Covid19 Service Position
Statement

Policy & Resources
Scrutiny Committee

2nd December 2020

carmarthenshire.gov.uk

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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1. What is the purpose of this report?

The purpose of this report is to provide the Policy & Resources Scrutiny Committee with a summary of the impact COVID 19 has had on Property Division's Services over the last 8 months

The Report covers the Non-housing Maintenance function of the Property Division which is the only area of the Division covered by the Community & Regeneration Scrutiny Committee

A position statement on other Property Division functions has been reported to other relevant Scrutiny Committees.

2. Introduction

The Property Division has a range of operational and office-based staff.

To adequately continue providing essential key services, all our risk assessments and safe working practices have had to be reviewed. The scale and amount of work involved in undertaking these amendments should not be underestimated. This work has been led by the Corporate Health and Safety team, working with service managers to implement new working practices in a very short time to allow services to continue or recommence.

It should be noted that the dedication, commitment, flexibility, and personal resilience shown and applied by the Division's staff deserves to be recognised and their aptitude and contribution cannot be overstated. Without such a team and their collective efforts, services would simply not have been delivered.

The pandemic has significantly impacted on the Division's budgets, both in terms of additional costs and loss of income. Some of these have been covered by Welsh Government grants but there remain many unfunded areas which will impact on the Council's future budget.

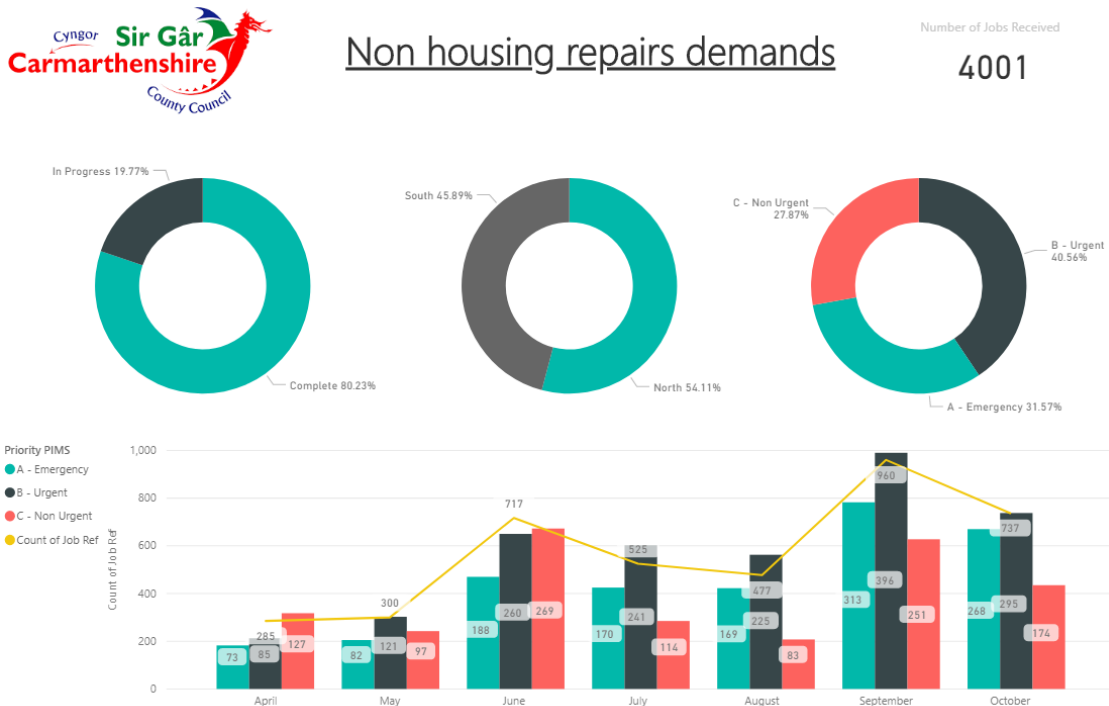
3. What has been the impact of Covid on Property's services?

The Covid restrictions, in particular the Wales-wide lockdowns and Llanelli Health Protection Zone (HPZ), have had a significant impact on the Property Division's activities. A range of functions were impacted over recent months, as set out below:

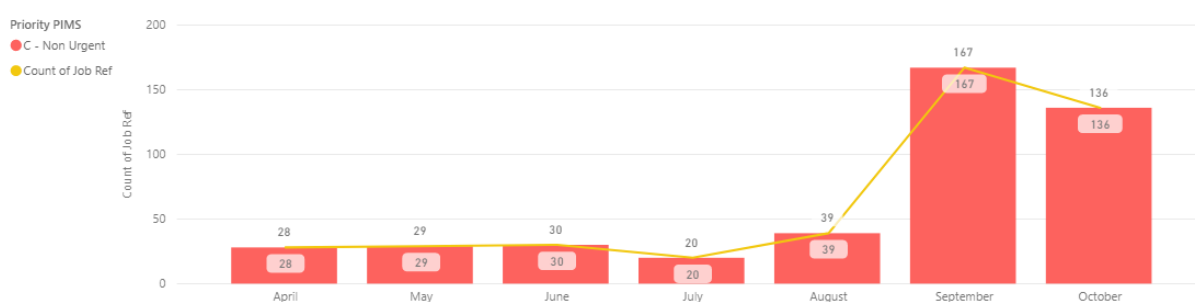
Responsive Maintenance

All non-essential maintenance works were suspended in March to reduce the risk of Covid infection. Only essential or safety maintenance works were undertaken, and Property Maintenance collated any non-urgent works for future implementation. Given the temporary closure of a number of establishments there was a significant reduction in requests for responsive maintenance.

The number of non-essential maintenance requests increased in June and September linked with school reopening. Despite the long periods of lockdown, Property Maintenance has been able to complete 80.23% (3210) of job requests. This leaves a remaining backlog of 19.77% (791), the majority of which are non-essential in nature. The graphs below set out the number and category of repairs requested from April to October, for information.



Despite the significant impact of Covid on our ability to deliver work, response times to completion for non-housing maintenance currently stands at 5 days. We are, however, likely to experience a significant increase in turnaround times in coming months due to the delivery of backlog maintenance. The graph below shows the non-essential works still in progress and the month they were received. The number of non-urgent jobs is also expected to further increase as buildings are brought back into use. The ability and timescales to reduce the backlog will be dependent on the availability of contractors, any future restrictions, and the level of demand for responsive maintenance over the coming winter months.



Planned Works

All planned non-essential works were suspended in March to reduce the risk of Covid infection. Only essential or safety maintenance works undertaken. During the time works were suspended the Planned (Minor Works) team developed and procured works in readiness for the easing of lockdown, as well as assisting other Property Maintenance teams with school re-openings and supplier safe working practice reviews. Additional measures were implemented within health and safety documentation to ensure works could be delivered in accordance with government guidance.

Given the pre-emptive work of the Property Maintenance Minor Works team was still able to continue with the programme of school improvements during the summer holiday period, although Covid restrictions meant that some works took longer than usual and work was extended into the half term break. A total of £1.3m of works within school premises during the summer holiday and half term period. In total £3m of planned works have been delivered by the Property Maintenance Minor Works team.

Legionella

As sites were working at reduced operating capacity due to social distancing and containing the spread of Covid-19, some of the measures that were implemented involved 'flushing' of parts of the water system that were not being adequately used, or closing off parts of systems not being used.

If these outlets were left to stagnate when the ambient temperature were high during the summer period, there was a significant risk that the legionella bacteria could proliferate in the pipe work and those who were first to use these outlets when the buildings came back into use would have a high risk of being exposed to legionella bacteria.

To manage the risk of legionnaires in schools we ensured attendance at each school on a weekly basis to undertake flushing arrangements. We also attended monthly to monitor the hot and cold-water systems.

Whilst every effort was made to implement flushing regimes in all schools, there were some where access couldn't be facilitated. In these circumstances, and where flushing regimes couldn't be verified, we introduced a chlorination programme and testing to enable the safe re-occupation of schools.

Hand washing and sanitising stations

To facilitate school re-opening Property Maintenance Responsive and Minor Works Teams, Environment Business Support and the Environment PPE Hub worked in collaboration to source and install hygiene stations within Carmarthenshire's Schools. As well as installing during the working day, staff across the teams worked evenings and weekends to install suitable provisions to facilitate the re-opening of Carmarthenshire schools. In total 301 handwash stations and 3,155 sanitising stations were installed within schools. The ongoing repair and maintenance of these are undertaken within Property Maintenance Responsive Team and the Environment PPE Hub.

Essential servicing

Over the period we continued to deliver essential servicing within non-housing properties. This included the servicing of boilers, fire safety appliances, electrical installations, security systems, water systems, portable appliance testing and catering equipment. Contractors' safe working practices were reviewed to ensure appropriate measures were implemented as part of the service delivery.

4. What have been the workforce implications?

As lockdown was imposed, a range of Council buildings were closed to the public and staff to encourage home working in accordance with Welsh Government guidelines. Some staff continued to require access to buildings to undertake their work, but this has been closely monitored to ensure access is limited only to those requiring it. To support re-opening of services we introduced an internal independent verification process to ensure that social distancing and other safety measures were in place before any building was reopened, to ensure the safety of our staff and public. The closure of buildings has significantly reduced the availability of face-to-face service delivery to the public, which has shifted to phone and internet communication.

A range of buildings continue to remain closed and we will be reviewing our property needs for the future. The new ways of working from home are likely to provide an opportunity to reduce our office requirements and focus more fully on buildings that deliver direct services to the public.

Staff have been outstanding throughout the pandemic, in continuing to support people in our communities, and take on challenges that they would never previously have foreseen. For example, Property staff not able to continue with their usual work have been redeployed to help with delivery of food and personal protective equipment (PPE) and in the PPE distribution centre

We are conscious that this has been a hugely difficult time for staff managing both work and challenging situations at home, and staff have been exemplary in the commitment and dedication they have shown.

It should also be noted that service users have been very understanding during this period, accepting the challenging times we all have faced and the impact this can have on the delivery of the service.

5. What lessons have we learnt?

An assessment of the lessons learnt is currently underway across the Division and will feed into a departmental review. It is clear, however, that there is scope for the following areas to be reviewed:

- The application of modern technology and systems to manage data, communications, customer interaction, real time data and evaluation of suitable technology to aid efficient operational delivery. Also, the provision of links with management systems that will avoid duplication and allow easy extraction of management and performance data, access to real time data for customers and improve mobile working opportunities.
- Consideration of how we are set up as a department. Are there better synergies of services within and across other departments which may allow collaborative working across structures and reduce duplication? We are considering the potential for revised working patterns for all groups of staff e.g. operatives, supervisors and managers and the potential for a multi-functional workforce not necessarily confined to specific work types.
- A review of procurement arrangements, with a greater emphasis on performance and contract management.
- Improve current communication channels and identify improvements to enable timely and effective two-way communication with all colleagues across the Directorate.
- Review property needs in the context of home working and operational requirements
- Review managerial, supervisory, and operational resource levels and skills to allow sufficient resilience. Ensure skills and competencies match the service delivery and response expectations. Response to emergency project work and sufficient resource to ensure longer term delivery.
- A One Team approach and consideration of the disparity of work allocation during the Pandemic to resource projects.

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Policy & Resources Scrutiny Committee

December 2nd 2020

IMPACT OF COVID19 ON ICT & CORPORATE POLICY

Recommendations / key decisions required:

To accept the report as an accurate account of the impact of Covid19 on the service.

Reasons:

The report provides an accurate account for Members of the impact of Covid19 on the service and the work that has taken place to support the Authority and the residents of Carmarthenshire.

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

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

Directorate:
Chief Executive's

Head of Service :
Noelwyn Daniel

Report Author:

Noelwyn Daniel

Designations:

Head of ICT & Corporate Policy

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EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
DECEMBER 2ND 2020

Impact of Covid19 on ICT & Corporate Policy

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This document demonstrates the Impact of the Covid-19 pandemic and the work undertaken by the Service to support the Authority and the residents of Carmarthenshire. It covers :

- Key service statistics of Covid19
- Information Technology
 - A cloud 1st approach
 - Resilient Data and Voice Network
 - Modern Digital Workplace
 - Secure and resilient data centres
 - Impact of ICT on Other Services
 - Impact On Our On-line Services
- Corporate Policy

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	No	No	Yes	No	Yes	NO

1. Policy, Crime & Disorder and Equalities

1. We must make sure that we learn from this unprecedented experience as we reintroduce our services and re-set our strategic and operational priorities. We must identify our key learning points at an organisational level and across the breadth of our services. To achieve this our Transformation and Innovation and Change Team is undertaking a strategic evaluation.
2. The COVID-19 pandemic has led to inevitable widespread changes to the way in which services are delivered by local authorities. This means that it is even more critical that Local Authorities respect the needs of all service users and equalities.

We will need to reprioritise services and our resources in budget setting.

4. ICT

ICT Services will need to ensure that technology is kept in place and up-to-date to ensure we continue to meet the challenges presented by Covid19.

6. Staff implications

Staff wellbeing throughout the pandemic has remained a priority for the service and we continue to support our staff as the majority continue to work from home.

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 - No

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

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

There are none

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IMPACT OF COVID-19 on ICT & CORPORATE POLICY

December 2020



carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



KEY SERVICE STATISTICS DURING COVID-19

Supported over **2,000**
STAFF WORKING FROM HOME



...rising to support for over **3,000 REMOTE CONNECTIONS ON NETWORK**

Rolled out **MICROSOFT TEAMS**
to **ALL HOME-WORKING STAFF (2,400)**
by end of March



Rolled out **over 400+ SMARTPHONES**

And
deployed **over 300 WORKS DESK-PHONES**



Assisted NHS with the **SETUP OF 4 FIELD HOSPITALS**



470 COMPLIMENTS received



451 COMPLAINTS received



Provided the following
equipment to students
at home:



1,603 DEVICES

240 4G MIFI DONGLES

241 MOBILE CONNECTIVITY DEVICES

80 IPADS TO CARE HOME RESIDENTS



627 FOIA/EIR REQUESTS received



431 RESPONDED to

INFORMATION TECHNOLOGY

Our [Digital Technology Strategy](#) set out a new approach that would underpin just about everything we do as a Council and when the pandemic struck we were in a good state of preparedness.

We had been taking advantage of new digital platforms so that our residents and businesses could find information or complete their dealings with the local authority in ways that are convenient to them and also saved public money. This vision and investment put us in a favourable position at the onset to move services on-line and to facilitate home working.

Our Digital Transformation Strategy Aims & How It Was Put Into Practise During The Pandemic:

A Cloud First Approach

The Authority's decision to spend £1.9m of investment in agile working initiatives, including providing staff with the right equipment to allow them to work in a more agile and flexible way, together with improvements to the resilience of the IT network, has helped support an almost seamless move to homeworking. Having the right equipment in place meant that staff could be operational from home immediately with no disruption to customers.

Staff appear to have adapted well to the greater reliance of technology and many services are embracing the opportunities and benefits that this can bring to the way that services are delivered in the future.

- Has allowed the *rapid development* of cloud-based solutions during the pandemic
- A number of projects that were identified already within the Authorities Digital Transformation Strategy were fast tracked *to assist front line service delivery* during the COVID-19 pandemic
- Has enabled staff to work from the best possible locations
- We procured and rolled out *over 400+ Smartphones* by the end of April and deployed to primarily Social Care staff that allowed them to work in a more agile, efficient manner without the need to visit Council buildings to collect work rotas etc.
- '*Bring Your Own Device*' (BYOD) was useful to enable non office-based staff to have access to systems and the intranet

Resilient Data and Voice Network

- The *network is the foundation of everything we do* in terms of technology
- Ensuring we had a *digital infrastructure to cope with over 2,000 members* of staff working from home was critical and to facilitate this we installed an additional firewall to handle the huge demand from home working. This work was completed before the end of March and we can now safely support over 3,000 remote connections to our network
- Assisted the NHS with ICT Support for the *setup of 4 field hospitals* across the County. This work focused on the Digital Infrastructure required within these temporary field hospitals

Modern Digital Workplace

Our work on empowering our workforce to be as efficient and effective as possible in the right place, at the right time based on the needs of citizen service delivery paid us dividends in the pandemic. The use of technology, and especially the use of Microsoft Teams, has been a vital component of the Council's response to the pandemic, and is helping to support the adoption of a far more dynamic and productive way of working. It has facilitated improved communication and team working at a local, regional, and national level.

There has been a significant shift to digital learning solutions which has supported the upskilling of staff across the organisation, and this has been vital in ensuring continuity of staffing resource to our critical services and facilitated the effective implementation of online service delivery options.

- *Roll-out of Microsoft Teams* corporately by the end of March ensured that all staff working from home (nearly 2,400 staff) could communicate with each other and meetings could progress efficiently. The individual channels within MS Teams proved an excellent way to share meeting notes and reports
- Our *Agile Working programme* had already seen 80% laptops and 20% desktops – an agile workforce must be able to work from the most appropriate location at the most appropriate time. The implementation and installation of Microsoft Teams and the move to paperless meetings all made business sense but when ‘side-lined’ by the pandemic proved crucial preparedness
- We deployed *over 300 of our works desk-phones* that were equipped with additional technology to staff who needed to take calls from members of the public and included the Authorities Contact Centre. Work is currently underway on upgrading our telephony infrastructure so that we can deploy smartphones for all staff across the Authority if required. This work is nearing completion and we hope to go live in December. This means that staff will be able to receive calls from members of the public to their laptops. This will remove the need for desk phones and will facilitate greater remote working
- We made sure *all Members could attend virtual Council Meetings*

Secure and resilient data centres

- The consolidation of servers, data and applications, improved overall performance through the adoption of the latest high-speed storage, making best use of technology and preparing us for cloud migration

We did not foresee some of the demands required by the pandemic but were in a very good position – nevertheless staff stepped up and demonstrated great creativity and commitment

How Our Broadband and Mobile Networks Have Coped & What We Have Done To Help?

Although more people are working from home, home schooling and streaming on-line entertainment providers have explained that networks are built with “headroom” to withstand increases in use. The increase in day-time use is still only half of evening use. Mobile UK, the trade body for UK mobile operators, states that networks “[*have more than enough capacity*](#)” to handle the added demand.

Everybody needs sufficient broadband speeds in order to work efficiently but data from the Open Market Review 2019 claims that there are **12,838 premises in Carmarthenshire with speeds under 30mbps.**

- We supported rural key workers who were experiencing digital connectivity difficulties through deploying 4G routers via a WG pilot scheme.

Residents and businesses in rural areas of Carmarthenshire will have access to more funding for better broadband. Welsh Government recently announced it has topped up the value of the Gigabit Broadband Voucher Scheme to those with less than 30Mbps. The vouchers have doubled in value and those eligible can now claim £7k for a small to medium sized business and £3,000 for residential premises.

- We supported rural communities to increase digital connectivity through actively promoting the Rural Gigabit Voucher Scheme, and encouraged residents to register their interest for broadband upgrade

Impact of ICT on Other Services:

Schools

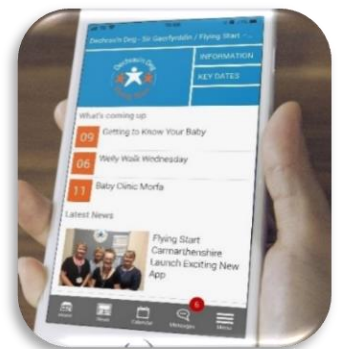
- The *digital equity agenda* has also been a challenge for officers and for schools. The provision of IT equipment and internet access to vulnerable learners or those children who live in areas with poor broadband coverage became a much more complex task than had first been imagined and led to delays in many children receiving equipment and some confusion between schools, parents and LA officers over how the process should be managed
- Although it is estimated that *around 98% of all children now have access to digital resources at home* that will be available for them in any further period of closure, there is a feeling that any future work on the digital equity agenda should be managed centrally by LA officers who are able to have an oversight of the whole system and control over the use and distribution of devices. This would remove some of the inconsistencies in the operation of this strategy which arose between distribution hubs in different school catchments.

The following equipment has been provided:

- 1,603 devices to students at home, including laptops, Chromebooks, etc. as well as 240 4G MiFi dongles were supplied to support families with remote learning across Carmarthenshire
- 241 mobile connectivity devices to students at home

Children's Services

*Flying Start Carmarthenshire became the **first Flying Start in Wales to use a mobile app** to help keep in touch with families. The team developed the app as a way to increase engagement, and to signpost families to important information and promote events in the local areas.*



Social Care

Service specific initiatives, such as the issuing of smart phones to Social work teams has also boosted productivity.

- 80 iPads to care home residents to keep in touch with their loved ones



“Well done, distributing iPads to care homes in Carmarthenshire. I applaud you.”
Compliment received

Impact On Our On-line Services:

15,539 new sign ups to My Account during the period mid-March to mid-June 2020.

(This enables our customers to manage recent requests, their Council Tax and make bookings and payments etc.)

<https://myaccount.carmarthenshire.gov.wales/en>



This is a **186%** increase on the same period last year

Additional on-line services that have been made available due to operating differently due to COVID-19:

- Development of *Household Waste Recycling Centres Appointments System* to allow the re-opening of the Recycling Centres/Sites. This online appointment system has ensured that members of the public could be allocated a slot and for the social distancing measures to be adhered to within the various HWRC sites across the Authority.
- Development of an in-house *Contact Tracing Database* (to assist the Central / Welsh Government Track and Trace Process and CRM System and App).
- An on-line form and Workflow for '*Application for Business Hardship Rent Relief*' was developed to allow business to apply for this Welsh Government rent relief.
- An online form and Workflow for '*Free School Meals Direct Payments Requests*' was developed ensuring accurate details and evidence was captured from families in receipt of FSM. This was also integrated with our internal financial management system allowing payments to be made to those families
- *Pembrey Country Park:*
 - *Parking Permits* and with 1- and 7-Day Online Passes/Payments (with full integration into the ANPR Car Barrier System). Minimise Cash handling and customers using the physical 'pay' machines.
 - An *on-line event booking system* was procured and is currently being implemented to ensure that on-line booking can be taken for all outdoor activities being held at Pembrey Country Park. This will eventually be extended to other areas of the Authority.
- ICT Service played a key role in *hosting and the Webcasting of Democratic meetings* from June onwards. Prior to COVID-19 democratic meetings were webcasted by an external company called Public-I but they did not have a solution in place to allow a Virtual democratic meeting to be webcasted. Microsoft Teams was used to host the virtual meeting whilst staff from ICT Services setup and facilitated the webcasting of the meeting via Vimeo and the Authorities website. A work around solution was put in place with colleagues from the Translation team to facilitate simultaneous translation but this will be simplified moving forward with the use of ZOOM for all democratic meetings.
- *QR Codes* for signing in and out of buildings and linked to a back-office database that can be accessed by the TTP team
- The Council has operated a redeployment hub run centrally by Human Resources which has matched volunteers, many from closed services. This approach has cut through the historic boundaries of different departments or constraints imposed by rigid job descriptions as Job

Evaluation criteria. A *Staff Hub Database* was developed within the 1st two weeks to add flexibility and effectiveness to the process together with clear Dashboards to present the information to senior managers.

- Prior to lockdown, both treasury management and grants processes were heavily paper based requiring either mailing or hand delivery of documents for signature to directors and heads of service. Working remotely, the Council has put in place *electronic authorisation* instead, and quickly implemented secure submission processes for grant returns to WG which have subsequently been advised as best practice by the WG grants centre of excellence. We are currently exploring technology solutions to further enhance this area of work.
- Library Collection Bookings online system was developed allowing residents to book a slot to collect their library books.

What Challenges Did We Face? (Service Feedback – TIC Report)

- Whilst there is a general recognition that the increased use of Microsoft Teams as a mechanism for supporting home-working, has had a positive on effective on organisational working and productivity, there are also some challenges presented by its use, which will need to be recognised and addressed if the Council is going to be able to fully optimise the benefits associated with remote working.
- Members of staff have reported that the use of Teams almost allows one to be too accessible, and hence will receive video/telephone calls even when engaged in other Teams meetings, often for non-urgent issues.
- Other public sector partners were not in same position with the use of technology.
- Managers and staff were concerned about the risk that remote meetings would come to be regarded as the 'go to' option when the Council returns to more normal time, as there is still very much a place for 'face to face' meetings.
- The response to the pandemic has re-enforced the long-held view that some of the Council's back office IT systems are not fit for purpose and do not lend themselves to supporting the delivery of modern, flexible ways services

What Is The Short, Medium And Long-Term Impact?

Long term, the massive increase in the incidence of working from home provides a valuable testing ground for the adoption of flexible working solutions and service delivery beyond the current emergency.

Digital Solutions will play an ever-increasing role in our planning and delivery models.

CORPORATE POLICY

EQUALITY

The Equality and Human Rights Commission have published a briefing on Education, Social Care, Open Spaces, Accessibility of Public Spaces and Employment to outline considerations in resetting services in recovery. The COVID-19 pandemic has led to inevitable widespread changes to the way in which services are delivered by Local Authorities. However, this means that it is even more critical that Local Authorities respect the needs of all service users.

Impact On Our Service Areas:

PARTNERSHIP

PUBLIC SERVICES BOARD:

- *Virtual Carmarthenshire meetings* held in May, July and September and regional meeting with Ceredigion, Pembrokeshire and Powys PSBs held in November
- *Re-prioritisation of PSB objectives* undertaken in line with changing requirements as a result of COVID-19. In May, partners discussed their organisation's key learning points from the response phase, including links with partners, their plans for recovery and possible collaboration opportunities as part of recovery. Key areas of learning noted in terms of value of relationships built through partnership working enabling emergency response, local resilience and data sharing. Re-prioritisation to be confirmed at the December PSB meeting.
- *Foundational Economy Challenge Fund* project focusing on public sector food procurement. Project officer appointed (through virtual arrangements) to work with the Council, Health Board, University of Wales Trinity Saint David and Coleg Sir Gâr. The project has secured Welsh Government funding to look at current two key areas: procurement arrangements and the local food supply chain. Findings will be reported at the end of March 2021.

COMMUNITY SAFETY:

- *Liaison with Police* - good communication seen during response period with CI Chris Neve briefing Council on an on-going basis and increased collaboration between partners sharing information on service re-opening and closures. The good communication continues with proactive engagement with partners on police activity relating to arrests of organised crime group members involved in drug dealing in Llanelli, resulting in intelligence sharing and partnership approach to impact of arrests on local drug supply.
- *Safer Streets* - The Council was one of the partners in a bid by the Office of the Police and Crime Commissioner for Dyfed-Powys to the Home Office 'Safer Streets' funding. A grant of £195,673 has been awarded to deliver a project in two specific areas in Llanelli within the Tyisha and Glanymor wards. All funding to be spent by end March 2021. Other key delivery partners are Llanelli Town Council, Pobl Housing Association and the Community Safety Partnership. The

project will be concentrating on delivering initiatives to reduce acquisitive crime, such as burglary, vehicle theft and robbery in the areas. This will include:

- two community wardens – including recruitment and training of community volunteers;
 - street lighting and physical environment investment - foliage/tree removal, street cleaning, new bins and bin maintenance
 - property marking and community crime prevention kits
 - community crime prevention activity support – £10,000 funding administered by the Safer Communities Partnership for groups, charities and businesses to deliver community engagement events focussing on crime prevention and community safety
- *Public Spaces Protection Order (PSPO)*
 - In order to address alcohol-related crime, nuisance and disorder in parts of Llanelli Town Centre, the Council introduced a PSPO in an area of the town on 1 October 2020. The Order will remain in place for three years and will be regularly reviewed. It was introduced following analysis of reported alcohol-related crime and disorder incidents and consultation with key stakeholders.
 - Awareness has been raised of the Order by installing signs in the locality to show the area covered by the PSPO and posters have also been put up. This piece of work was delayed due to Covid but has now been fully implemented.
 - *Community cohesion tension monitoring calls* - Weekly briefing calls have been held since the week after lockdown began in March. These calls, run by the community cohesion team, include representatives from the Council's Youth Support Service, Police, Fire and Rescue Service, University Trinity St David, Victim Support, Community Safety Partnership, Race Council Cymru and Llanelli LGBTQ+ Support Group. These have been well attended and provided good information sharing opportunities on any topical concerns.

PERFORMANCE MANAGEMENT:

- Initial re-deployment of staff for three months to support Education on travel passes for teachers during lockdown and then supporting School Hub staffing rotas
- Preparation and publication of the *2019/20 Annual Report* – despite the challenges from COVID-19 we were able to deliver this report in line with statutory timescales which had not been relaxed
- Prepared the *Community Impact Assessment on COVID-19*, which was presented to Executive Board on October 19th, 2020
- Reviewing Well-being Objectives in preparation for *Corporate Strategy refresh and Performance Management restart*. Liaison with Council departments and National Governing Bodies on data requirements and expectations. Timescales here have been impacted by COVID-19 with Departmental Business Plans now coming through to Scrutiny in the New Year.

INFORMATION GOVERNANCE & COMPLAINTS

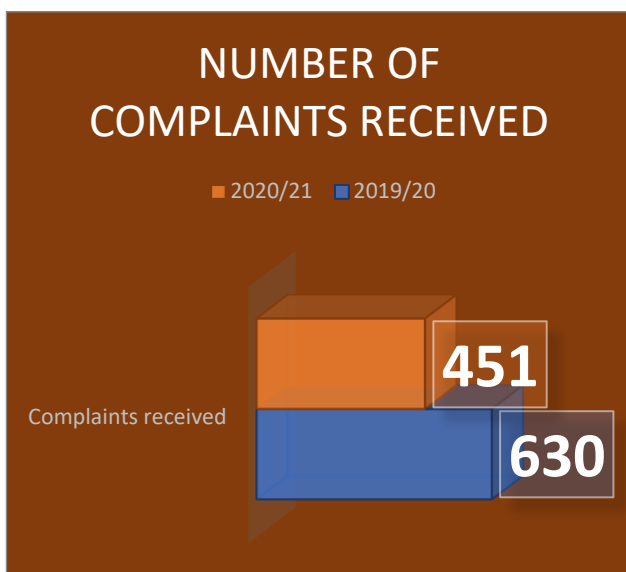
FOIA/EIR & DPA:

- **42 Subject Access Requests** and requests for disclosure of personal data dealt with
- **627 FOIA/EIR requests** received and **431** responded to
- Ongoing advice and assistance on *data protection compliance*, including conducting a Data Protection Impact Assessment and preparing other documentation for Test, Trace & Protect in Carmarthenshire.

RECORDS MANAGEMENT:

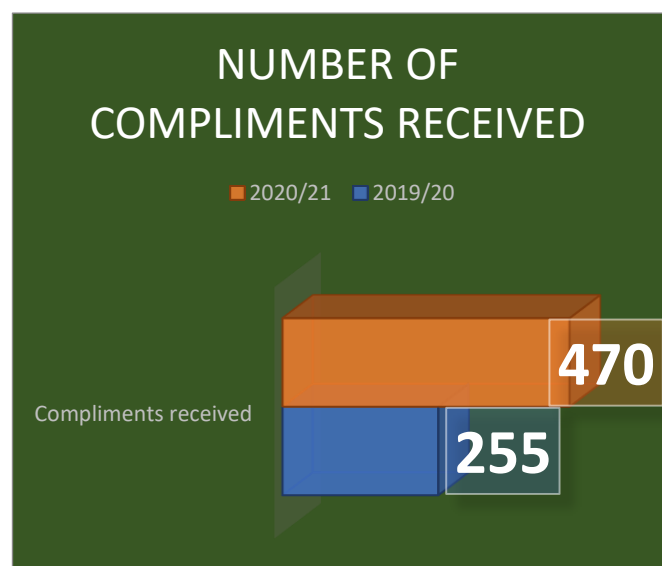
- Assistance provided on the technical delivery of reducing users' U drives in preparation for *migration to OneDrive*
- Guidance produced for users on OneDrive
- *Archiving data* from the Council File Plan to SharePoint
- Continued delivery of Modern Records service

COMPLAINTS:



VARIANCE

▼ **28%**



VARIANCE

▲ **84%**

- Four training sessions on *Complaints Investigation Skills and Managing Difficult Behaviours* held/organised for around 60 members of staff

Policy & Resources Scrutiny Committee

2nd December 2020

IMPACT OF COVID19 ON THE PEOPLE MANAGEMENT SERVICE

To consider and comment on the following issues:

To accept the report as an accurate account of the impact of Covid19 on the service

Reasons:

The report provides an accurate account for Members of the impact of Covid19 on the service and the work that has taken place to support the Authority and the residents of Carmarthenshire.

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

Executive Board Member Portfolio Holder: Councillor Mair Stephens (Deputy Leader)

Directorate: Chief Executives

Name of Head of Service:

Paul R Thomas

Report Author:

Paul R Thomas

Designations:

Assistant Chief Executive,
People Management

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EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
2ND DECEMBER 2020

Impact of COVID-19 on the People Management Division

Executive Summary:

The report provides a summarised overview of how COVID19 has impacted on the work undertaken by the subdivisional elements of the People Management division within Chief Executive's department.

It is important to note that the whole Division switched to working and delivering its services from home when the first lockdown was announced and many of our services continue to be provided digitally or over the phone to help contain the spread of the virus.

Guidance for Managers and Headteachers

As a direct result of the pandemic we diverted resources from the outset to ensure UK and Welsh Government legislation and guidance was quickly interpreted and disseminated to managers and head teachers. We have dedicated resources to making sure any workforce related COVID 19 legislation / guidance is kept up to date and to support this we have created a dedicated on line resource for all people managers.

Information for Staff

We have also diverted resources to ensuring all our staff are kept up to date with changing guidelines that affect them in the workplace by creating a dedicated online resource of Frequently Asked Questions on our Intranet.

Sickness Absence Management

For the quarter 2 period to the 30th September, the overall authority result is 3.37FTE days lost, which is down 1.3FTE days lower than the same period Q2 2019-20. All of the five departments have reduced their sickness absence levels compared to the same period for 2019.20. If this trend continues, then the out-turn position at 31st March 2021, will be a significant reduction when compared with the 10.74 FTE days lost to sickness absence as reported at the 31st March 2020.

The corporate reduction of 1.3FTE for quarter two is attributable to several factors:

- Significant proportion of staff in extremely/clinically vulnerable categories have been shielding through this period and some of these staff with long term health conditions would have presented as sick under 'normal' circumstances.
- Short term absence has reduced significantly by over 50% including schools compared to 2019-20. A large number of employees have been working from home and have continued to work with minor ailments during this period which may have been reported as sickness if attendance in the office was required.
- Sickness absence due to COVID-19 symptoms/diagnosis only accounted for 0.17 FTE days lost

per employee.

£95K Exit Payment Cap – impact on pensions and redundancies

As a result of the implementation of the £95k exit payment cap, the division will work alongside colleagues in our Pensions Section to revise our discretionary compensation regulations to reflect the changes to the Local Government Pension Scheme.

Furlough Scheme

The Authority acted swiftly following the Chancellor's announcement earlier in the year to introduce the Furlough Scheme and the Employee services team worked effectively with departments to identify 345 eligible employees. As a result, the authority has been able to maximise the financial benefit offered by the Furlough scheme.

As was the case when it was first introduced, the extended Scheme will cover 80% of furloughed employees' wages (to a maximum of £2,500 per month). The employer is responsible for paying the employer national insurance contributions and pension contributions. The Council will continue to top-up the shortfall in wages. The Government will review the policy in January 2021 to decide whether or not employers should make a larger contribution.

The ability to flexibly furlough employees will continue during the extended period of the Scheme with the same rules applying. Furlough arrangements, whether full- or part-time, can last for any amount of time, although there is a minimum claim period of seven consecutive calendar days.

Casual & Agency Staff

The division has been working directly with departments to minimise their reliance on the use of both Casual and Agency workers. This piece of work has consequently reduced the number of Casual Workers, and will be kept under review.

Casual Workers

Month	Number of casual workers
August	245
September	179
October	185

Agency Workers - Spend

Dept	April (£)	May (£)	June (£)	July (£)	Aug (£)	Sep (£)	Total (£)
Chief Executive	6,600.25	13,307.07	5,843.30	16,038.46	10,711.80	12,552.75	65,053.63
Communities	17,960.13	31,739.84	27,259.65	37,361.94	19,336.17	80,049.68	213,707.41
Corporate Services		2,367.09	503.94	2,424.36	2,519.70	1,007.88	8,822.97
Education & Children's Services	1,635.49	6,282.64	11,543.90	12,063.35	1,274.40	15,710.35	48,510.13
Education (schools)	30,288.27	127,058.32	200,279.26	208,854.53	14,077.34	191,809.92	772,367.64
Environmental Services	-22,727.30	98,331.05	110,573.65	184,458.20	83,972.95	166,786.78	621,395.33
Grand Total 2020	33,756.84	279,086.01	356,003.7	461,200.84	131,892.36	467,917.36	1,729,857.11
2019 monthly	51,560.55	728,128.08	759,567.53	852,628.27	296,284.25	443,551.07	3,131,719.75

spend							
£ Variance +/-	-17,803.71	-449,042.07	-403,563.83	-391,427.43	-164,391.89	24,366.29	-1,401,862.64
% variance	-35%	-62%	-53%	-46%	-55%	5%	-45%

Occupational Health, Safety and Wellbeing

- More than 274 documents have been written by the team, 122 risk assessments and 132 safe working practices plus guidance and other related documents as a direct result of the pandemic. Documents are constantly being reviewed and updated in line with any changes to Government guidance and legislation.
- Development of the Corporate Covid compliance checklist and the School's Covid Compliance checklist. The H&S team is now analysing the results and making follow up calls to the service managers. A summary report will be written for Gold and Silver and any necessary follow up visits made by the H&S Advisors
- The Team is continuing to support service managers in the service recovery process.
- The Team is working with the HSE on the follow up visit to schools and will do the same once the HSE make calls to the Care Homes.
- The Working Safely Team has trained in excess of 85 new carers in Domiciliary Care from the Communities department since recommencing their service in September 2020
- Health surveillance will commence in Occupational Health from 1st December 2020, following a six-month suspension given by the HSE. Electronic questionnaires were developed and have taken place in the interim. There has been a 12-month suspension for lung function test due to it being an Aerosol Generating Procedure (AGP).
- Electronic Health Surveillance questionnaires will continue to be used to reduce time at the centre for employees. These are currently being enhanced and work with the resource link team has commenced to ease completion further for employees.
- Referrals to OH continue to increase and the Wellbeing Support Service appointments have increased 11% on the same period last year:
 - 20/21 - Appointments Attended Q1/Q2 – 1455
 - 19/20 - Appointments Attended Q1/Q2 – 1302
- Updated OH referral form being trialled with the use of 'Case Viewer' to improve completion and referral time for managers.
- OH virtual learning platform being developed to link in with launch of new sickness policy.
- New Health and Wellbeing intranet pages have been launched along with new Health and Wellbeing Contact form to ensure managers and staff have a more interactive way to contact the team for advice, information and support.
- E – drop in sessions has taken place with our Physiotherapists – supporting back care advice and Musculo skeletal concerns organised by our Health & Wellbeing Team
- E-discussion drop-in sessions for work life balance, kindness run by our Health & Wellbeing Team
- New and the first Virtual Health & Wellbeing Health Fayre will take place for a week Commencing

30th November – 4th December covering areas such as MSD, Stress, Mental Health, keeping active, nutrition

- Time to Change training has been researched and attended and will be offered to the 62 + network of champions as an area of interest.
- Most schools have now put forward a member of staff to be their wellbeing lead (champion) Microsoft Teams group to be formed and introduction meeting to be scheduled.
- New personal resilience module has been developed.
- New Corporate Framework for Wellbeing, to ensure consultation and communication across and throughout the authority and to support all employees.
- Communication plan to enhance the current communication methods has been developed by the Health and Wellbeing team to ensure all staff including non-office based are reached as much as possible.
- Specific departmental work from the Health and Wellbeing team will continue and some aspects will commence moving forward due to being put on hold because of COVID. To include, the pilot project in the priority schools aimed at improving the health and wellbeing of employees.
- Team wellbeing sessions being arranged for managers after health fayre, aim one before Christmas and one after Christmas, and one for HR Advisors. Hope that webinar to be recorded after trials with managers to sit on Health and Wellbeing pages.
- Mental Health Awareness training continues to be offered for all staff and managers. Further dates for January will be out soon.
- Members of the Health and Wellbeing team have been chosen to be key speakers at events due to the continued health and wellbeing work that we have been offering staff: Time to Change wales conference, Social Care Wales conference.
- Updated version of risk assessment forwarded to schools that includes advice on restarting practical subjects including PE and sports
- Forward planning meeting for Covid secure voting in Mays elections
- The manual handling training videos developed during the current Pandemic to remotely support carers are now being used by a number of other LAs across Wales and are being endorsed by the All Wales Working Group

Organisational Development (OD)

At the start of the pandemic the OD team suspended much of its day to day activity and diverted resources to support the switch to digital communication and the setting up of the Skills and Workforce Hub. The Hub has been instrumental in ensuring the skilling up and deployment of staff to critical service areas. The work of the Hub has since been suspended but is on standby should there be an increase in Critical Service Absence Levels.

The way learning is delivered to our workforce has changed with much of it now being delivered online via webinars. The design and development of a new Learning Management System (LMS) is well underway to ensure we build on this way of working.

As well as supporting the TTP recruitment process the Team has also continued to progress some key initiatives to support services to work differently. These include:

- Remote Working Toolkit for Managers
- Online Induction
- Development of a model to support Workforce Motivation
- Online learning has been developed nationally for administering Covid & Flu vaccinations & will be released following the WG launch on the Learning@Wales Platform.
- Supporting National Health & Social Care projects
 - o Infection Protection & Control (Welsh Government/Social Care Wales & Health Education Improvement Wales) – CCC practice & learning shared. WG consultation to follow liaising with Jonathan Morgan on progress /developments.
 - o Mental Health – Awareness across the Health & Social Care Workforce to support the national Workforce Strategy will be liaising with Avril Bracey on progress/developments
 - o New Social Care Induction for Registered Managers.
- Launched the KickStart scheme and are in the process of gathering expressions of interest currently being sought
- Revised the appraisal process (Recognise, Grow, Together)
- Introduced the new Competency Framework aligned to Core Values - Piloting for recruitment for front line care staff (Communities)

Transform, Innovate, Change (TIC) Team

At the outset of the Covid19 pandemic, the TIC work programme was formally suspended, so that the current staffing complement could be strategically redeployed to support and deliver critical service areas.

During the COVID19 Pandemic, most members of the TIC team were deployed to support the transport and distribution of the Free School Meals Food packages, and the Shielding Food parcels on behalf of the Welsh Government.

In totality, over 20k food parcels were delivered to our most vulnerable residents. Other members of staff were deployed to support other critical services within the division.

From a strategic perspective, the TIC team has been responsible for evaluating the Council’s response to the Covid-19 crisis to ensure that any learning and positive changes are used to inform the approach to the re-setting of services and the Councils future strategic and operational delivery framework. The review focused on the following key questions:

- *What’s gone well & how this may have contributed to better/smarter ways of working?*
- *What hasn’t gone well and why?*
- *What specific learning and examples of good practice do we need to ensure are now embedded in future ways of working?*
- *What further support/other arrangements need to be put in place to ensure that any positive changes are sustainable?*

The review also explored the following themes:

• Leadership/ Governance arrangements	• Staff
• Organisational working	• Members
• Service Delivery	• Customers

• Finance	• Communication
• Technology	• Care Homes*
• Buildings	• Schools*

* Although further specific reviews are to be undertaken in these areas by other external organisations, it was agreed to use the opportunity presented by this review to capture the initial learning within the context of a wider corporate exercise.

The approach taken was:

- The TIC Team led on the review in conjunction with colleagues from Organisational Development.
- All directors, 18 heads of service and 56 third tier managers were interviewed individually or via focus groups for managers to gather their feedback using the key questions.
- Other evidence such as the recent staff survey and customer feedback has also been utilised.
- Member feedback has been gathered via an all member survey as well as individual interviews with EBMs and Group Leaders.
- Trade Union representatives were also consulted as part of the process.

The final report will now go through the due political process.

New ways of Working (NWOW) – Workforce Framework

COVID-19 has changed the way we live, work, travel and socialise. This has impacted on our entire workforce and as a result we have had to adapt and adopt new ways of working. We have been keen to learn from this experience and so are in the process of developing a Workforce Framework that will set out why and how the Council will continue to work in these new ways. The framework focuses on workforce arrangements and associated policies that could be introduced to enable a transition to a future way of working. It recognises that many of our key service areas have to work in a different way to others but the over-arching aim is to provide a framework that enables us to provide the best service to our “customers” as well as providing a supportive and safe working environment for all our employees.

DETAILED REPORT ATTACHED?	NO
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IMPLICATIONS

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

Signed: P R Thomas, Assistant Chief Executive, People Management

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

We must make sure that we learn from this unprecedented experience as we reintroduce our services and re-set our strategic and operational priorities. We must identify our key learning points at an organisational level and across the breadth of our services. To achieve this our Transformation and Innovation and Change Team is undertaking a strategic evaluation.

The COVID-19 pandemic has led to inevitable widespread changes to the way in which services are delivered by local authorities. This means that it is even more critical that Local Authorities respect the needs of all service users and equalities.

We will need to reprioritise services and our resources in budget setting.

4. ICT

ICT Services will need to ensure that technology is kept in place and up-to-date to ensure we continue to meet the challenges presented by Covid19.

7. Staffing Implications

Staff wellbeing throughout the pandemic has remained a priority for the service and we continue to support our staff as the majority continue to work from home.

CONSULTATIONS

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

Signed: P R Thomas, Assistant Chief Executive, People Management

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

1. 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

**EXECUTIVE BOARD PORTFOLIO
HOLDER(S) AWARE/CONSULTED**

Yes

Include any observations here

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

THERE ARE NONE

POLICY & RESOURCES SCRUTINY COMMITTEE

2nd December 2020

COVID-19 SERVICE UPDATE ADMINISTRATION & LAW DIVISION

Purpose: To provide the Scrutiny Committee with the Administration & Law Division's COVID-19 service update.

To consider and comment on the following issues:

The reaction of, and performance of the Administration & Law Division to the challenges arising from the COVID-19 pandemic.

Reasons:

To enable the Scrutiny Committee to satisfy itself as to the reaction of, and the performance of, the Administration & Law Division to the challenges arising from the COVID-19 pandemic.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. Emlyn Dole – legal services and land charges

Cllr. Mair Stephens – council business manager.

<p>Directorate</p> <p>Name of Head of Service: Linda Rees-Jones</p> <p>Report Author: Linda Rees-Jones</p>	<p>Designations: Head of Administration & Law</p>	<p>Tel Nos. 01267 224010</p> <p>E Mail Addresses: LRJones@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
POLICY AND RESOURCES SCRUTINY COMMITTEE
2ND DECEMBER 2020

ADMINISTRATION & LAW DIVISION'S COVID-19 SERVICE UPDATE

The Administration and Law Division administers the Authority's democratic process and delivers the Authority's legal and land charges service.

Democratic Services

1. On 28th February 2020 the first coronavirus case in Wales was confirmed. Democratic meetings continued for a while after this, with County Council meeting on the 10th March, and Executive Board on the 16th March, although in the intervening period 2 cases of coronavirus had been confirmed in Carmarthenshire.
2. On the evening of the 23rd March 2020 the Prime Minister Boris Johnson announced a "lockdown" in an attempt to halt the spread of the virus. He gave an instruction to the nation to stay at home except for limited purposes, including travelling to and from work, but only where absolutely necessary and the work could not be done from home.
3. Democratic meetings necessarily had to be suspended after this announcement and the rules governing democratic meetings at the time did not provide for wholly remote attendance meetings, and required at least 30% physical presence in the Chamber. However, in practice, democratic meetings had already ceased in the intervening period for various reasons, including some members self-isolating and quorums being difficult to achieve, and the Authority's administrative buildings being closed making it impossible to allow public access to meetings. Decision making during this period was undertaken by senior officers under emergency powers. A report on the decisions taken by officers during this period was taken to Executive Board on 01/06/2020.
4. On the 22nd March 2020 Welsh Government published The Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, being Regulations which temporarily relax the rules around the holding of democratic meetings and which allow for 100% virtual attendance. However, the Authority still faced various hurdles before being able to resume democratic meetings, including securing an on-line meetings software system and a method of providing Welsh translation facilities both for members and for the public. Meetings resumed on the 1st June 2020 (Executive Board), 10th June 2020 (Council's AGM), followed by the Regulatory Committees. Scrutiny Committees resumed on the 13th November 2020.
5. As far as Scrutiny Committees are concerned, the opportunity was taken over the summer – in agreement with the chairs and vice chairs of the Scrutiny Committees - to re-set Scrutiny, not least to put the Executive Board Members centre front in terms of accountability. County Council approved the amended Scrutiny Procedure Rules on the 22nd October 2020.
6. In anticipation of the new scrutiny arrangements we commissioned a series of virtual Scrutiny training sessions for members, hosted by the Centre for Governance and Scrutiny, which concentrated on the essential skills required to undertake scrutiny effectively and also skills for on-line meetings as we webcast scrutiny for the first time.

7. Although Scrutiny Committee meetings were inevitably suspended for some months, arrangements were put in place to ensure that the political groups were aware of Council business, one of these initiatives being the scheduling of weekly on-line meetings between the 4 Political Groups' Leaders, and the standard "call in" and questions without notice facility remained fully operational for Executive Board meetings.
8. Staff-wise, any capacity freed up by the absence of democratic meetings during the early period of lockdown was used gainfully, whether by staff phoning members 3 times a week to keep in touch and to deal with any covid related enquiries, deploying some democratic staff to assist with the heavy workload in Legal Services' child care team, one employee worked in a Care Home and another two employees on a part-time basis in care homes. Additionally, the switch to virtual meetings required a lot of setting up and testing of solutions, and members were trained up in the use of the software.
9. Needless to say, virtual meetings are heavy on staffing resources as more staff are needed at each meeting, as well as an IT staff member. VC software and webcasting solution is continually being reviewed to see if we can make improvements.
10. Regulations allowing, we are currently working up proposals for hybrid democratic meetings to be held come the New Year ie. part in remote attendance, some physical attendance in the Chamber.
11. As well as the Authority's own democratic meetings, School Admission Appeals (which are heard by an independent appeals panel) were similarly put on hold. Different meetings rules - the Education (Admission Appeals Arrangements)(Wales) (Coronavirus)(Amendment) Regulations 2020 – came into force on the 4th May 2020. These appeals hearings recommenced virtually on the 30/06/2020 with a backlog of 57 appeals to be heard. As well as providing administrative support to these Panels we also provide legal advice.

Legal Services

12. Home working has not affected delivery of the legal service, although it has inevitably involved different ways of working. For example, court hearings have been held by remote attendance.
13. Most of the Regulations that have governed us during the pandemic have emanated from Welsh Government (although we have also had to contend with some Regulations emanating from UK Government eg. regarding Licensing, or Police & Crime Panels), and the Regulations have necessarily been continually changing during the period. The Regulations issued to date have included The Health Protection (Coronavirus: Closure of Leisure Businesses, Footpaths and Access Land)(Wales) Regulations 2020; The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 and six lots of amending Regulations; The Health Protection (Coronavirus Restrictions)(No. 2)(Wales) (Amendment) Regulations 2020 and 19 lots of amending Regulations(including the amendment Regulations which declared the Llanelli health protection area); The Health Protection (Coronavirus Restrictions)(No. 3)(Wales) Regulations 2020 (the Regulations governing the 17 day firebreak period); and currently (at the time of drafting this report) The Health Protection (Coronavirus Restrictions)(No. 4)(Wales) Regulations 2020. Additionally there have been other regulations governing specific work areas, such as Rights of Way, Business Tenancies

and Residential Tenancies, not to mention Welsh Government Guidance documents which were reviewed at set periods. All these Regulations and Guidance have involved us in providing a lot of legal advice to client Departments.

14. On our property related work our Sealing Register shows that we have completed 253 deeds, documents, agreements and orders during the pandemic period (to the date of writing this report), which includes transactions such as tenancy agreements, loan agreements, s. 38 Highways Agreements, leases, underleases, transfers of land, SUDS adoption agreements, dedication agreements, grants of easement, deeds of surrender, section 106 planning agreements, legal charges, temporary road closure orders, public footpath orders, admission agreements, property development fund agreements, farm business tenancies, affordable housing agreements, Deferred Payments Agreements, discharges of registered charges, deeds of covenant, home improvements loans, and a myriad of other types of agreements and deeds. Amongst all of these, the pandemic has caused some novel pieces of work such as the creation of a suite of documentation (eg. leases and sub leases) connected with the establishment of the field hospitals, some of which have been on our own land and some on other land.
15. Early on in the original lockdown the Council took the decision to suspend the initiation of new debt recovery cases, although the County and High Courts continued to function normally, albeit using remote attendance court hearings. During this period Council's lawyers continued to progress 115 existing civil cases through the courts and brought a further 32 to conclusion. The Council has not yet re-started issuing new proceedings.
16. Again, early on in the original lockdown all Magistrates Court hearings involving the Council were adjourned to the 18th June and then the 17th July, when physical court hearings resumed, and the Magistrates Court is now operating normally (but with a backlog of cases). During this period 23 cases were dealt with in the Magistrates Court. New cases continued to be issued during this period, which related to offences committed before the 24th March 2020. To date no prosecutions have been brought for breaches of the Coronavirus Regulations.
17. Other legal work has continued as usual, for example since the original lockdown date we have handled 29 final hearings of public law child care cases and have numerous other public law care cases in progress (at different stages), handled 2 Special Educational Needs Tribunal cases, 7 adoption cases (at different stages of the process), and a number of Court of Protection Cases, discharges of care orders, private law cases (child arrangement orders in respect of contact and residence / section 37 reports for potential care proceedings) to name but a few.

Land Charges

18. On the Land Charges front, 2,224 local land charges have been conducted since the 1st April 2020. As might be expected, the first quarter of the year saw a significant reduction (50%) in searches compared to 2019/20. This recovered significantly in Q2 and in Q3 seems likely to match or even exceed the 2019/20 figures. To date this has resulted in a loss of income generally of approximately £38K compared to 2019/20.
19. Searches do not have to be conducted via the Authority's own land charges team, in that buyers can conduct their own searches or use Personal Search Agents to conduct their searches. Following some case law some years ago local authorities cannot

charge for personal searches of the Register and as such, we receive no income from it. We have facilitated personal searches by providing a Council PC in Reception in 3 Spilman Street. However, the closure of the Authority's administrative buildings to the public meant that we temporarily had to stop personal searches of the Register.

20. However, this suspension of access to our administrative buildings prompted us to work on developing an online search facility and our Local Land Charges register is now on-line and can be accessed by anyone wishing to make a search from anywhere. This on-line facility went live in September.

21. Members may have read articles in the press criticising some Welsh Authorities for delays in returning search results, but we were not one of the local authorities named and our turn around times are usually 5-10 days.

DETAILED REPORT ATTACHED ?	NO
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IMPLICATIONS

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

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

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	Yes	No	YES	NO

2. Legal

Many of the Regulations which are currently in force are temporary Regulations introduced to address issues identified during the pandemic period eg. for democratic meetings to be held remotely, to provide for social distancing etc.

3. Finance

Our land charges income is down because of the impact of the pandemic, but the market is improving.

Some of our debt collection work will have been delayed.

4. ICT

We have had to invest in new video conferencing software and temporary webcasting software to enable democratic remote attendance meetings, and additional costs have been incurred in respect of translation telephone lines.

7. Staffing Implications

All staff within the Division are equipped for home working.

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

No consultations have been conducted in connection with the production of this report.

1. Local Member(s) Not applicable

2. Community / Town Council Not applicable

3. Relevant Partners Not applicable

4. Staff Side Representatives and other Organisations Not applicable

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Suite of Coronavirus related Regulations and Guidance		Published by Welsh Government

Policy & Resources Scrutiny Committee

December 2nd 2020

IMPACT OF COVID19 ON MARKETING AND MEDIA

Recommendations / key decisions required:

To accept the report as an accurate account of the impact of Covid19 on the service.

Reasons:

The report provides an overview for Members of the impact of Covid19 on the service and the mammoth task delivered by the team to disseminate bilingual information to all Carmarthenshire residents and businesses.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Emlyn Dole; Cllr David Jenkins

Directorate:
Chief Executive's

Report Author:

Deina Hockenull

Designations:

Marketing & Media Manager

Tel Nos. 01267 224654

E Mail Addresses:

DMHockenull@sirgar.gov.uk

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
DECEMBER 2ND 2020

Impact of Covid19 on Marketing and Media

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This document demonstrates the Impact of the Covid-19 pandemic and the work undertaken by Marketing and Media to support the whole Authority in communicating their key messages to all residents and businesses.

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	No	No	Yes	No	Yes	NO

Policy, Crime & Disorder and Equalities

To build on the excellent working relationship that marketing and media have developed with key council services. This will continue to support the council's aim to simplify how customers contact the council and how customers receive clear and concise information on the services in which it delivers.

ICT
 Marketing and media continue to work closely with ICT Services to build on and improve digital communication and to streamline processes within customer services, improving the back office functionality to simplify and easily support customers with their enquiries.

Staff implications
 Staff wellbeing throughout the pandemic has remained a priority for the service and we continue to support our staff as the majority continue to work from home.

CONSULTATIONS

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

Signed: Deina Hockenhull

1. Local Member(s) - None

2. Community / Town Council - None

3. Relevant Partners - None

4. Staff Side Representatives and other Organisations - No

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

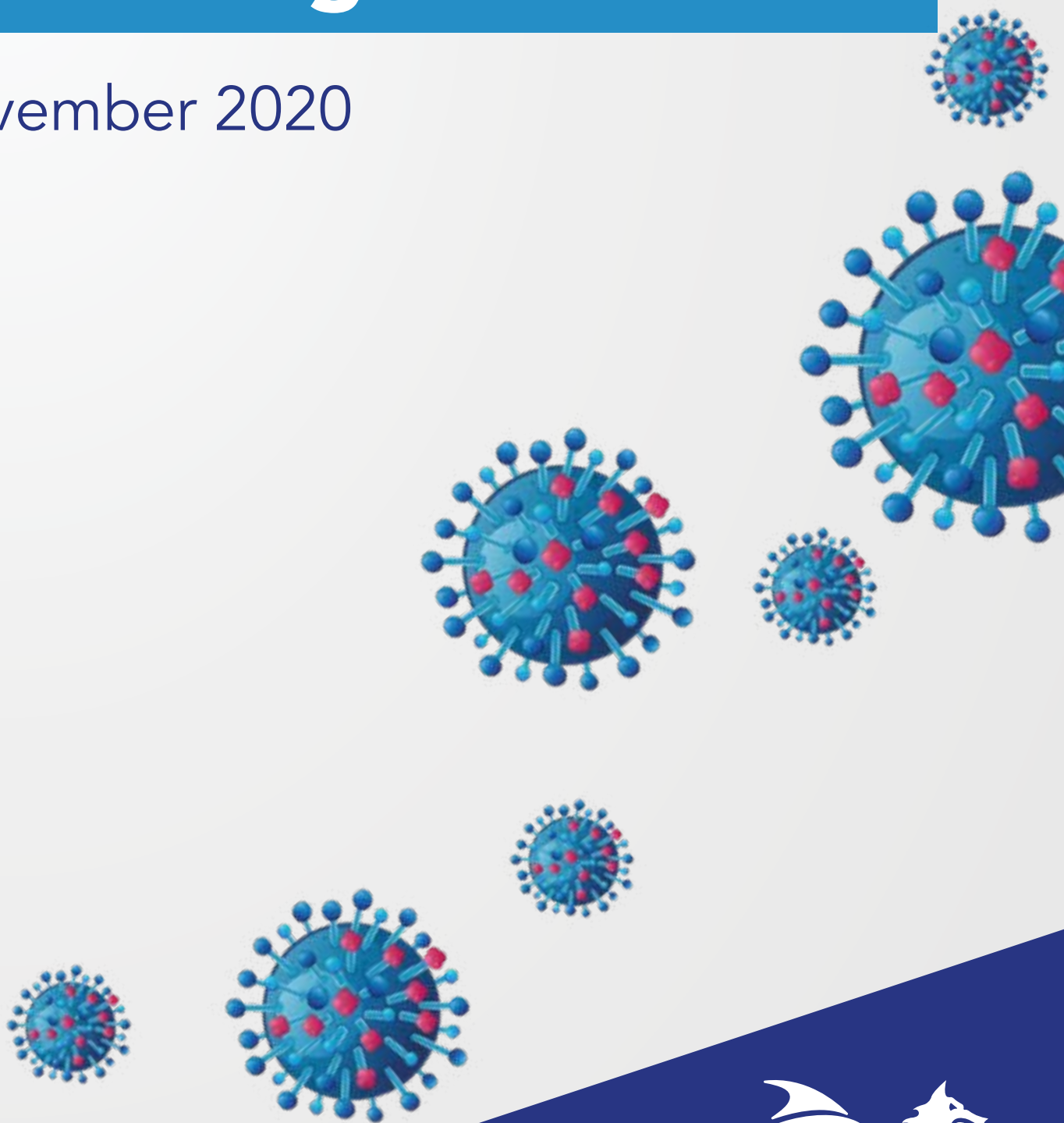
List of Background Papers used in the preparation of this report:

There are none

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Impact of Covid-19 on Marketing & Media

November 2020



sirgar.llyw.cymru

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Marketing and Media

When the pandemic struck, and new regulations and lockdown hit the country the Council marketing and media service were at the heart of how the Council would communicate bilingually the change to services and supporting our communities.

The coronavirus is a Category A major incident (following the categorisation set out in the Marketing and Media 'One Council, One Vision, One Voice' document and the press and media protocol) which means this work took priority over all other areas of marketing and media activity/work. Covid-19 remains to be a unique and changing situation and communication is therefore vital to provide up to date, accurate, consistent information and reassurance to our residents and businesses.

Partnership working

Throughout the pandemic, as was happening pre covid, we are working closely with neighbouring authorities, and other key public services to ensure a consistent message to avoid confusion. Throughout this pandemic we have been in regular meetings with WG to reiterate the message they require to communicate to the whole of Wales.

A regional communication cell meet weekly and Carmarthenshire County Council lead on the IMT communication work.

Keep Carmarthenshire Safe

Our focus would be that all our communication would be directed to the corporate website or intranet in the respect of our staff and members. The reason for this was so that we could capture the continually changing landscape and ensure there was no information out in the public domain from us as a council that was not correct and that all was up to date.



A specific web page was set up with a very effective situation update which highlighted what service change was taking place and informed the public of new regulations and advice from Welsh Government.

A very clear brand was set up internally and externally to ensure that the public, members and staff were aware of the most current situation and that if they saw this particular design then they knew that it was in reference to covid-19.

Our main aim was to be seen as a trusted source of information – and direct to official sources where relevant such as Public Health Wales and Welsh Government.

As the situation improved the communication also evolved not necessarily the principal of how we wanted to communicate but what we needed to communicate, with a greater emphasis on targeting specific key population groups.

Examples of campaigns

Below are four examples of numerous targeted campaigns achieved by the team during the past nine months.

Sir Gâredig

The introduction of **Sir Gâredig** – Sharing Carmarthenshire’s kindness. The aim of this aspect of our work was to connect people in need with those that can help. It was an opportunity to provide a focal point for community activities and a friendly term that people could use to share positive stories, images, and video on social media.



This campaign was also an opportunity for people to be inspired to sign up and volunteer within their communities. To help their neighbours and share the good work and kindness that is being shared across Carmarthenshire.

To support this campaign, support slips were provided to all members, banners were erected within communities, a social media campaign, PR was published and some of the vans that supported the shielding packages carried the Sir Garedig branding.

Re-opening of schools

Schools in Carmarthenshire – and across Wales and the UK – were closed on Friday 20 March because of Covid19.

Marketing and media have supported the service throughout from the time where schools required to re-open as childcare hubs for children of critical workers and vulnerable children to the current situation where all schools are open with various regulations to follow.



It is important to communicate regularly with parents and pupils as well as the teachers and all other school staff. This communication has been varied and very much targeted towards its specific audience.

For example, banners suitable for younger pupils were created to ensure they could easily understand the 2m rule.

The key aims and objectives of this area of our work was to communicate clearly and consistently the arrangements for re-opening and reassurance on the safety measure in place for both children and staff.

Sharing positive news stories on the activities, actions taking place in our school has also been an important factor.

Engaging with the community to ensure they too were aware of the arrangements and disseminate accurate information and correct any misinformation that was out there, to put at rest any public doubt or fear was and continues to be an important factor of this campaign.

Llanelli Health Protection Zone

A number of 'local lockdowns' were introduced in places throughout Wales and 26 September 2020 saw a Health Protection Zone being introduced in the Llanelli area with various restrictions in place to try and reduce transmission of the virus.

There was a strong need to communicate urgent new measures to a specific area of the County.

The main messages included people not going outside the health protection zone and not to visit other households or meet other people they do not live with. These restrictions had an impact on a number of key services delivered by the council which needed our support to communicate to all residents. This campaign did not steer away from the key principals of our initial approach and that was to remain a trusted source of information and clearly communicate the 'fire-break' by signposting to the Welsh Government website. As information fatigue starts to kick in the reassurance and communication of clear calls to action was even more important. All local members within the health protection zone were contacted weekly to let them know of the state of play.



100% Sir Gâr

To support our local economy it was suggested that the council provided a method by which people can be signposted to one location and find all Carmarthenshire local produce in one place. With Christmas approaching social media platforms had a scatter gun approach with no central coordination therefore 100% was created that was an identity we could promote and people can identify with and join up to.



The new online showcase has been launched earlier this month and is successfully shining a spotlight on the best of Carmarthenshire's local independent businesses.

100% Sir Gâr is a success as it has been developed in partnership and with the support of town and community councils, business and retail groups. 100% Sir Gâr is a virtual shop window, highlighting a wide range of wonderful home-grown and handmade products by talented local people.

In addition to being a shop window all those businesses have also additional access to information and support to grow and improve their business. We will continue in the new year to support these businesses which undoubtedly will still feel the effect of covid-19.

To date 89 Carmarthenshire businesses have signed up.

Customer Services

There are three Hwbs within Carmarthenshire providing face to face advice and assistance to customers for a range of council enquiries. These service instantly closed their doors following the announcement of a national lockdown. The staff who worked at the contact centre were also told to work from home.



ICT and processes that had already been put in place were very much welcomed as all customer service staff were able to work from home immediately. Team members who were no longer required to handle face to face enquiries were able to step in to support their colleagues and work on the phones from their homes and assist with responding to social media enquiries and email.

The digital processes that were already in place were reviewed to ensure enquiries were responded to as effectively as possible. In addition to this many services where officers were redeployed were having their calls redirected to the contact centre meaning additional call volumes. All staff managed this extremely well.

As services have been slowly reintroduced the contact centre have been fundamental in the support in services going digital and one service in particular being dependent on the support of the team was that of HWRC. A great team effort from recycling, ICT and customer services saw the introduction of appointments, working very well and continues to be the way forward.

Hwbs reopened end of the summer following health and safety approval. Protective screens have been installed and enhanced hygiene practices and prevention methods for staff and customers have been adopted. All three have now reopened and appointments are now being taken to support our residents with their face to face enquiries.

The next stage for customer services is to review all its processes. Many Council services are currently reviewing the way they work and how customers are managed as part of these reviews are fundamental.

Digital engagement has increased considerably since the beginning of the pandemic and hopefully within the next couple of months live chat will be introduced to the corporate website to offer an additional channel for our residents and businesses to contact us.

Month	ACD calls offered	Abandon %	Answer %
March	9,953	1.6%	98.4%
April	21,548	1.0%	99.0%
May	20,288	1.7%	98.3%
June	24,492	0.9%	99.1%
July	30,093	2.6%	97.4%
August	27,843	11.1%	88.9%
September	31,869	20.7%	79.3%
October	25,221	4.8%	95.2%
TOTALS	191,307	5.0%	95.0%

COVID-19 Digital Campaign Statistics

Sessions

Number of site visits

2m

up by **70%**



Social Media Statistics



1,238

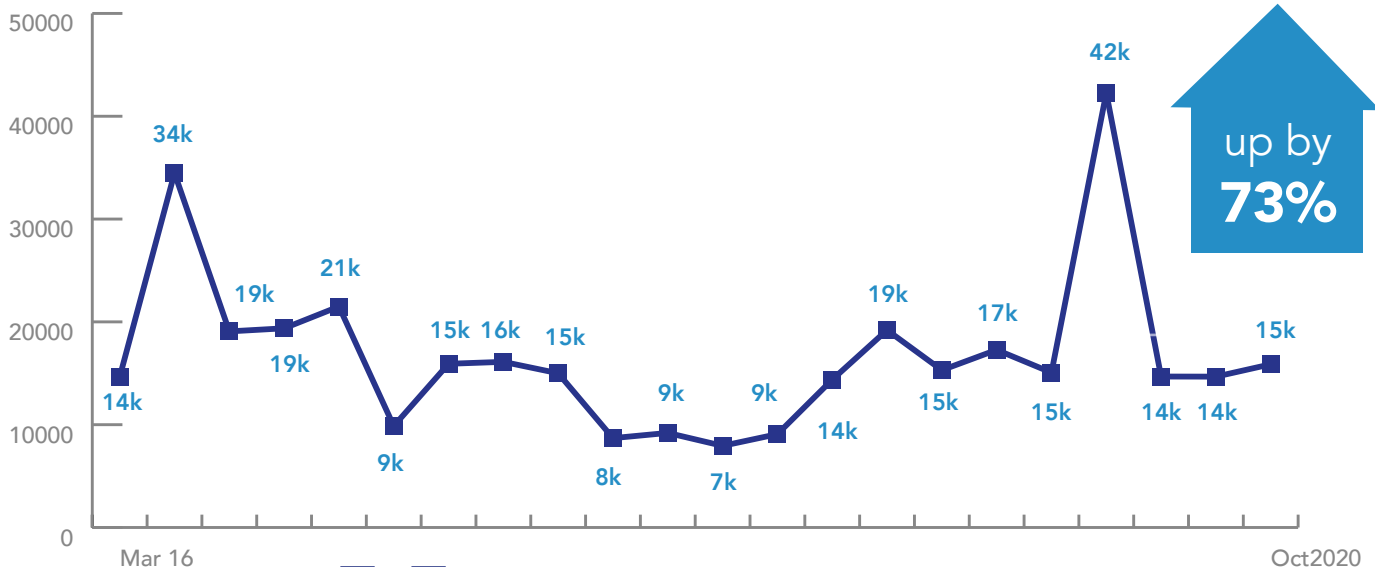


5.61m



10.78m

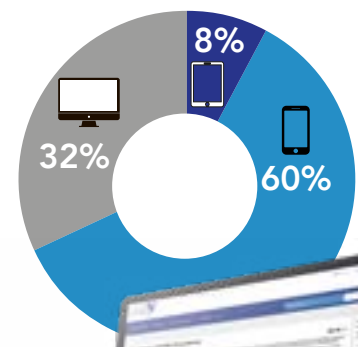
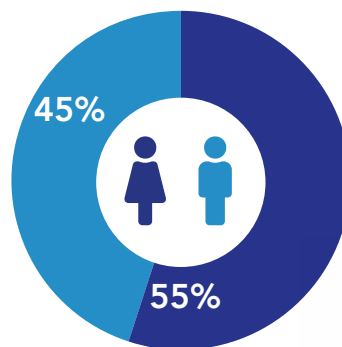
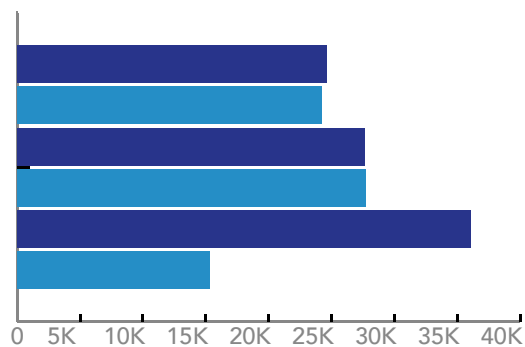
Website Traffic (March 16 - October 31)



5.5m

 page views across the whole site

Engagement by age and gender and how people access our website



POLICY & RESOURCES SCRUTINY COMMITTEE 2nd DECEMBER 2020

REVENUE & CAPITAL BUDGET MONITORING REPORT 2020/21

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 August 2020, in respect of 2020/21.

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)

<p>Directorate: Corporate Services</p> <p>Name of Director of Service: Chris Moore</p> <p>Report Author: Chris Moore</p>	<p>Designation:</p> <p>Director of Corporate Services</p>	<p>Tel No. / E-Mail Address:</p> <p>01267 224120 CMoore@cararthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
2nd DECEMBER 2020

Revenue & Capital Budget
Monitoring Report 2020/21

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 £3,971k on the Authority's net revenue budget with an overspend at departmental level of £4,971k.

This unprecedented position is due to a combination of:

- additional irrecoverable costs due to Covid-19 activity,
- foregone income from services which closed during national lockdown and continue to experience reduced revenue, which may not be fully recompensed by Welsh Government (WG); and
- planned savings proposals which have been undeliverable due to the pandemic.

Appendix B

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

Capital Budgets

Appendix C - Corporate Capital Programme Monitoring 2020/21

The total forecasted net expenditure is £63,428k compared with a working net budget of £114,264k, giving a **-£50,836k** variance. The significant variance projected at this time is in large part attributable to restrictions associated with the Covid-19 pandemic.

The net budget includes original HRA and General Fund programme, approved by Council on 3rd March, slippage from 2019/20 and new projects approved by Executive Board since the approval of the original budget.

Appendix D

Details the main variances against agreed budgets for each department.

Appendix E

Details a full list of Chief Executive and Regeneration schemes, respectively. 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 £3,971k.

Policy and Resources Services are projecting to be under the approved budget by £316k.

Capital

The capital programme shows an in-year variance of -£50,836k against the 2020/21 approved budget.

Savings Report

The expectation is that at year end £544k of Managerial savings against a target of £697k are forecast to be 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

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE / CONSULTED?

YES

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

Title of Document	File Ref No. / Locations that the papers are available for public inspection
2020/21 Budget	Corporate Services Department, County Hall, Carmarthen
2020-25 Capital Programme	Online via corporate website – Minutes of County Council Meeting 3 rd March 2020

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REPORT OF THE DIRECTOR OF CORPORATE SERVICES

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

COUNCIL'S BUDGET MONITORING REPORT 2020/21

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

Table 1

Forecasted for year to 31st March 2021

Department	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 Forecasted Variance for Year £'000
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	31,821	-13,246	-5,564	13,011	31,915	-13,448	-5,564	12,903	-108	247
Communities	153,367	-63,030	12,711	103,049	155,046	-63,810	12,711	103,947	899	1,686
Corporate Services	81,196	-51,937	-1,614	27,645	78,951	-49,898	-1,614	27,438	-208	55
Education & Children (incl. Schools)	182,960	-31,406	26,677	178,231	188,899	-34,396	26,677	181,180	2,949	3,538
Environment	125,293	-78,943	12,708	59,058	127,767	-79,979	12,708	60,497	1,439	2,475
Departmental Expenditure	574,637	-238,561	44,919	380,995	582,578	-241,531	44,919	385,965	4,971	8,000
Capital Charges/Interest/Corporate				-19,940				-20,940	-1,000	-600
								0	0	
Levies and Contributions:										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				10,400				10,400	0	0
Net Expenditure				371,593				375,563	3,971	7,400
Transfers to/from Departmental Reserves										
- Chief Executive				0				0	0	0
- Corporate Services				0				0	0	0
- Environment				0				0	0	0
Net Budget				371,593				375,563	3,971	7,400

Chief Executive Department
Budget Monitoring - as at 31st August 2020

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 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	868	0	-836	31	993	-256	-836	-99	-130	-57
People Management	4,399	-1,451	-2,615	333	4,423	-1,438	-2,615	370	37	19
ICT & Corporate Policy	5,825	-922	-4,864	39	5,830	-1,086	-4,864	-121	-160	-159
Admin and Law	4,319	-823	684	4,180	4,050	-748	684	3,986	-194	-144
Marketing & Media	2,820	-805	-1,428	588	2,488	-506	-1,428	554	-34	-66
Statutory Services	1,276	-303	282	1,255	1,239	-311	282	1,210	-45	-23
Regeneration	12,315	-8,942	3,212	6,585	12,892	-9,103	3,213	7,002	417	676
GRAND TOTAL	31,821	-13,246	-5,564	13,011	31,915	-13,448	-5,564	12,903	-108	247

Chief Executive Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Chief Executive							
Chief Executive-Chief Officer	260	0	201	0	-58	Large underspend on supplies and services.	-2
Chief Executive Business Support Unit	608	0	792	-256	-72	3 vacant posts - All not being filled	-54
People Management							
Business & Projects Support	275	0	240	0	-35	Savings on supplies and services	-28
Employee Well-being	718	-296	728	-246	59	£50k Income target not being met due to: less external work and less 1:1 health screenings taking place due to social distancing; £19k additional agency staff offset by £12k short-term savings on pay costs.	43
Organisational Development	509	-10	542	-33	11	£11k Employee termination costs	-0
Employee Services – HR/Payroll Support	130	0	157	0	26	£18k graduate not funded, 2 x employees regraded with no funding £8k	0
DBS Checks	124	0	93	-5	-37	Less DBS checks undertaken than budgeted for	0
ICT & Corporate Policy							
Welsh Language	165	-10	122	-10	-43	Vacant post not currently being filled due to team review being undertaken. Delayed due to COVID-19 but due to be completed by end of 20/21	-45
Chief Executive-Policy	848	-30	730	-28	-116	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to COVID-19 but due to be completed by end of 20/21	-115
Admin and Law							
Democratic Services	1,850	-260	1,737	-289	-142	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-97
Democratic Services - Support	494	0	479	-26	-41	Additional income for work undertaken for the Wales Pension Partnership (£20k), the Police and Crime Commissioner (£7.5k) and Education through Regional Working (£5k)	-37
Land Charges	130	-300	77	-190	57	A reduction in estimated income as result of COVID-19 partially offset by savings on supplies and services and legal costs	49
Legal Services	1,777	-263	1,689	-243	-68	3 vacant posts (£64k), one to be filled shortly but no plan to fill the other two in the current financial year. An additional £10k of income for work undertaken for the Wales Pension Partnership.	-58

Chief Executive Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20	Notes	June 20
	Expenditure	Income	Expenditure	Income	Forecast Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Marketing & Media							
Marketing and Media	501	-285	399	-66	118	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	130
Translation	552	-51	451	-35	-86	£20k saving down to staff reducing their hours, £11k on a vacant post, £27k underspend as a result of maternity leave and £13k saving on staff at a lower point on the salary scale than budgeted. Further savings on supplies and services.	-78
Yr Hwb	187	-92	66	-36	-65	Three vacant posts pending divisional realignment but less income anticipated as a result of COVID-19.	-83
Statutory Services							
Registrars	430	-301	456	-250	77	£56k estimated loss of income due to COVID-19. £50k increase in registration officers hours to catch up on delays in various registrations not able to be undertaken during early months of COVID-19 are assumed to be recoverable from WG	43
Coroners	384	0	310	0	-74	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner.	-32
Electoral Services - Staff	287	0	247	0	-40	Vacant Post during year pending divisional realignment.	-1
Regeneration & Property							
Food hubs and banks	0	0	262	-262	0	£99k reimbursement received from WG. £163k draw down from reserves.	0
Property	1,241	-67	1,184	-73	-64	Part year vacant post (£32k). Assumed post will be filled from September. Large underspend on travelling and car hire as well as other supplies and services savings.	-72
Commercial Properties	32	-582	43	-492	102	General loss of income due to properties becoming vacant and no immediate prospect of re-letting. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	137
Provision Markets	581	-651	560	-498	132	Ongoing reduction in Lettings income due to market forces impacting rates achievable. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	191

Chief Executive Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20	Notes	June 20
	Expenditure	Income	Expenditure	Income	Forecast Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Industrial Premises	539	-1,520	321	-1,217	86	Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	255
Livestock Markets	59	-209	33	-24	158		Anticipated shortfall in income collected at Nant Y Ci Mart
Other					4		-28
Grand Total					-108		247

Department for Communities
Budget Monitoring - as at 31st August 2020

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 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	60,255	-24,827	3,240	38,668	61,601	-26,707	3,240	38,134	-534	917
Physical Disabilities	8,165	-1,784	253	6,634	8,676	-1,843	253	7,086	452	989
Learning Disabilities	40,451	-9,166	1,291	32,577	40,719	-9,184	1,291	32,826	249	-785
Mental Health	9,575	-3,864	256	5,967	10,034	-3,562	256	6,728	761	321
Support	6,940	-5,428	1,129	2,640	6,944	-5,463	1,129	2,610	-30	90
Homes & Safer Communities										
Public Protection	3,214	-1,094	535	2,655	3,140	-1,024	535	2,651	-4	-7
Council Fund Housing	9,140	-7,972	523	1,691	10,262	-9,089	523	1,695	4	11
Leisure & Recreation										
Leisure & Recreation	15,627	-8,894	5,485	12,218	13,671	-6,937	5,485	12,218	0	150
GRAND TOTAL	153,367	-63,030	12,711	103,049	155,046	-63,810	12,711	103,947	899	1,686

Department for Communities - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Adult Services							
Older People							
Older People - Commissioning	3,646	-513	3,587	-516	-61	Vacant posts	-93
Older People - LA Homes	7,936	-5,097	7,963	-5,124	0		368
Older People - Private/ Vol Homes	24,748	-13,314	25,424	-13,915	76	Pressures remain on the demand for services	536
Older People - Extra Care	774	0	824	0	51	Cwm Aur contract - savings proposals in previous years only partially delivered	51
Older People - LA Home Care	7,514	0	7,805	-147	143	Enhanced rates of pay re COVID-19 not funded by Welsh Government Hardship Fund £247k (5 months)	308
Older People - Direct Payments	1,127	-299	1,006	-299	-120	Budget to be realigned	-20
Older People - Private Home Care	8,238	-2,523	8,936	-3,571	-350	Hardship Fund £1 per hour. Demand had fallen due to cancelled care packages early in the year. Activity now increasing. Delays to implement several savings proposals	151
Older People - Business Support & Admin	920	-175	1,004	-177	81	Unmet PBB previous year	0
Older People - Enablement	1,874	-658	1,718	-781	-279	Staff vacancies - less reablement due to COVID-19 - claim to be put in for flat rate uplift £1 an hour - nothing claimed to date yet	-185
Older People - Private Day Services	225	0	8	0	-217	No day services due to COVID-19	-200
Physical Disabilities							
Phys Dis - Commissioning & OT Services	861	-109	733	-100	-119	Vacant posts	-108
Phys Dis - Private/Vol Homes	1,659	-439	1,330	-276	-167	Demand led	45
Phys Dis - Group Homes/Supported Living	1,079	-167	1,347	-167	268	Significant changes over recent years as packages reassessed following the transfer of Welsh Independent Living Fund into Revenue Support Grant. Primarily affected Physical Disabilities and Learning Disability clients for Direct Payments, Day Services and Community Support. Budget adjustments to be monitored to check initially virements were accurate	250
Phys Dis - Community Support	198	0	120	0	-79	Demand reduced due to COVID-19	0
Phys Dis - Direct Payments	2,535	-577	3,244	-577	709	Demand remains steady but at a level of overspend in 2019/20	800
Phys Dis - Independent Living Fund	132	0	74	0	-59		

Department for Communities - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Learning Disabilities							
Learn Dis - Private/Vol Homes	10,812	-2,844	11,582	-2,560	1,054	Demand increased - further work to establish underlying cause. Previous year had last minute grant income which has not been forecast in these figures	150
Learn Dis - Direct Payments	3,954	-547	4,607	-547	653	Demand remains steady but at a level of overspend in 2019/20	275
Learn Dis - Group Homes/Supported Living	10,989	-1,771	11,707	-2,221	268	More demand in Supported Living as an alternative to Residential Care. Rightsizing in Supported Living ongoing but delayed due to COVID-19. Accommodation and Efficiency project which plans for strategic longer term future accommodation options as well as current client group is now picking up pace.	700
Learn Dis - Private Day Services	1,238	-80	321	-80	-917	Day Services closed from March 2020. Assume closure for whole financial year. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget. However this is not claimable under Welsh Government Hardship Fund where there is no additional cost	-991
Learn Dis - Transition Service	600	0	539	0	-61		-32
Learn Dis - Community Support	2,587	-158	2,054	-158	-533	Community Services provision greatly reduced from March 2020. Activity levels beginning to increase. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget. However this is not claimable under Welsh Government Hardship Fund where there is no additional cost	-918
Learn Dis - Adult Placement/Shared Lives	3,031	-2,198	2,980	-2,278	-131	Staff vacancies and reduced payments for day services support	-16
Mental Health							
M Health - Private/Vol Homes	6,081	-3,064	6,470	-2,806	647	Demand increased - further work to establish underlying cause. Previous year had last minute grant income which has not been forecast in these figures	250
M Health - Community Support	561	-74	637	-74	76	Demand led - likely increase due to COVID-19	2
Other Variances - Adult Services					-33		209

Department for Communities - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Homes & Safer Communities							
Public Protection							
PP Business Support unit	111	0	90	0	-22	Vacant posts	-17
Public Health	283	-14	289	-4	17	Underachievement of Fees and costs recoverable. Overspent on Premises Maintenance.	2
Air Pollution	126	-35	123	-18	14	Underachievement of licensing income.	16
Animal Safety	158	0	122	0	-36	Vacant posts.	-23
Licensing	350	-330	338	-292	26	Underachievement of licensing income.	6
Food Safety & Communicable Diseases	494	-38	466	-41	-31	Underspent on agency costs and staff travelling costs.	8
Financial Investigator	32	-271	133	-334	38	Underachievement of casework income due to courts not being open.	0
Other Variances - Public Protection					-10		1
Council Fund Housing							
Other Variances - Council Fund Housing					4		11
Leisure & Recreation							
Pendine Outdoor Education Centre	522	-348	276	-141	-39	Vacant posts in structure	-157
Carmarthen Leisure Centre	1,640	-1,751	1,373	-1,441	43	Unable to claim current year efficiencies from Hardship Fund	266
Amman Valley Leisure Centre	910	-833	809	-701	30	Unable to claim current year efficiencies from Hardship Fund	115
Llanelli Leisure Centre	1,340	-1,145	1,194	-956	43	Unable to claim current year efficiencies from Hardship Fund	201
ESD Rev Grant - Ynys Dawela	43	-43	33	-5	28	Grant for project not yet confirmed by funding body	28
Arts General	25	0	0	0	-25	Vacant post being held pending restructure	-25
Entertainment Centres General	444	-62	298	-13	-97	Vacant posts in structure	-78
Oriel Myrddin CCC	113	0	126	0	14	Backdated NNDR bills re: 26/27 King Street	-0
Leisure Management	389	0	356	0	-33	Vacant post in structure	-32
Other Variance - Leisure & Recreation					37		-168
Grand Total					899		1,686

**Corporate Services Department
Budget Monitoring - as at 31st August 2020**

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 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	5,399	-2,862	-2,548	-12	5,085	-2,781	-2,548	-244	-232	-236
Revenues & Financial Compliance	4,793	-1,723	-2,404	666	4,320	-1,813	-2,404	103	-563	-198
Other Services	71,004	-47,351	3,337	26,991	69,546	-45,305	3,337	27,578	587	489
GRAND TOTAL	81,196	-51,937	-1,614	27,645	78,951	-49,898	-1,614	27,438	-208	55

Corporate Services Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Financial Services							
Corporate Services Management team	485	-63	480	-109	-50	£35k income from Fire Authority SLA and £15k savings on supplies and services	-47
Accountancy	1,697	-459	1,593	-468	-113	Vacant posts not likely to be filled in the short term. A few staff members currently being paid at the lower points of the scale whilst budgeted at the top.	-116
Treasury and Pension Investment Section	258	-182	247	-207	-37	£25k additional income for work undertaken for the Wales Pension Partnership; £12k - three staff members currently at lower points of the salary scale but budgeted at top of scale.	-37
Payments	531	-76	492	-72	-35	Net £16k part year vacant posts and £19k savings on supplies and services	-35
Revenues & Financial Compliance							
Procurement	548	-34	533	-34	-14	Net effect of vacancies and additional staff costs	-7
Audit	482	-19	416	-33	-80	2 vacant posts during the year.	-47
Risk Management	148	-0	138	-0	-10	Flexible retirement wef 01/09/2020	16
Corporate Services Training	59	0	33	0	-26	Under utilisation of budget due to current working practices	-0
Local Taxation	934	-741	851	-790	-131	A few posts have been vacant during the year to date and are expected to be filled imminently. A number of staff members are currently on lower points of the salary scale but budgeted at the top of scale and 2 staff members have reduced their hours. Additional one off WG grant of £43k has contributed to the underspend.	-46
Housing Benefits Admin	1,645	-752	1,421	-827	-299	A few posts have been vacant during the year to date and are expected to be filled imminently. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale.	-113
Other Services							
Audit Fees	316	-92	287	-92	-29	A proportion of audit fees chargeable directly to grants	-27
Council Tax Reduction Scheme	16,511	0	18,058	-500	1,047	Significant increase in caseload as a result of COVID-19. Estimated cost is £2m greater than 19-20 actual cost. £179k income received from WG for Q1.	1,047
Rent Allowances	46,923	-47,140	44,250	-44,676	-209	Efficient recovery of overpayments	-209
Miscellaneous Services	7,187	-120	6,892	-38	-213	£238k underspend on pre LGR pension costs	-313
Other Variances					-9		-11
Grand Total					-208		55

Department for Education & Children
Budget Monitoring - as at 31st August 2020

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 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	130,821	-12,133	0	118,687	133,021	-12,133	0	120,887	2,200	1,600
Director & Strategic Management	1,480	0	-108	1,371	1,484	0	-108	1,376	4	4
Education Services Division	7,150	-2,716	21,135	25,568	6,591	-2,067	21,135	25,659	91	506
Access to Education	9,046	-6,201	1,589	4,433	9,420	-5,950	1,589	5,060	626	827
School Improvement	2,705	-516	429	2,617	2,782	-546	429	2,665	48	1
Curriculum & Wellbeing	7,748	-4,031	893	4,610	8,482	-4,674	893	4,701	90	47
Children's Services	24,013	-5,809	2,739	20,943	26,071	-8,176	2,739	20,634	-309	-298
Additional resources for reopening of schools	0	0	0	0	1,049	-850	0	199	199	850
TOTAL excluding schools	52,140	-19,273	26,677	59,544	55,879	-22,263	26,677	60,293	749	1,938
GRAND TOTAL	182,960	-31,406	26,677	178,231	188,899	-34,396	26,677	181,180	2,949	3,538

Department for Education & Children - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20	Notes	June 20
	Expenditure	Income	Expenditure	Income	Forecast Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Schools Delegated Budgets							
Primary Schools	68,357	-7,135	69,207	-7,135	850	Based on schools' working budgets received for 2020/21. Deficit budget submissions are included subject to approval of recovery plans by LA	700
Secondary Schools	58,331	-4,958	59,231	-4,958	900		500
Special Schools	4,132	-40	4,582	-40	450		400
Education Services Division							
School Redundancy & EVR	2,067	0	2,001	0	-66	Forecast based on business cases approved to date. Schools are supported and challenged on staffing structure proposals	-122
Early Years Non-Maintained Provision	1,704	-1,337	828	-557	-96	Fewer children taking up places in non-maintained settings	0
Special Educational Needs	2,685	-1,379	3,092	-1,509	276	Forecast based on existing known commitments. Continuing high level of Statutory Assessments issued. Increase in existing out of county placement costs, small number of new placements and 1 placement ended.	534
Access to Education							
School Admissions	345	-84	317	-84	-29	Part year staff vacancy & staff budget saving as not all staff at top of grade	-37
School Modernisation	114	-1	199	-25	61	Premises costs relating to closed schools	41
School Meals & Primary Free Breakfast Services	8,586	-6,116	8,905	-5,841	594	Based on loss of income being claimed to year end from WG. Hardship FSM claims do not fully cover the payments made from Sept. Assume additional food costs and materials due to COVID-19 changes for breakfast and lunch will be reimbursed via hardship claim	822
School Improvement							
School Effectiveness Support Services	473	-43	447	-37	-21	Delayed recruitment to school support due to COVID-19	1
National Model for School Improvement	1,139	-60	1,173	-26	68	ERW contribution increase due to NPT withdrawal from Consortia	0
Curriculum and Wellbeing							
Music Services for Schools	302	0	1,103	-740	61	Delay with staff restructuring which has been further affected by COVID-19 and reduced SLA income from schools	84
Welsh Language Support	337	-10	489	-142	20	Reduction in income and funding streams due to COVID-19	26
Education Other Than At School (EOTAS)	2,137	-339	2,333	-450	86	Ongoing increasing demand from schools for alternative provision	100
Youth Offending & Prevention Service	1,908	-1,116	1,821	-1,085	-57	Reduced travelling, staff vacancies and maximising grants to release core budget	-44

Department for Education & Children - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20	Notes	June 20
	Expenditure	Income	Expenditure	Income	Forecast Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Children's Services							
Fostering Services & Support	3,941	0	3,919	-5	-27	Part year vacant posts and maximisation of grant income	-16
Adoption Services	532	0	1,108	-477	100	1 off payment committed for adoption of sibling group	90
Out of County Placements (CS)	670	0	464	-29	-236	Reduction in Out of County placements and no current remand placements	-170
Short Breaks and Direct Payments	553	0	791	-134	105	Overspend mainly due to increased Direct Payments - increased demand since change in legislation & further increase linked to COVID-19	-20
Family Aide Services	172	0	297	-191	-66	Part year vacant posts and maximisation of grant income	-60
Other Family Services incl Young Carers and ASD	523	-300	648	-456	-31	Part year vacant post - currently out for recruitment	-33
Children's Services Mgt & Support (incl Care First)	992	-76	1,127	-279	-67	Further utilisation of grants - £44k, staff budget saving as not all staff at top of grade - £9k, staff recruitment savings with most posts advertised on our website - £14k	-60
School Safeguarding & Attendance	296	-45	531	-348	-67	Part year vacant posts and maximisation of grant income	-55
Additional resources for reopening of schools							
Additional Cleaning for schools re-opening	0	0	850	-850	0	Assumes additional cleaning costs will be fully recovered from Welsh Government. Expectation that additional cleaning costs in other establishments will be recovered from the user departments.	850
Face coverings & PPE	0	0	199	0	199	Expenditure incurred in August to procure Face Coverings & PPE for Schools at short notice expected to exceed WG grant by £199k	0
Other Variances					-59		8
Grand Total					2,949		3,538

Environment Department
Budget Monitoring - as at 31st August 2020

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget				Forecasted				Aug 20 Forecast Variance for Year £'000	June 20 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	46	-92	132	87	133	-164	132	101	15	17
Waste & Environmental Services	25,651	-4,471	1,380	22,560	30,410	-8,865	1,380	22,925	366	422
Highways & Transportation	52,387	-31,575	10,399	31,211	50,663	-29,173	10,399	31,889	678	1,016
Property	42,805	-40,787	465	2,483	42,370	-40,141	465	2,693	211	717
Planning	4,404	-2,019	333	2,718	4,191	-1,636	333	2,888	170	303
GRAND TOTAL	125,293	-78,943	12,708	59,058	127,767	-79,979	12,708	60,497	1,439	2,475

Environment Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Business Support & Performance							
Business Support	-119	-35	-148	-35	-29	Posts budgeted at top of scale but majority are not at the top of scale yet; a few temporary vacant posts during the year.	-30
Operational Training	37	-57	19	-6	33	Overspend due to COVID-19 restrictions and training time allocated to refuse and cleaning departments	30
Departmental - Core	45	0	63	0	18	£8k department's share of the Health and wellbeing co-ordinators' pay costs; £10k efficiency not yet achieved	17
Waste & Environmental Services							
SAB - Sustainable Drainage approval Body Unit	121	-115	120	-33	81	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects	87
Cleansing Service	2,380	-108	2,420	-108	38	Additional cleansing requirements	2
Waste Services	17,071	-1,316	17,384	-1,373	257	£194k additional net cost of resourcing due to social distancing and potential cover for sickness - assumption that 50% of Q3 costs will be not be funded and Q4 costs will not be funded at all; £148k estimated additional blue bag requirements due to: HWRCs closed from March until end of May therefore more kerbside blue bags used, cans and paper removed from community recycling centres resulting in a 35% increase in kerbside dry recycling and increased stock in additional private outlets during COVID-19 lockdown. £70k underspend due to delayed start to the Absorbent Hygiene Products collection service as a result of the pandemic.	124
Highways & Transportation							
Civil Design	1,096	-1,680	1,005	-1,623	-34	Increased income recovery	1
Transport Strategic Planning	396	0	368	0	-28	Project management fees charged to grants	0
Traffic Management	559	-43	761	-296	-52	Net increase in additional Traffic Regulation Orders income against additional planned works (£20k) and net effect of salary savings/recharges to grants of (£32k)	-16
Car Parks	1,997	-3,271	1,666	-2,107	833	Parking fees reintroduced in September: 25% income forecasted for Sept and 50% income Oct to March. WG have reimbursed total Q1 loss of £701k but assumption is that they will only reimburse 50% for Q2 and 50% of net loss for the Q3 & Q4. The proposed efficiency of a modest price increase of 20p per charge band to sustain highways and transport services has been delayed to January 2021.	1,039
Plant y Ci Park & Ride	80	-33	148	-72	29	Increased maintenance costs & reduced income.	30

Environment Department - Budget Monitoring - as at 31st August 2020

Main Variances

POLICY & RESOURCES SCRUTINY 2nd DECEMBER 2020

Division	Working Budget		Forecasted		Aug 20 Forecast Variance for Year £'000	Notes	June 20 Forecasted Variance for Year £'000
	Expenditure	Income	Expenditure	Income			
	£'000	£'000	£'000	£'000			
School Crossing Patrols	121	0	150	0	29	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.	31
Bridge Maintenance	740	0	703	0	-37	Structures Engineer vacant for part year	-26
Street Works and Highway Adoptions	426	-364	425	-382	-20	Additional income from highway adoption agreements	-7
Public Rights Of Way	937	-66	889	-55	-37	Post temporarily vacant	-26
Property							
Property Maintenance Operational	30,380	-31,924	28,634	-29,979	200	£200k Design CHS works – estimated effect of COVID-19 delays and the consequential impact on productivity; the property maintenance estimated effect of COVID-19 has been offset by an increased workload committed for empty properties. An on-going review of the situation is being carried out by divisional management, with a view to quantifying the potential knock-on effect on the remainder of the financial year.	718
Planning							
Building Regulations Trading - Chargeable	454	-507	403	-349	107	Overspend has reduced due to: less expenditure as a result of COVID-19 and increased income since June. Assumptions include a £30k reimbursement of lost income from WG - final decision on this will not be made until February 2021.	132
Building Control - Other	186	-5	175	-5	-10	Less staff travel & spend on supplies due to COVID-19	-12
Minerals	359	-236	377	-199	55	Shortfall in income due to COVID-19 but income has increased from June onwards.	83
Policy-Development Planning	680	-0	556	0	-123	Part year vacancy and employee on maternity, underspend has increased since June due to less estimated expenditure on consultant fees & supplies.	-52
Development Management	1,575	-968	1,487	-757	124	Income shortfall offset by less expenditure due to COVID-19 £35k assumed loss of income to be recovered from WG	109
Conservation	442	-54	461	-50	24	One-off consultancy cost	40
Other Variances					-17		202
Grand Total					1,439		2,475

2020/21

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Policy & Resources Scrutiny Report
Budget Monitoring as at 31st August 2020 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 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											
Chief Executive-Chief Officer	260	0	-260	-0	201	0	-260	-59	-58	Large underspend on supplies and services.	-2
Chief Executive Business Support Unit	608	0	-585	23	792	-256	-585	-49	-72	3 vacant posts - All not being filled	-54
The Guildhall Carmarthen	0	0	9	9	0	0	9	9	0		0
Chief Executive Total	868	0	-836	31	993	-256	-836	-99	-130		-57
People Management											
TIC Team	227	-58	-221	-52	236	-58	-221	-43	9	1 x employee regraded with no funding	1
Agile Working Project	3	0	0	4	3	0	0	4	0		-0
SCWDP	657	-417	1	241	657	-417	1	240	-0		-0
Practice Placements	70	-67	0	2	85	-83	0	2	-0		-0
Business & Projects Support	275	0	-275	0	240	0	-275	-35	-35	Savings on supplies and services	-28
Payroll	618	-350	-285	-16	618	-350	-285	-16	0		0
People Services – HR	1,067	-253	-785	29	1,063	-245	-785	33	4		3
Employee Well-being	718	-296	-422	0	728	-246	-422	59	59	£50k Income target not being met due to: less external work and less 1:1 health screenings taking place due to social distancing; £19k additional agency staff offset by £12k short-term savings on pay costs.	43
Organisational Development	509	-10	-496	2	542	-33	-496	13	11	£11k Employee termination costs	-0
Employee Services – HR/Payroll Support	130	0	-132	-1	157	0	-132	25	26	£18k graduate not funded, 2 x employees regraded with no funding £8k	0
DBS Checks	124	0	0	124	93	-5	0	87	-37	Less DBS checks undertaken than budgeted for	0
People Management Total	4,399	-1,451	-2,615	333	4,423	-1,438	-2,615	370	37		19
ICT & Corporate Policy											
Information Technology	4,796	-881	-3,931	-16	4,822	-907	-3,931	-17	-1		-1
Welsh Language	165	-10	-153	1	122	-10	-153	-42	-43	Vacant post not currently being filled due to team review being undertaken. Delayed due to Covid-19 but due to be completed by end of 20/21	-45
Chief Executive-Policy	848	-30	-786	32	730	-28	-786	-83	-116	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to Covid-19 but due to be completed by end of 20/21	-115
Public Service Bodies	10	0	6	16	10	0	6	16	-0		3
Armed Forces Covenant Scheme	0	0	0	0	62	-62	0	-0	-0		-0
Armed Forces Veterans Hub	0	0	0	0	79	-79	0	-0	-0		-0
Armed Forces and Remembrance	5	0	0	5	5	0	0	5	0		0
Total ICT & Corporate Policy	5,825	-922	-4,864	39	5,830	-1,086	-4,864	-121	-160		-159

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st August 2020 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 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			
Admin and Law											
Democratic Services	1,850	-260	2,351	3,941	1,737	-289	2,351	3,800	-142	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-97
Democratic Services - Support	494	0	-494	0	479	-26	-494	-41	-41	Additional income for work undertaken for the Wales pension partnership (£20k), the Police and Crime Commissioner (£7.5k) and Education through Regional Working (£5k)	-37
Corporate Management	0	0	296	296	0	0	296	296	0		0
Civic Ceremonial	23	0	21	44	24	0	21	44	0		-1
Land Charges	130	-300	20	-150	77	-190	20	-93	57	A reduction in estimated income as result of Covid-19 partially offset by savings on supplies and services and legal costs	49
Legal Services	1,777	-263	-1,510	4	1,689	-243	-1,510	-64	-68	3 vacant posts (£64k), one to be filled shortly but no plan to fill the other two in the current financial year. An additional £10k of income for work undertaken for the Wales Pension Partnership.	-58
Central Mailing	44	0	1	44	44	0	1	44	-0		-0
Admin and Law Total	4,319	-823	684	4,180	4,050	-748	684	3,986	-194		-144
Marketing & Media											
Marketing and Media	501	-285	-213	3	399	-66	-213	121	118	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	130
Translation	552	-51	-501	0	451	-35	-501	-86	-86	£20k saving down to staff reducing their hours, £11k on a vacant post, £27k underspend as a result of maternity leave and £13k saving on staff at a lower point on the salary scale than budgeted. Further savings on supplies and services.	-78
Customer Services Centres	1,112	-346	-761	5	1,113	-347	-761	6	1		-35
Marketing Tourism Development	351	0	18	370	352	-1	18	370	0		0
Visitor Information	69	-5	18	83	67	-5	18	81	-2		-0
Events	48	-26	2	24	40	-18	2	23	-0		-0
Yr 17b	187	-92	8	103	66	-36	8	39	-65	Three vacant posts pending divisional realignment but less income anticipated as a result of Covid-19.	-83
Total Marketing & Media	2,820	-805	-1,428	588	2,488	-506	-1,428	554	-34		-66

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st August 2020 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 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			
Statutory Services											
Elections-County Council	9	0	129	138	1	0	129	130	-8		-8
Elections-Parliamentary	0	0	0	0	1	-1	0	0	0		0
Elections-European	0	0	0	0	38	-38	0	-0	-0		-0
Registration Of Electors	166	-2	243	407	186	-22	243	407	-0		-24
Registrars	430	-301	193	322	456	-250	193	399	77	£56k estimated loss of income due to Covid-19. £50k increase in registration officers hours to catch up on delays in various registrations not able to be undertaken during early months of Covid-19 are assumed to be recoverable from WG	43
Coroners	384	0	8	392	310	0	8	318	-74	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner.	-32
Electoral Services - Staff	287	0	-290	-4	247	0	-290	-44	-40	Vacant Post during year pending divisional realignment.	-1
Statutory Services Total	1,276	-303	282	1,255	1,239	-311	282	1,210	-45		-23
Regeneration & Property											
Regeneration Management	330	0	38	368	322	0	38	360	-9		-9
Parry Thomas Centre	32	-31	11	11	23	-22	11	11	-0		-0
Betws wind farm community fund	87	-87	1	1	85	-85	1	1	-0		-0
Welfare Rights & Citizen's Advice	163	0	2	165	163	0	2	165	0		0
Llanelli Coast Joint Venture	145	-143	5	7	109	-107	5	7	-0		-0
The Beacon	150	-138	52	64	166	-154	52	64	-0		-0
BREXIT	0	0	0	0	59	-59	0	0	0		0
Town Centres	380	0	4,909	5,288	380	0	4,909	5,288	0		0
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	442	0	89	530	442	0	89	530	0		-0
Community Development and External Funding	469	0	43	511	469	0	43	511	-0		23
Coronavirus	0	0	0	0	25	-25	0	-0	-0		0
COVID-19 - Small Business Rent Relief	0	0	0	0	6	0	0	6	6		0
Food Hubs & Banks - Covid 19	0	0	0	0	262	-262	0	0	0	£99k reimbursement received from WG.£163k draw down from reserves.	0
Shielding Parcels	0	0	0	0	327	-327	0	0	0		0
Start Up Grants	0	0	0	0	300	-300	0	0	0		0
Wellness	25	0	19	44	25	0	19	44	-0		0
City Deal	1,069	-1,123	78	23	1,084	-1,138	78	23	-0		-0
Property	1,241	-67	-1,250	-76	1,184	-73	-1,250	-139	-64	Part year vacant post (£32k). Assumed post will be filled from September. Large underspend on travelling and car hire as well as other supplies and services savings.	-72

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st August 2020 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 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			
Commercial Properties	32	-582	537	-14	43	-492	537	88	102	General loss of income due to properties becoming vacant and no immediate prospect of re-letting. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	137
Provision Markets	581	-651	379	310	560	-498	379	442	132	Ongoing reduction in Lettings income due to market forces impacting rates achievable. Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	191
Renewable Energy Fund	0	-51	0	-51	0	-51	0	-51	-0		-0
Net Zero Carbon	75	0	0	75	76	0	0	76	1		-8
Operational Depots	326	0	-336	-9	323	0	-336	-12	-3		1
Administrative Buildings	2,859	-771	-3,084	-995	2,803	-717	-3,084	-998	-2		-33
Industrial Premises	539	-1,520	924	-57	321	-1,217	924	29	86	Full reimbursement of rent holiday from WG for Quarter 1 reflected in the figures. Assumed rent holiday loss for July and August will not be reimbursed by WG.	255
County Farms	74	-335	420	159	75	-327	420	168	9		62
Livestock Markets	59	-209	3	-146	33	-24	3	12	158	Anticipated shortfall in income collected at Nant Y Ci Mart	130
Externally Funded Schemes	3,238	-3,234	371	375	3,230	-3,226	372	375	0		0
Regeneration & Property Total	12,315	-8,942	3,212	6,585	12,892	-9,103	3,213	7,002	417		676
Financial Services											
Corporate Services Management team	485	-63	-422	0	480	-109	-422	-50	-50	£35k income from Fire Authority SLA and £15k savings on supplies and services	-47
Accountancy	1,697	-459	-1,238	-0	1,593	-468	-1,238	-113	-113	Vacant posts not likely to be filled in the short term. A few staff members currently being paid at the lower points of the scale whilst budgeted at the top.	-116
Treasury and Pension Investment Section	258	-182	-70	7	247	-207	-70	-30	-37	£25k additional income for work undertaken for the Wales Pension Partnership; £12k - three staff members currently at lower points of the salary scale but budgeted at top of scale.	-37
Grants and Technical	310	-109	-218	-17	235	-34	-218	-17	-0		-5
Payroll Control	88	0	-88	1	92	0	-88	4	3		3
Payments	531	-76	-457	-2	492	-72	-457	-37	-35	Net £16k part year vacant posts and £19k savings on supplies and services	-35
Pensions	1,272	-1,215	-56	0	1,202	-1,145	-56	0	0		-0
Wales Pension Partnership	759	-759	0	0	745	-745	-0	-0	-0		0
Financial Services Total	5,399	-2,862	-2,548	-12	5,085	-2,781	-2,548	-244	-232		-236

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st August 2020 - Detail Monitoring

Division	Working Budget				Forecasted				Aug 2020 Forecasted Variance for Year £'000	Notes	June 2020 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			
Revenues & Financial Compliance											
Procurement	548	-34	-550	-37	533	-34	-550	-51	-14	Net effect of vacancies and additional staff costs	-7
Audit	482	-19	-463	1	416	-33	-463	-80	-80	2 vacant posts during the year.	-47
Risk Management	148	-0	-149	-1	138	-0	-149	-11	-10	Flexible retirement wef 01/09/2020	16
Business Support Unit	81	0	-81	0	78	0	-81	-3	-3		-0
Corporate Services Training	59	0	-59	-1	33	0	-59	-27	-26	Under utilisation of budget due to current working practices	-0
Local Taxation	934	-741	528	721	851	-790	528	590	-131	A few posts have been vacant during the year to date and are expected to be filled imminently. A number of staff members are currently on lower points of the salary scale but budgeted at the top of scale and 2 staff members have reduced their hours. Additional one off WG grant of £43k has contributed to the underspend.	-46
Housing Benefits Admin	1,645	-752	-875	18	1,421	-827	-875	-281	-299	A few posts have been vacant during the year to date and are expected to be filled imminently. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale.	-113
Revenues	896	-176	-754	-35	849	-129	-754	-35	0		-0
Revenues & Financial Compliance Total	4,793	-1,723	-2,404	666	4,320	-1,813	-2,404	103	-563		-198
Other Services											
Audit Fees	316	-92	4	229	287	-92	4	200	-29	A proportion of audit fees chargeable directly to grants	-27
Bank Charges	67	0	1	68	58	0	1	59	-9		-9
Council Tax Reduction Scheme	16,511	0	78	16,589	18,058	-500	78	17,636	1,047	Significant increase in caseload as a result of Covid-19. Estimated cost is £2m greater than 19-20 actual cost. £179k income received from WG for Q1.	1,047
Rent Allowances	46,923	-47,140	1,495	1,278	44,250	-44,676	1,495	1,069	-209	Efficient recovery of overpayments	-209
Miscellaneous Services	7,187	-120	1,759	8,826	6,892	-38	1,759	8,613	-213	£238k underspend on pre LGR pension costs	-313
Other Services Total	71,004	-47,351	3,337	26,991	69,546	-45,305	3,337	27,578	587		489
TOTAL FOR POLICY & RESOURCES	113,017	-65,182	-7,178	40,656	110,866	-63,347	-7,178	40,341	-316		302

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Appendix C

Capital Budget Monitoring - Report for August 2020

	Working Budget			Forecasted			Aug-20
DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for Year £'000
COMMUNITIES							
- Public Housing	40,167	-10,401	29,766	30,409	-8,584	21,825	-7,941
- Private Housing	2,673	-246	2,427	2,111	-246	1,865	-562
- Leisure	5,864	-700	5,164	4,299	-234	4,065	-1,099
- Social Care	519	0	519	364	0	364	-155
ENVIRONMENT	27,843	-13,464	14,379	28,354	-17,267	11,087	-3,292
EDUCATION & CHILDREN	49,716	-27,755	21,961	24,383	-11,327	13,056	-8,905
CHIEF EXECUTIVE	5,515	0	5,515	3,433	82	3,515	-2,000
REGENERATION	57,063	-22,530	34,533	16,093	-8,442	7,651	-26,882
TOTAL	189,360	-75,096	114,264	109,446	-46,018	63,428	-50,836

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Capital Programme 2020/21

Capital Budget Monitoring - Report for August 2020 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	40,167	-10,401	29,766	30,409	-8,584	21,825	0	
Sewage Treatment Works Upgrading	348	0	348	25	0	25		Works rescheduled for 2021/22.
Telecare Upgrade	20	0	20	20	0	20		
Internal and External Works (Property)	17,934	0	17,934	15,807	0	15,807		Includes £8.3m repurposed to deliver voids backlog. This will take up underspends from Internal works that we cannot complete at the moment because of Covid-19 restrictions.
Environmental Works (Housing Services)	391	0	391	86	0	86		Delays because of Covid-19 restrictions.
Adaptations and Equalities Works (Building Services)	1,620	0	1,620	1,377	0	1,377		Delays because of Covid-19 restrictions.
Programme Delivery and Strategy	790	0	790	697	0	697		Delays because of Covid-19 restrictions.
Housing Development Programme	19,028	-336	18,692	12,360	-336	12,025		Development delays because of Covid-19 and site shut down restrictions.
ICF - Morfa Parent & Baby Centre (20 School Rd, Llanelli)	37	-37	0	37	-37	0		No projected variance.
MRA and IHP Grants Income	0	-10,028	-10,028	0	-8,211	-8,211		IHP Grant - for Glanmor Terrace Development received in 2020/21 will be carried forward to be applied in 2021/22.
- Private Housing	2,673	-246	2,427	2,111	-246	1,865	0	
Disabled Facilities Grant (DFG)	1,927	0	1,927	1,593	-2	1,590		Delays because of Covid-19 restrictions.
ENABLE - Adaptations to Support Independent Living	246	-246	0	246	-246	0		
Empty Properties Initiatives	500	0	500	275		275		Delays because of Covid-19 restrictions.
- Leisure	5,864	-700	5,164	4,299	-234	4,065	0	
Carmarthen Leisure Centre & Track	831	0	831	1,105	-59	1,046		Additional Covid-19 costs and higher project costs. The department has confirmed that additional costs will be funded by underspends on other projects within the Departmental programme.
Amman Valley Leisure Centre Masterplan	665	0	665	59	0	59		Scheme on hold pending wider masterplan process. Including Amman Valley school.
Oriol Myrddin Redevelopment	1,073	-700	373	268	-175	93		Legal fees and some design expected in 2020/21. Slip the balance into 2021/22.
Libraries & Museums	1,628	0	1,628	1,628	0	1,628		No projected variance.
Burry Port Harbour Walls	1,468	0	1,468	1,119	0	1,119		Works to start in Sept/Oct. 26wk contract. Work to be completed in 2021/22.
Parks & Country Side	199	0	199	120	0	120		Pembrey Country Park Cycling Hub - Will be utilised to cover spend on other projects.
- Social Care	519	0	519	364	0	364	0	£100k to be vired to Carmarthen Leisure Centre. Balance to be slipped.
ENVIRONMENT	27,843	-13,464	14,379	28,354	-17,267	11,087	0	
Highways & Infrastructure	20,337	-13,464	6,873	19,892	-14,328	5,564		Main variance is Towy Valley Path - delays in land acquisition.
Property	7,507	0	7,507	8,464	-2,940	5,524		This variance is because of a 50% commitment against Capital Maintenance budget owing to Covid-19 restrictions.
EDUCATION & CHILDREN	49,716	-27,755	21,961	24,383	-11,327	13,056	-8,905	
Llandeilo Primary	2,989	0	2,989	100	0	100		Scheme subject to WG business case approval.
Gorslas - New School	5,708	0	5,708	3,000	0	3,000		Delayed start on site and delayed works owing to Covid-19.
Ammanford Welsh Medium Primary	5,686	0	5,686	200	0	200		Scheme subject to WG business case approval.
Ysgol Gymraeg Cydweli	508	0	508	1,500	0	1,500		Scheme development progressing well.

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Capital Budget Monitoring - Report for August 2020 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
Ysgol y Castell	3,803	0	3,803	2,000	0	2,000	-1,803	Delayed start on site and delayed works owing to Covid-19.
Ysgol Pum Heol	4,813	0	4,813	2,516	0	2,516	-2,297	Delayed works due to Covid-19.
Heol Goffa - Replacement Building	10,713	0	10,713	1,500	0	1,500	-9,213	Delays with consultation due to Covid-19 and scheme is still subject to WG business case approval.
St John Lloyd	379	0	379	750	0	750	371	Additional costs on 3G Pitch.
Penrhos	417	0	417	35	0	35	-382	Project Complete - Delivered under budget
Pontyberem	238	0	238	5	0	5	-233	Project Complete - Delivered under budget
Dewi Sant	264	0	264	11	0	11	-252	Delays with site section and business case approval
Rhydygors	97	0	97	0	0	0	-97	Delays because of Covid-19.
Rhys Pritchard	1,768	0	1,768	2,000	0	2,000	232	Progressing Well - ahead of profiled budget.
Education - Equality Act Works	0	0	0	139	0	139	139	
School Buildings - Education Capital Maintenance Grants	2,677	0	2,677	2,000	0	2,000	-677	Delays because of Covid-19. Programme will be delivered in future years.
Flying Start Capital Expansion Programme	440	-440	0	30	-30	0	0	New Allocation of Grant from the Welsh Government to enhance Flying Start provision in the County. Project will be completed in 2021/22.
Infant Class Size	1,774	-1,774	0	1,774	-1,774	0	0	
Childcare Offer Places	1,626	-1,626	0	968	-968	0	0	Reflects delays in the wider school building programme. Will be delivered as part of the wider MEP programme.
Welsh Language Immersion Centre (Maes y Gwendraeth)	958	-958	0	958	-958	0	0	
MEP Income - 21 st Century Schools Grant	0	-22,957	-22,957	0	-7,597	-7,597	15,360	Income will be received in future years in line with projected expenditure. Delays to business case sign-off and Covid-19.
Other Projects with Minor Variances	4,861	0	4,861	4,897	0	4,897	36	
			0					
CHIEF EXECUTIVE	5,515	0	5,515	3,433	82	3,515	-2,000	
IT Strategy Developments	1,914	0	1,914	1,161		1,161	-753	Projects need to be reprofiled and reprioritised. Delays because of Covid-19.
Land at Nantglas, Crosshands	300	0	300	0	0	0	-300	On hold pending review of priorities.
Purchase of Grillo Site, Burry Port	1,900	0	1,900	1,468	0	1,468	-432	Purchase price lower than expected.
Glanamman Industrial Estate Redevelopment	1,268	0	1,268	750	0	750	-518	Delays because of Covid-19.
Other Projects with Minor Variances	133	0	133	54	82	136	3	No major variances.

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Capital Programme 2020/21

Capital Budget Monitoring - Report for August 2020 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
REGENERATION	57,063	-22,530	34,533	16,093	-8,442	7,651	-26,882	
Swansea Bay City Region Projects	37,273	-16,600	20,673	3,491	-3,491	0	-20,672	Project under development. Little spend expected in current year.
Rural Enterprise Fund	1,021	0	1,021	648	0	648	-373	Third party project delivery delayed due to Covid-19 now expected to complete in 2021/22
Transformation Commercial Property Development Fund	2,655	0	2,655	0	0	0	-2,655	Delays because of Covid-19.
Carmarthen Town Regeneration - Jacksons Lane	837	-81	755	125	-67	58	-698	Project under review.
Pendine Iconic International Visitors Destination	3,243	-797	2,445	2,587	-142	2,445	0	On budget overall - to be delivered by Spring/Summer 2021.
TAIS - Pendine Attractor Sand Area	30	-24	6	30	-24	6	0	
Llandeilo Market Hall	2,519	-700	1,819	1,206	-437	769	-1,050	Project delayed because of Covid-19 by 3 months - expenditure will to be reduced in 2020/21 and be incurred in 2021/22.
TRI Strategic Projects - Market Street North	1,881	-1,231	650	1,800	-1,231	569	-81	CCC budget to roll over into 2021/2022. WG grant to be utilised in full by the end of March 2021.
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,931	-1,726	205	1,726	-1,726	0	-205	CCC budget to roll over into 2021/2022. WG grant to be utilised in full by the end of March 2021.
Cross Hands East Strategic Employment Site Phase 1	605	0	605	624	0	624	19	Final costs and Part 1 payments.
Cross Hands East Phase 2	2,486	-994	1,493	2,296	-804	1,493	0	Virement of £658k from Rural Enterprise Fund to cover cost of accelerated works. To be refunded from 2021-22 budget.
Cross Hands East Plot 3 Development	985	0	985	175	-144	31	-954	Progress delayed due to Covid-19 and other reasons. Project to be rolled forward with a target completion date of December 2022.
Carmarthen Western Gateway & Wetlands	173	-80	93	173	-80	93	0	Project delayed by Covid-19 restrictions but due to complete this financial year.
Laugharne Car Park	75	0	75	0	0	0	-75	Project delivery under review.
Ammanford Regeneration Development Fund	330	0	330	131	0	131	-199	Third party project delivery delayed owing to Covid-19. To be delivered and completed in 2021/22.
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	97	-97	0	97	-97	0	0	New project to be delivered in 2020/21.
Transforming Towns (Green Infrastructure & Biodiversity) - Parregamman Car Park Enhancements	200	-200	0	200	-200	0	0	New project to be delivered in 2020/21.
Other Projects with Minor Variances	723	0	724	783	0	784	60	
TOTAL	189,360	-75,096	114,264	109,446	-46,018	63,428	-50,836	

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Chief Executive

Capital Budget Monitoring - Scrutiny Report for August 2020

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Cross Hands West	Ongoing	51	0	51	51	0	51
Cross Hands West Infrastructure Development		51	0	51	51	0	51
Acquisitions of County Buildings		2,200	0	2,200	1,468	0	1,468
Land at Nantglas, Crosshands	On hold	300	0	300	0	0	0
Cwm Y Nant, Llanelli Dispersements		0	0	0	0	0	0
Purchase of Grillo Site, Burry Port	Complete	1,900	0	1,900	1,468	0	1,468
St David's Park	Complete	4	0	4	6	0	6
St David's Block 2		3	0	3	3	0	3
St David's Park - Building 14		1	0	1	3	0	3
IT Strategy Developments	Ongoing	1,914	0	1,914	1,162	0	1,162
Upgrade to County Backbone Network		507	0	507	342	0	342
Digital Transformation		428	0	428	314	0	314
Ongoing PSBA Network Transformation		58	0	58	14	0	14
Corporate Tape Backup Solution		5	0	5	0	0	0
Evolving Threats and Essential Compliance Work		20	0	20	21	0	21
Strategic Digital Initiatives		36	0	36	41	0	41
WLGA Schools ICT Grant		76	0	76	50	0	50
Corporate Wifi Environment/Meraki Broadband Hardware		262	0	262	0	0	0
UPS 15KVA		14	0	14	0	0	0
Test Storage & Fabric Switches		0	0	0	0	0	0
Voice Infrastructure		19	0	19	18	0	18
ICT Grant for Schools		489	0	489	362	0	362
Rural Estates Capital Schemes	Ongoing	78	0	78	78	0	78
House Improvements - Farms		78	0	78	78	0	78
Industrial Redevelopments	Ongoing	1,268	0	1,268	750	0	750
Glangaman Industrial Estate Redevelopment		1,268	0	1,268	750	0	750
NET BUDGET		5,515	0	5,515	3,515	0	3,515

Variance	Comment
0	
0	
-732	
-300	Project on hold pending review of priorities.
0	
-432	Purchase price lower than expected.
2	Covered from revenue or capital maintenance.
0	
2	
-752	Projects to be reprofiled and reprioritised.
-165	
-114	
-44	
-5	
1	
5	
-26	
-262	
-14	
0	
-1	
-127	
0	
0	
-518	
-518	
-2,000	

Regeneration

Capital Budget Monitoring - Scrutiny Report for August 2020

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Llanelli JV General	Ongoing	36	0	36	36	0	36
Swansea Bay City Region Projects		37,273	-16,600	20,673	3,492	-3,491	1
SB City Region - Llanelli Wellness & Life Science Village - Phase 1	Ongoing	8,100	-8,100	0	320	-484	-164
SB City Region - Llanelli Wellness & Life Science Village - Ground Investigation Works	Ongoing	0	0	0	14	0	14
SB City Region - Digital Project	Ongoing	0	0	0	0	0	0
SB City Region - Yr Egin	Ongoing	5,000	-5,000	0	3,000	-3,000	0
SB City Region - Llanelli Wellness & Life Science Village - Ecology Pre-Commencement Work	Ongoing	0	0	0	150	0	150
Swansea Bay City Region - Llanelli Leisure Centre - New Development	Ongoing	17,472	-3,500	13,972	7	-7	0
Swansea Bay City Region - Older People's Accommodation (including Llanelli Area)	Ongoing	6,701	0	6,701	1	0	1
County Wide Regeneration Funds		3,676	0	3,676	1,236	0	1,236
Transformation Strategy Project Fund		0	0	0	0	0	0
Rural Enterprise Fund	Mar '22	1,021	0	1,021	709	0	709
Transformation Commercial Property Development Fund	Mar '22	2,655	0	2,655	527	0	527
Llanelli, Cross Hands & Coastal Belt Area		8,696	-4,248	4,448	6,935	-4,202	2,733
Cross Hands East Strategic Employment Site Ph1	complete	605	0	605	624	0	624
Opportunity Street (Llanelli)	Ongoing	494	0	494	0	0	0
Llanelli Regeneration Plan	Ongoing	17	0	17	17	0	17
Cross Hands East Plot 3 Development	Dec '22	985	0	985	175	-144	31
Cross Hands East Phase 2	Dec '22	2,486	-994	1,492	2,296	-804	1,492
TRI Strategic Projects - Market Street North	Ongoing	1,881	-1,231	650	1,800	-1,231	569
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	Ongoing	1,931	-1,726	205	1,726	-1,726	0
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	Mar '21	97	-97	0	97	-97	0

Variance	Comment
0	
-20,672	
-164	Any further commitments will be subject to instruction
14	No further works/expenditure proposed
0	
0	Phase 1 payment expected this year
150	
-13,972	No large scale expenditure expected in 2020/21
-6,700	
-2,440	
0	Budgets allocated to specific projects
-312	Third party project delivery delayed due to Covid-19 now expected to complete in 2021/22.
-2,128	Third party project delivery delayed due to Covid-19 now expected to complete in 2021/22.
-1,715	
19	
-494	Committed to support CCC match contribution to TRI projects.
0	
-954	Progress delayed because of Covid-19. Funding to be rolled over.
0	Virement of £658k from Rural Enterprise Fund to cover cost of accelerated works. To be refunded from 2021-22 budget.
-81	CCC budget to roll over into 2021/22. WG grant to be utilised in full by end March 2021.
-205	CCC budget to roll over into 2021/22. WG grant to be utilised in full by end March 2021.
0	

Regeneration

Capital Budget Monitoring - Scrutiny Report for August 2020

Appendix E

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements	Mar '21	200	-200	0	200	-200	0
Ammanford, Carmarthen & Rural Area		7,290	-1,682	5,608	4,302	-749	3,553
Ammanford Town Centre Regeneration	Ongoing	60	0	60	25	0	25
Coastal Communities - Parry Thomas Centre, Pendine	Complete	23	0	23	23	0	23
Carmarthen Town Regeneration - Jacksons Lane (81086)	Phase 1 Mar '21	837	-81	756	125	-67	58
Laugharne Car Park	Delayed	75	0	75	0	0	0
Pendine Iconic International Visitors Destination	Nov '21	3,243	-797	2,446	2,587	-141	2,446
Carmarthen Western Gateway & Wetlands (RCDF 81192)	Mar '21	173	-80	93	175	-80	95
Ammanford Regeneration Development Fund	Ongoing	330	0	330	131	0	131
TAIS - Pendine Attractor Sand Area	Nov '20	30	-24	6	30	-24	6
Llandeilo Market Hall	Ongoing	2,519	-700	1,819	1,206	-437	769
Town Centre Loan Scheme		92	0	92	92	0	92
Town Centre Loan Scheme (TCLS) - Llanelli	Mar '21	17	0	17	17	0	17
Town Centre Loan Scheme (TCLS) - Ammanford	Complete	75	0	75	75	0	75
NET BUDGET		57,063	-22,530	34,533	16,093	-8,442	7,651

Variance	Comment
0	
-2,055	
-35	
0	
-698	Main Scheme currently being reviewed.
-75	Project delivery under review.
0	
2	
-199	Third party project delivery delayed because of Covid-19. To be delivered and completed in 2021/22.
0	
-1,050	Construction commencement delayed to Oct 2020.
0	
0	
0	
0	
-26,882	Mainly Covid-19 restrictions and delays to the start of Swansea Bay City Deal projects.

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2020/21 Savings Monitoring Report
Policy & Resources Scrutiny Committee
2nd December 2020

1 Summary position as at : 31st August 2020

£153 k variance from delivery target

	2020/21 Savings monitoring		
	2020/21	2020/21	2020/21
	Target	Delivered	Variance
	£'000	£'000	£'000
Chief Executive	492	359	133
Corporate Services	205	185	20
	697	544	153

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

Managerial
Policy

£153 k Off delivery target
£0 k ahead of target

	MANAGERIAL			POLICY		
	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21
	Target	Delivered	Variance	Target	Delivered	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	492	359	133	0	0	0
Corporate Services	205	185	20	0	0	0
	697	544	153	0	0	0

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

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

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		
Managerial - off Target							
Chief Executive							
Regeneration division	2,806	Regeneration Division	83	0	83	£50k increase in commercial income; £25k net effect of running costs following vacation of Nantyci Rural Development centre; £8k reduction in electricity within the Industrial estate.	Commercial property income down even before the effect of Covid-19 (as per June monitoring); Nantyci not yet sold/ leased so most running costs are still relevant. Industrial Premises are anticipating an overspend with a likelihood of long term loss of occupancy.
Marketing & Media	1,921	Newly formed business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	50	0	50	£30k Customer Services realignment; £20k reduction in external services;	Service review due to be undertaken to identify the proposed savings. This has been delayed due to Covid-19 but should be resolved in the coming months.
Chief Executive Total			133	0	133		
Corporate Services							
Financial Services							
Accountancy	1,291	The provision of a decentralised accounting and financial management service, covering: <ul style="list-style-type: none"> • 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) 	20	0	20	Additional income from receivership work £20k, £15K reduction in subscriptions; restructuring £70k;	
Corporate Services Total			20	0	20		

Policy - off Target

NOTHING TO REPORT

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	

Managerial - on Target

Chief Executive

Chief Executive	253		4	4	0	Reduction in supplies / postages
Information Technology	3,716	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 efficiency 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 future years are delivered through rationalising software and hardware maintenance contracts that we hold.	121	121	0	Over the years the BT technology has been superseded with modern Internet Protocol based solutions. ICT Services will be replacing this aging infrastructure in order to utilise the latest technology which in turn will deliver the £100k revenue efficiencies. £21k will be delivered by reducing costs on annual maintenance agreements.
Corporate Policy	762	Policy & Partnership team deal with Council policy (in relation to Welsh language, sustainable development, equalities and tackling poverty), consultation & engagement with elected members and public, data & information, and public service collaboration through the Local Service Board (soon to be statutory requirement) and related strategic partnerships	39	39	0	£35k will be delivered by taking a different approach to the way work is undertaken within Corporate Policy; £4k reduction in staff travelling.
Statutory services/Coroners	401	The Coroner is an independent Judicial Officer and discharges his duties in accordance with the Coroners Act 1988. He has a duty to investigate deaths reported to him where he has reasonable cause to suspect that the death was violent, unnatural or of unknown cause or which occurs in prison.	19	19	0	Reduction in staffing costs.
Legal and Administration	1,383	The function of Legal Services is to provide a comprehensive legal service to the Council, including advocacy and representation in Courts and Tribunals and Inquiries in the course of civil and criminal proceedings and provision of advice at Committee Meetings. The Service also prepares legal documentation and gives legal advice across the whole range of Council functions. The Head of Administration and Law is also the Council's Monitoring Officer. The Service also co-ordinates responses to the Public Services Ombudsman for Wales, in relation to complaints related to the carrying out of the Council's functions and part of the South West Wales Legal Service.	41	41	0	Reduction of budgets following the introduction of paperless working. Review of support provision within Land charges.
Regeneration division	2,806	Regeneration Division	35	35	0	£35k reduction within Economic Development activity (£15K from Community Development and External Funding budget, £10K from Rural Carmarthen, Ammanford Town Centres budget and £10k from Econ Dev Llanelli, Cross Hands, Coastal, Business infrastructure budget)
People Management division	2,753	Includes Payroll, People Services, Organisational Development, Employee Wellbeing , HR Development Team, Business and Project Support	88	88	0	£38k service review; £25k admin review; £25k review of SLAs.
Marketing & Media	1,921	Newly formed business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	12	12	0	£12k reduction in spend on tourism promotion.

Chief Executive Total

359 359 0

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	
Corporate Services						
<u>Financial Services</u>						
Accountancy	1,291	The provision of a decentralised accounting and financial management service, covering: <ul style="list-style-type: none"> • 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) 	85	85	0	Additional income from receivership work £20k, £15K reduction in subscriptions; restructuring £70k;
Rent Allowances recovered		Expenditure, which is subsidised by the Department for Work & Pensions, in respect of reductions in rent, granted to council and private tenants (i.e. tenants of private landlords and Registered Social Landlords) that are on low income	50	50	0	Increase income target to reflect the high efficiency of overpayment recovery
Revenues & Benefits	Various cost centres within Division	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 functions. In 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.	50	50	0	Further evaluation and potential realignment of division following implementation of Universal Credit
Corporate Services Total			185	185	0	

Policy - on Target

NOTHING TO REPORT

Policy & Resources Scrutiny Committee 2 December 2020

CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES – JULY 2020

Recommendations / key decisions required:

1. To consider and scrutinise the content of the PSB minutes from its virtual meeting on 6 July 2020.

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.

Exec. Board Decision Required NO

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Emlyn Dole, Leader

Directorate: Chief Executive's

Name of Head of Service:

Noelwyn Daniel

Report Author:

Gwyneth Ayers

Designations:

Head of ICT & Corporate
Policy

**Corporate Policy &
Partnership Manager**

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**EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
2 DECEMBER 2020**

**Carmarthenshire Public Services Board (PSB)
Minutes – July 2020**

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 July 2020 Carmarthenshire PSB meeting were approved by the PSB at its 28 September 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

<p>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</p>	
<p>1. Scrutiny Committee Policy & Resources Scrutiny Committee – 2 December 2020 2. Local Member(s) N/A 3. Community / Town Council Representatives from one of the seven Carmarthenshire Town & Community Councils subject to the Well-being of Future Generations Act in their own right, attend PSB meetings on a rota basis. 4. Relevant Partners Through the Public Services Board meeting 5. Staff Side Representatives and other Organisations N/A</p>	
<p>EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED YES</p>	<p>Include any observations here Cllr Emlyn Dole attends PSB meetings on behalf of the Council</p>

<p>Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report: THESE ARE DETAILED BELOW</p>		
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		<p>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</p>
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		<p>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</p>

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9.30am, Monday 6 July 2020
Microsoft Teams Meeting

MINUTES

Present	
Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr Emlyn Dole	Carmarthenshire County Council
Sarah Jennings	Hywel Dda University Health Board
Huwel Manley	Natural Resources Wales
Prof. Jean White	Welsh Government
Ruth Mullen	Carmarthenshire County Council
Julian Atkins	Brecon Beacons National Park Authority
Kevin Jones	Mid & West Wales Fire and Rescue Service
Cllr Jan Curtice	Mid & West Wales Fire and Rescue Service Authority
Andrew Cornish	Coleg Sir Gâr
Supt Ifan Charles	Dyfed Powys Police
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Martyn Palfreman	West Wales Regional Partnership Board
Menna Davies	Department for Work and Pensions
Anna Bird	Hywel Dda University Health Board
Mark Galbraith	Llanelli Rural Community Councils

In attendance	
Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Gareth Jones	Swansea Bay City Deal (Item 1 & 2)
John Williams	Carmarthenshire County Council (Item 1 & 2)
Daron Herbert	Natural Resources Wales

1. Welcome and Apologies

Barry Liles, Chair of the PSB welcomed everyone to the virtual meeting and guests were introduced.

Apologies	
Name	Organisation
Ros Jervis	Hywel Dda University Health Board
Christine Harley	National Probation Service
Carys Morgans	Office of the Police and Crime Commissioner
Maria Battle	Hywel Dda University Health Board

2. Digital Connectivity

Gareth Jones, Digital Infrastructure Lead for Swansea Bay City Deal provided a presentation with the following points highlighted:

- Digital Connectivity includes full fibre broadband and/or mobile (4G or 5G in future) and any other mobile or wireless networks.
- An action plan was devised following thorough research, scoping what we have/do not have, the challenges, opportunities and how to best support the county given its importance to residents, communities, businesses etc.
- Current Broadband Coverage:
 - Wales 94.8%
 - Carmarthenshire 87.1% - this has increased by 1.1% (equivalent to 1,000 premises) since the slides were produced.
 - 12,838 Carmarthenshire premises cannot access the EU definition of superfast broadband (above 30 meg download).
- Current Mobile Coverage:
 - 90% of Wales has access to good 4G from at least one operator
 - 57% has coverage from all four mobile network operators
- There are issues with coverage due to topology and geography.
- Of the 87.1% who have access to Superfast Broadband, the uptake across Wales is only 38% (urban 41%, rural 26%). Driving the uptake would also drive the commercial viability and investment.
- Current activity across the Region to improve the situation:
 - Digital Connectivity Seminar was held for Elected Members in December 2019. Openreach and others were invited, and awareness raised of the issues and potentials.
 - Superfast Cymru 2 investment will benefit 2,000 Carmarthenshire premises (residential and businesses). An announcement is imminent which is believed will benefit an additional 3,000 premises.
 - Openreach announced earlier this year a significant commercial investment in full fibre bill for rural areas. Carmarthenshire is the only West Wales authority on the list. 19 communities will benefit from this investment.
 - Stakeholder Engagement – building relationships with all stakeholders e.g. Ofcom, Welsh Government, UK Government in particular the Department for Digital, Culture, Media and Sport.
 - Internal Department, Policies and Strategies is a powerful lever with a Digital Infrastructure Steering Group set up in Carmarthenshire to tackle various issues.
 - Swansea Bay City Deal’s Digital Infrastructure Project has an investment of up to £55m.
 - WG’s Rural Broadband Task Force meet monthly and feed into WG lobbying and work programme.

- Digital Connectivity Officer has been employed by CCC and assists residents, communities and businesses to access various funding streams for connectivity.
- Public Sector Hub Sites are upgraded to full fibre which in turn enables local properties to access better connectivity.
- There is commitment to install full ultrafast broadband to Cross Hands Business Park.
- A marketing brand is being created to assist in highlighting services to the public.
- Web-based support resources has a significant presence on CCC website.
- The 10 Towns community events have not been held due to Covid 19. However, there are 3 or 4 Rural Community Projects currently ongoing.
- Promote and Facilitate Voucher scheme uptake, the voucher value has increased recently. In Wales up to £7,000 is available per business and up to £1,500 per resident.
- Post Covid-19 proposed workstreams:
 - Digital awareness, skills and literacy – working with stakeholders and partner to address.
 - The Modern Workplace – more people working from home.
 - Innovation Network (IoT) – Internet of Things is a wireless network which facilitates connecting things that were not connecting before e.g. central heating, washing machine etc.
 - Internet of Things Use Cases – the potential is huge for the private, business and public sector.
 - 10 Towns Digital initiative – creating smart towns.

Barry Liles thanked Gareth J for the presentation and enquired about the £55m investment. Gareth J informed that the business case is currently being developed and it is hoped that funding will be drawn down by Christmas.

Huwel Manley enquired whether, since the changes in legislation, is it now easier for companies to erect new masts on private land with reduced compensation to landowners, and whether this has led to improvement in the connectivity situation. Gareth J commented that he believed it did have an impact as several new masts have been erected across the county over the last year. Ruth Mullen added that it is easier for new applications to be processed both from the operator’s point of view and planning. She was unsure however about the improvement in connectivity as operators would target bigger catchment of customers.

Barry L commented that the lockdown has highlighted the need for good connectivity and requested that information on access to the voucher scheme be circulated. He further requested that an update on the City Deal project and the Internet of Things be provided next year. Gareth J requested a point of contact for a digital officer from all organisations.

ACTION	
To arrange digital connectivity update next year	PSB Support Team
All to provide point of contact within their organisations for their digital officer.	All
To circulate link to the Carmarthenshire Broadband website page https://www.carmarthenshire.gov.wales/home/business/superfast-broadband/	PSB Support Team

3. Natural Resources Wales Area Statement

Daron Herbert, People and Places Team Leader provided a presentation with the following points highlighted:

- The Area Statement (AS) is a requirement of the Environment Act.
- The South West Area Statement, covering the four counties from Neath Port Talbot to Pembrokeshire, is one of seven across Wales, six covering the land mass and one Marine Statement.
- Although the Statement Areas have boundaries, there is close working with neighbouring areas and the marine team.
- The State of Natural Resources Report (SoNaRR) provides an evidence base for the AS and also informs Welsh Government's Natural Resources Policy (NRP) which in turn set out the priorities, challenges and opportunities associated with our natural resource management.
- The goal of these reports is to build greater ecosystem resilience.
- The three priority areas within the NRP;
 - Working with natural processes
 - Renewable energy and resource efficiency
 - Promoting a place-based approach.
- The AS is the application of the NRP in a local context and the legislations sets a framework where other plans and strategies have to have regard to the AS e.g. Local Development Plans, PSB Well-being Plans, National Parks and Public Bodies implementing their Section 6 duties.
- The AS was developed through a suite of data sets and workshops with experts from across NRW and Stakeholder Organisations.
- Four themes emerged from the Area Statement evidence base:
 - Reducing Health Inequality – there is a clear link between having access to high quality natural environments and physical and mental well-being.
 - Ensuring Sustainable Land Management
 - Reversing decline of Biodiversity
 - Tackling Climate Change
- There are a number of cross-cutting themes particularly mitigating and adapting to a changing climate:
 - Work with public sector and businesses – work is currently being done with Alan Netherwood looking at community resilience.
 - Increasing natural carbon sinks – sustainable land management, woodland creation and peat restoration.
 - Working with natural processes – mitigate some of the effects of climate change e.g. natural flood management.
- Reversing the decline of, and enhancing, biodiversity – currently in a dual emergency, natural and climate.
 - Improve the connectivity and condition of habitats and species – very few meadows remain which are important for birds and bees as pollinators.
 - Support others to safeguard biodiversity
- What does success look like? The Area Statement has been done with input from partners and identified priorities. There is a need to ensure the natural environment is taken care of as part of decisions going forward.
- There are key work areas around Covid-19 recovery e.g. Brechfa tourism opportunities, green spaces across the county, tree planting etc.

Julian Atkins commented that as the Brecon Beacons National Park area is covered by 4 Area Statements, it would be good to have a feel for the difference with the others Area Statements. It is challenging with each one having a slightly different focus. Huwel Manley responded that the South West AS has an urban area of Llanelli and the air quality issues are focused around the industrial areas of Port Talbot. There is a common theme with green infrastructure and green space, social prescribing and climate change mitigation. Each statement is specific for the place and not a blanket approach.

Ruth Mullen stated that carbon reduction, net zero carbon, encouraging agricultural businesses and supporting rural communities resonate with CCC and PSB. She enquired what timeframe the Area Statement sits in and whether it will get reviewed. Partners are now looking at recovery and tourism and how access to green spaces is developed. Huwel Manley responded that there are discussions on expansion of potential renewable energy around the county. In terms of tourism, Covid-19 recovery is a priority with all NRW visitor sites having reopened. Harvesting is currently being undertaken at Brechfa forest causing some issues, but there is funding available to improve access and he will make links with CCC.

Kevin Jones commented that the Fire and Rescue Service interactions are reflected within the area statement around land usage/burning/water run offs etc. Huwel M added that he works closely with Mydrian Harries on the Dawns Tân initiative and could see further opportunities for joint working on these challenges.

ACTION

To circulate questions from Daron Herbert for members to respond	PSB Support Team
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4. Minutes and Matters Arising:

22 January 2020

The minutes were accepted as a true and accurate record.

14 May 2020

The minutes were accepted as a true and accurate record.

Action 7 – Gwyneth Ayers updated that Pembrokeshire have submitted a response to WG and that Carmarthenshire will provide its own response stating its disappointment on the removal of funding and seeking assurance that it will be returned next year.

5. Carmarthenshire Well-being Plan:

Draft Annual Report 2019-20

Kate Harrop provided an overview of the annual report and commented that some projects have been unable to be progressed due to the Covid-19 pandemic.

Prof. Jean White enquired on the collaboration with other PSBs and how projects are interlocking. Gwyneth Ayers responded that there is a developing relationship between the PSB's and RPB. She added that the Social and Green Solutions project is being progressed regionally and that there are cross overs with the RPB.

Project Updates

The Project updates were noted.

ACTION

To finalise plan and circulate to statutory bodies

PSB Support Team

7. Welsh Government Review of Strategic Partnerships

Gwyneth Ayers stated that the review was undertaken by Welsh Government, supported by WLGA and Welsh NHS Confederation. The report was presented to the All Wales Partnership Council on 11 June and sets out some recommendations and an overview of the findings so far. It was identified that each Partnership has merit but there is a need for individual partnerships to be closer aligned. The report has identified Strategic Partnerships as PSB, RPB and City Deal; with Strategic Policy Partnerships as Community Safety, Adult Safeguarding, Children Safeguarding, Skills Partnership, Area Planning Board, VAWDASV etc.

There is a need to strengthen the link and relationship between the different tiers of partnerships and improve understanding and communication between them. The report recognised that it has not considered the Local Government Bill due to be introduced next year. This bill will introduce corporate joint committees which will drive another potential tier of partnership e.g. economic development, transport, planning, education improvement etc.

There is no easy fix in reducing the number of partnership meetings, however there is a need to identify areas of duplication in particular between PSB, RPB and City Deal; and to improve communication links with the policy partnerships when discussing matters relevant to the PSB.

There is a series of recommendations on page 22 and there is a need to ensure all partnerships play an active role to ensure more alignment.

Martyn Palfreman commented that the report is timely and there is a definite push to build on current collaboration. The RPB are currently looking at next steps and this will be considered.

ACTION

Consider links between other policy and strategic partnerships identified and PSB to ensure greater alignment and reduce duplication of effort.

PSB Support Team

6. Future Arrangements for Well-being Plan

Gwyneth Ayers shared a document showing the current well-being objectives, the projects that each delivery group have focused on, identifying any collaboration and the COVID-19 recovery focus identified at the last meeting. It was requested that a more detailed discussion be held at the next meeting in terms of proposed focus areas going forward. Barry Liles added that there is a need to take stock of the impact COVID-19 has had on the previously identified objectives.

Huwel Manley commented that there are opportunities to link COVID-19 recovery focus with the work of the sub-groups. It is important that whilst COVID-19 recovery is a key focus, it is not the sole objective.

Martyn Palfreman welcomed the connections identified with the RPB. Particularly the volunteering agenda and technology enabled care. The RPB are at the point of identifying the next steps and it would be a great opportunity to align rather than duplicate or go separate ways.

Menna Davies stated that COVID has supported the aim of the Strong Connections Group in establishing more community hubs, both official and unofficial. Volunteers are supporting the vulnerable and those shielding etc. and there is a need to capture this and sustain the activity going forward. In terms of Strong Connections and Prosperous People and Places, digital connectivity vouchers will be a lifeline particularly for small employers.

Gwyneth Ayers commented that the Prosperous People and Places have been looking at education and employment. Organisational workforce planning was discussed at the last meeting and the development needs for the future in terms of agile working. Barry Liles responded that it would be good to have an update from Jane Lewis at a future meeting as the focus may take a different path following COVID-19. Sarah Jennings added that HDUHB are keen to work with Jane on the Swansea Bay Regional Skills work and how it links with this supporting the health and care sector.

Gwyneth Ayers added that the group was also looking at local procurement which will be taken forward through the Foundational Economy Challenge Fund project. The advertisement for a Project Officer is currently out and are in the process of confirming work with CLES who worked predominately with Preston. The Preston Model is cited as best practice. The work will not only focus on the food side but a progressive procurement approach across the partners involved in the project (Council, Health Board, Coleg Sir Gâr and University) due to spend on food. The next element would be the wider work on progressive procurement that WG initiated, this will be on a regional basis with Powys, Ceredigion, Pembrokeshire and Carmarthenshire. Barry Liles recently received a letter from Lee Waters enquiring whether we would be ready to take this work forward, it has been confirmed this will be done once back up and running and will involve all PSB partners.

ACTION	
To liaise with RPB on areas of cross over	PSB Support Team
To arrange update from Jane Lewis on RLSP	PSB Support Team
To circulate the table summarising well-being plan and post-COVID-19 priorities, and all to provide feedback by end of August	All
To consider future priorities at next meeting in September	PSB Support Team

8. Attached for information

The Future Generations Report 2020

Gwyneth Ayers informed that the Future Generations Report was published at the start of May and that the Future Generations Commissioner was expected, through the Well-being Act, to publish findings of the report 12 months ahead of the senedd elections. Despite being in lockdown they went ahead and published in order to fulfil their statutory duties. It is a lengthy report and includes 295 recommendations. Julian Atkins advised that Powys PSB have produced a summary of recommendations and that he would seek approval to share it.

It was agreed that a workshop be held in September/October to discuss the Report.

ACTION

To seek approval from Powys to circulate summary of Future Generations Report 2020	Julian Atkins
To arrange a workshop for September/October to discuss Future Generations Report 2020	PSB Support Team

9. Any Other BusinessTown Centre report

Gwyneth Ayers stated that the County Council are looking at economic recovery as part of COVID-19 response with one key area being town centre including rural towns across the county. Prior to lockdown all partners were approached to identify any accommodation/office needs in the towns and it would be good to re-visit this work and get it moving again. How do we generate more footfall in the towns, is there an opportunity to create public sector hubs where any public sector employee could use?

Letter from Lee Waters

Gwyneth Ayers commented that this was mentioned in procurement update and are looking to continue with the work as soon as possible.

GamCare

Marie Mitchel informed that CAVS have been working with GamCare over last few weeks and that under the current crisis gambling has increased. GamCare want to raise awareness of the methods online gambling/bingo sites use where people are encouraged to continue playing. GamCare offer training for organisations for staff to identify signs and highlight free treatment for gambling addictions.

Llanelli Rural Council

Mark Galbraith stated that in response to the Well-being of Future Generations Act, Llanelli Rural Council commissioned a whole place plan with a 15-year span and appointed a Community Development Officer. Some of the current projects include:

- Setting up a community adoption scheme in Swiss Valley reservoir to look at promoting biodiversity, this will include stocking the reservoir with fish to encourage angling and opening as a tourist destination for kayaking.
- Safe routes in the community
- Undertaking a feasibility study for Llwynhendy library to asset transfer and make into a community hub.
- Consideration is given to the well-being act and sustainable infrastructure when looking at large residential developments. It is felt that this could be met via establishment of a hub offering outreach facilities such as post office, dental practice, healthcare etc. and would welcome e.g. Section 106 support for this.
- A number of community asset transfers are being considered.
- Street buddies initiative it a volunteers group promoted as community champions and can volunteer in any community project. They are supported through the spice time credit initiative.
- Setting up new children play areas, support groups applying for grants, setting up new groups etc.
- Social media presence has grown considerably with 700 followers on Twitter.

- There are several food banks in the area and some seem to compete against each other, there is a need for resources to be shared.

Huwel Manley requested that Mark contact him in relation to the kayaking interest and added that he believes Phil Stone is the officer for the Wales Canoe Group. Kevin Jones stated that the Fire and Rescue water safety team could assist with awareness for visitors etc. as the Swiss Valley project develops.

Barry Liles commented that the town and community councils do a lot of work and highlighted the need to capture the information more effectively.

Sarah Jennings

Barry Liles announced that this would be the last meeting for Sarah Jennings who has been a long-standing member of the PSB and previously the LSB. This would be a huge loss to the Board and he thanked her for her contribution over the years and wished her luck in her new role.

Mileage

All members were asked to provide details of the mileage they would have travelled to a meeting held at County Hall, Carmarthen. This would be a useful measure going forward in terms of environmental and cost implications.

ACTION	
To re-visit PSB accommodation/office needs in towns	PSB Support Team
To raise awareness of GamCare within their organisation – Marie Mitchell to provide relevant information	All
To consider how to present Town & Community Council annual report to PSB	PSB Support Team
To provide details of mileage they would have travelled to attend a physical meeting at County Hall, Carmarthen, SA31 1JP	All

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**POLICY & RESOURCES SCRUTINY COMMITTEE
2nd DECEMBER 2020**

**POLICY & RESOURCES SCRUTINY COMMITTEE
ANNUAL REPORT 2019/20**

To consider and comment on the following issues:

- That members consider and approve the Policy and Resources Scrutiny Committee's annual report for the 2019/20 municipal year.

Reasons:

- The Council's Constitution requires scrutiny committees to report annually on their work.

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

Chair of Policy & Resources Scrutiny Committee: Councillor G. Morgan

<p>Directorate: Chief Executive's</p> <p>Name of Head of Service: Linda Rees-Jones</p> <p>Report Author: Martin S. Davies</p>	<p>Designations:</p> <p>Head of Administration & Law</p> <p>Democratic Services Officer</p>	<p>Tel Nos. / E-Mail Addresses:</p> <p>01267 224010 lrjones@carmarthenshire.gov.uk</p> <p>01267 224027 MSDavies@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCS SCRUTINY COMMITTEE

2ND DECEMBER 2020

Policy & Resources Scrutiny Committee – Annual Report 2019/20

The attached report has been prepared in order to comply with Article 6.2 of the County Council's Constitution which states that a scrutiny committee must:

“Prepare an annual report giving an account of the Committee's activities over the previous year.”

The report provides an overview of the workings of the Policy and Resources Scrutiny Committee during the 2019/20 municipal year and includes information on the following topics:

- Overview of the forward work programme
- Key issues considered
- Issues referred to or from Executive Board / Other Scrutiny Committees
- Task & Finish Review
- Development Sessions
- Member attendance at meetings

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

1. Policy, Crime & Disorder and Equalities – In line with requirements of the County Council's Constitution.

2. Legal – In line with requirements of the County Council's Constitution.

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
Policy & Resources Scrutiny Committee Reports and Minutes	Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=170

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Policy and Resources Scrutiny Committee

Annual Report

2019 - 2020

Scrutiny
in Carmarthenshire



carmarthenshire.gov.uk

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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Chair's Foreword

As the Chair of this Committee, I am pleased to present this Annual Report for the Policy & Resources Scrutiny Committee for the 2019/20 municipal year. This report provides a comprehensive summary of the work undertaken by the Committee during this period and provides an opportunity to reflect on this work.

The past year has continued to be a challenging period for the Council and I feel that this Committee has continued to constructively play its part in terms of scrutinising performance and contributing to key council policies and decisions.

The Committee discussed and scrutinised a wide variety of topics during the past year. These included the standard and regular monitoring reports as well as new policies and strategies being introduced by the County Council.

The forthcoming year will no doubt be challenging, but I am confident that we will continue to focus on how to improve services effectively and efficiently. The Well-being of Future Generations Act (Wales) 2015 established Public Service Boards (PSB) and this Committee has been designated to scrutinise this work. The aims of the Act are to improve the social, economic, environmental and cultural well-being of Wales. During 2020/21 the Committee will continue to develop its role to ensure that Carmarthenshire's PSB is held democratically accountable.

I am looking forward, once again, to the challenge of chairing this Committee and with the assistance of my Vice Chair and the rest of the Committee hope we will have a positive impact on the outcomes for the residents of Carmarthenshire. We will continue to work closely with the Council's senior managers and staff to ensure that it is a productive year ahead.

As Chair of the Committee, I also Chair the Chairs and Vice Chairs of Scrutiny Forum which discusses improvements to the scrutiny function for consideration by the Council's Constitutional Review Working Group and acts as a forum for sharing and disseminating scrutiny good practice. We have concentrated this year on effectiveness of scrutiny committee pre-meetings, identifying scrutiny training for officers and members, scrutiny committee good practice, paperless meetings and promoting the mod.gov app. Arrangements were put in place in December 2019/January 2020 to assess the effectiveness and impact of overview and scrutiny, and members were asked to complete a self-evaluation questionnaire. The Chairs and Vice-Chairs Forum received the result of the survey in January 2020 and whilst the lack of engagement by members in the self-evaluation process was disappointing, analysis of the results showed that the majority of the respondents were satisfied with Carmarthenshire's Scrutiny function and how each Committee managed its scrutiny role. The Chairs and Vice Forum agreed to undertake a further survey in January 2021.

On a final note I would like to thank all members of the Committee and officers for their contributions and dedication during 2019/20.

Cllr. Giles Morgan
Chair of Policy and Resources Scrutiny Committee



1. Introduction

Article 6.2 of the Council's Constitution requires all scrutiny committees to "*prepare an annual report giving an account of the Committee's activities over the previous year.*"

The main aims of the report are to highlight the work that has been undertaken by the Policy and Resources Scrutiny Committee during 2019/20. It outlines the potential future work of the Committee. The document may also facilitate discussions on other items that could be included within future work programmes.

The Committee is chaired by Cllr. Giles Morgan and is made up of 13 Elected Members. Support is provided to the Panel by the Democratic Services Team and other Council officers as and when required.

This report provides an overview of the work of the Policy and Resources Scrutiny Committee during 2019/20 municipal year. It gives Members the opportunity to reflect on the achievements during the year and to identify what worked well and where improvements could be made. This analysis is instrumental in developing scrutiny.

2. Overview of the work of the Committee 2019/20

2.1 Number of Meetings

The Scrutiny Committee held 5 meetings in the 2019/20 Civic Year. The meetings scheduled for February and March 2020 were cancelled [the latter due to the Coronavirus pandemic].

2.2 The Work Programme

The Scrutiny Committee develops its own Forward Work Programme (FWP) and in the main, meeting agendas were consistent with those outlined by the FWP, which was confirmed by the Committee at its meeting on 26th April 2019.

The Forward Work Programme (FWP) was mainly based on key areas identified as objectives within the Council's Corporate Strategy 2018-23 together with standard items such as performance and budget monitoring reports, action plan monitoring reports, and specific requests from the scrutiny committee itself. Additional reports were also requested by the scrutiny committee during the year and the Forward Work Programme was amended accordingly.

The development of the concept of the Forward Work Programme and the process for its agreement, has allowed each scrutiny committee to determine its own work agendas. The benefits of such an approach has led to an improved level of debate and input during scrutiny committee meetings.

The Well-being of Future Generations (Wales) Act 2015 put long term sustainability at the forefront of how public services are designed and delivered and it places emphasis on public bodies to work in partnership with each other and the public to

prevent and tackle problems. The Act established Public Service Boards (PSB) for each Local Authority in Wales.

To ensure that PSBs are democratically accountable there was a requirement on Councils to designate an overview and scrutiny committee to scrutinise the work of the PSB. As the Council's designated Scrutiny Committee in this regard the Policy & Resources Scrutiny Committee has continued in its role of scrutinising the work of the PSB and holding it to account on its performance in meeting the objectives of the Local Well-Being Plan. In this regard the Committee regularly received the minutes of meetings of the PSB.

The following sections will provide a snapshot of the main areas of the Committee's work.

2.3 Performance Monitoring Reports

One of the principal roles of scrutiny committees is to monitor the performance of services and functions within its remit. They undertake this work mainly through the consideration of performance monitoring reports and various action plan monitoring reports. The performance monitoring report provides a balanced picture of performance across the relevant service areas. The Policy & Resources Scrutiny Committee received these reports at its meetings in October 2019 and March 2020. The reports mainly focus on underperforming indicators.

As part of its performance management role the Committee receives relevant information from the Council's key strategies and plans. The Committee considered and endorsed the Council's Draft Annual Report (2018/19) at its meeting in July 2019. Annual reporting was one of the prime opportunities for review, monitoring and reflection and an opportunity for the authority to capture its on-going activity around meeting its general and specific duties. It also noted that the Council was held by law to publish an Annual Report on past performance by the end of October each year.

Outcome:

County Council approved the Council's Annual Report for 2018/19.

2.4 Revenue & Capital Budgets

The Committee received quarterly reports on the departmental and corporate revenue and capital budgets. These reports enabled members to monitor the level of spend in each area and the progress made in any capital works.

As well as monitoring the current budget the Committee was also consulted on the Revenue Budget Strategy 2020/21 to 2022/23. The report provided the Committee with the current proposals for the Revenue Budget for 2020/21 together with the indicative figures for the 2021/22 and 2022/23 financial years.

Members accepted the report and endorsed the Charging Digest.

The Committee was consulted on the Five -Year Capital Programme 2020/21 - 2023/24.

Outcome:

County Council approved the Revenue Budget Strategy and the Five-Year Capital Programme.

2.5 Treasury Management and Prudential Indicator Reports

The Committee received updates outlining the activities within the Treasury Management Function, in line with the requirements of the Treasury Management Policy and Strategy approved by the County Council on the 20th February 2019.

2.6 2019/20 Departmental and Corporate Performance Monitoring Reports

One of the principal roles of scrutiny committees is to monitor the performance of services and functions within its remit. They undertake this work mainly through the consideration of half-yearly performance monitoring reports and various action plan monitoring reports. The performance monitoring report provides a balanced picture of performance across the relevant service areas. The Committee considered the performance reports for its remit at its meetings in October 2019 and March 2020.

2.7 Sickness Absence Monitoring

In June 2019 the Committee considered a report on Sickness Absence Monitoring end of Year 2018/19 which detailed departmental sickness absence data for the 2018/19 financial year along with benchmarking and performance ranking tables. The report also included a breakdown of the key causes for absence to enable the Committee to scrutinise the council's performance in relation to managing attendance. One of the outcomes of the report was the extension of invitations to elected members to attend Mental Health First Aid Training.

In December 2019 the Committee considered a half-year [Quarter 2] report on Sickness Absence Monitoring for 2019/20 which showed a continuing downward trend compared to Quarter 2 2017/18.

2.8 Carmarthenshire Public Services Board (PSB)

In June and October 2019 and January and March 2020 the Committee, as the designated scrutiny committee appointed to scrutinise the work of the PSB, considered the minutes of meetings of the Carmarthenshire Public Services Board. Members of the Scrutiny Committee again had the opportunity of attending PSB Meetings as observers.

In June 2019 the Committee considered the Carmarthenshire Public Services Board Well-Being Plan Annual Report 2018-19. The Chair of the PSB assured the Committee that there was an equal commitment from all partners represented on the Board.

2.9 Annual Report 2018/19 on the Welsh language

In July 2019 the Committee considered the Annual Report in relation to the Welsh language and compliance with the Welsh Language Standards during 2018-19. The Report had been produced in order to comply with the Welsh Language Commissioner's monitoring arrangements.

2.10 Digital Schools Strategy Annual Report 2019

In July 2019 the Committee considered and endorsed the Digital Schools Strategy Annual Report 2019.

2.11 Digital Transformation Strategy and Digital Technology Strategy Annual Report 2019

In July 2019 the Committee considered and endorsed the Digital Transformation Strategy and Digital Technology Strategy Annual Report 2019.

2.12 Strategic Equality Plan Annual Report 2018-19

In July 2019 the Committee considered the Strategic Equality Plan Annual Report 2018-19 which detailed how the Council had implemented its Strategic Equality Plan and fulfilled its duties under the Equality Act 2010 and the Specific Duties for Wales.

2.13 Complaints & Compliments Annual Report 2018/19

In October 2019 the Committee received the Complaints & Compliments Annual Report 2018/19.

2.14 Transform, Innovate & Change (TIC) Programme Annual Report 2018/19

In December 2019 the Committee received the 'Transform, Innovate & Change (TIC) Programme Annual Report 2018/19.

2.15 Llanelli Wellness and Life Science Village

The Committee received an update on the proposed Llanelli Wellness and Life Science Village at its meeting in December 2019.

3. Other Scrutiny Activity

3.1 Task and Finish

The Committee did not undertake a task and finish review during 2019/20.

3.2 Site Visits

The Committee did not undertake any site visits during 2019/20.

3.3 Development Sessions

The following all-member development sessions /seminars were held during 2019/20, to which Committee members were invited:

- Mod.Gov training (Delivered by Civica) – May
- Swansea Bay City Deal Seminar – June
- County Lines & Counter Terrorism Seminar – June
- Conservation & Biodiversity Seminar – June
- Life Science & Wellbeing Village Seminar – July
- Code of Conduct Training – July
- Canfod Cartref – July
- Carmarthenshire 50+ Annual Forum Event – September
- Education Grants - October

- Schools Budget – November
- Digital Connectivity Seminar – December
- Net Zero Carbon Plan Seminar – January
- Dyfed Pension Fund Governance & Investments - March

In addition, there were several departmental budget seminars held.

The Committee also visited the occupational health unit which was followed by an informal session on HR.

4. Challenges

In undertaking its work the Committee has faced several challenges, which have included items not being reported in line with the FWP, level of detail in reports – sometimes too much detail sometimes too little.

5. Future Work

The Committee has made significant progress and will continue to concentrate on topics where Member's input will result in positive outcomes to drive forward service improvement. The future work of the Committee will be detailed in its Forward Work Programme which will continue to be monitored during the course of the forthcoming year.

6. Support for the Scrutiny Function

Support for Carmarthenshire County Council's Scrutiny function is provided by the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive's Department. This includes:

- Providing support and constitutional advice to the Council's Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned
- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive members of the Council and its officers;
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum, and the Scrutiny Chairs and Vice-Chairs Executive Board Forum;
- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published;
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny members;
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews;
- Managing the Scrutiny member development programme;

- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire including work programmes, task and finish reports and annual reports, visit the County Council's website at: www.carmarthenshire.gov.wales/scrutiny

To contact the Democratic Services Unit, please call 01267 224028 or e-mail scrutiny@carmarthenshire.gov.uk

7. Attendance

Attendance by members of the Policy and Resources Scrutiny Committee during the 2019/20 year is shown in the table below. A total of 5 meetings out of the planned 7 were held between June 2019 and March 2020 – the meetings scheduled for February and March 2020 being cancelled [the latter due to the Coronavirus pandemic].

Scrutiny Committee Member	No. of meetings attended out of possible 5	%
Cllr. S.M. Allen	3	60%
Cllr. K. Broom	5	100%
Cllr. D. Cundy	4	80%
Cllr. H. Davies	5	100%
Cllr. T.A.J. Davies	5	100%
Cllr. J. Edmunds	2	40%
Cllr. J. K. Howell	5	100%
Cllr. G.H. John	5	100%
Cllr. A.C. Jones	5	100%
Cllr. K. Madge	4	80%
Cllr. A.G. Morgan	5	100%
Cllr. J. G. Prosser	4	80%
Cllr. D.E. Williams	3	60%
Substitutes	No. of meetings attended	
Cllr. J. Gilasby	1	
Cllr. G.R. Jones	2	
Cllr. W.T. Evans	1	

Executive Board Member	No. of meetings attended
Cllr E. Dole	1
Cllr. M. Stephens	2
Cllr D. Jenkins	3

8. Glossary of Terms

CIPFA - The Chartered Institute of Public Finance and Accountancy

PSB - Public Service Board

FWP - Forward Work Programme

TIC - Transform, Innovate & Change

WFG – Wellbeing of Future Generations Act (Wales) 2015

DRAFT

**POLICY & RESOURCES SCRUTINY COMMITTEE
2nd DECEMBER 2020**

**POLICY AND RESOURCES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME FOR 2020/21**

To consider and comment on the following issues:

- That the Committee confirm its Forward Work Programme for 2020/21.

Reasons:

- The County Council's Constitution requires scrutiny committees to develop and publish annual forward work programmes that identify issues and reports to be considered during the course of the municipal year.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- NOT APPLICABLE

<p>Directorate: Chief Executive's</p>	<p>Designations: Head of Administration & Law</p>	<p>Tel Nos. / E-Mail Addresses: 01267 224010 lrjones@cararthenshire.gov.uk</p>
<p>Name of Head of Service: Linda Rees-Jones</p>	<p>Democratic Services Officer</p>	<p>01267 224027 MSDavies@cararthenshire.gov.uk</p>
<p>Report Author: Martin S. Davies</p>		

**EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
2ND DECEMBER 2020**

**POLICY AND RESOURCES SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME FOR 2020/21**

Purpose of the Forward Work Programme

Article 6.2 of the County Council's Constitution states that: *"Each scrutiny committee is required to develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year"*.

The development of a work programme:

- Provides an opportunity for members to determine the priority issues to be considered by their scrutiny committee over the course of the next year.
-
- Provides a focus for both officers and members, and is a vehicle for communicating the work of the Committee to the public. The programme (see attached report) will be published on the council's website and will be updated on a quarterly basis – www.carmarthenshire.gov.uk/scrutiny – and sent to key stakeholders for information. It will also be updated on a quarterly basis.
- Ensures agreement of provisional agendas for scheduled scrutiny meetings within the council diary. The Programme is a flexible document that can be amended to reflect additional meetings and agenda items during the course of the year.

DETAILED REPORT ATTACHED?

YES – Draft Forward Work Programme 2020/21

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
YES	YES	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities – In line with requirements of the County Council's Constitution.

2. Legal – In line with requirements of the County Council's Constitution.

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

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED

N/A

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

THERE ARE NONE

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Policy & Resources Scrutiny Committee

Forward Work Programme for remainder of 2020/21

3 rd February 2021	2 nd March 2021	29 th March 2021	30 th April 2021
Revenue Budget Strategy Consultation 2020/21 to 2023/24	Corporate Strategy	Quarterly Treasury Management and Prudential Indicator Report 1st April 2020 to 31st December 2020	Policy & Resources Scrutiny Committee Forward Work Programme for 2021/22
Five Year Capital Programme 2021/22 - 2025/26	Complaints Policy	Revenue & Capital Budget Monitoring Report 2020/21	
Treasury Management Policy & Strategy 2021/22	Strategic Equality Plan Annual Report	Policy & Resources Scrutiny Committee Actions and Referrals Update	
Revenue and Capital Budget Monitoring Report 2020/21	Welsh Language Annual report		
November 2020 PSB minutes	Chief Executive's Departmental Business Plan 2020/2023		
Annual Performance Report – Half Yearly.	Corporate Services Departmental Business Plan 2020/2023		
Swansea City Deal Update			

Other issues of interest to the Committee raised at the FWP Development Session on the 19th November 2020 included climate change, digital infrastructure/transformation, Local Authority companies and Members' enquiry system.

Exec. Board Meetings: 21st December; 11th January 2021; 25th January; 8th February; 1st March; 22nd March; 12th April; 26th April.

Council Meetings: 9th December; 13th January 2021; 10th February; 10th March; 14th April.

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EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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
-as at 26/10/2020 (Period Oct 20 – Oct 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
CROSS HANDS EMPLOYMENT SITE	Jason Jones – Head of Regeneration	Leader	N/A	30/11/2020
TARGETED REGENERATION INITIATIVE	Jason Jones – Head of Regeneration	Leader	N/A	30/11/2020-
INTEGRATED IMPACT ASSESSMENT AND COVER SHEET	Wendy Walters, Chief Executive/Gwyneth Ayres	Deputy Leader	No	To be confirmed
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Chief Executive/Gwyneth Ayres	Culture, Sport & Tourism	June	July
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
ANNUAL REPORT	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Date to be confirmed	Date to be confirmed
NET ZERO ACTION PLAN - REVIEW	Jason Jones, Head of Regeneration	Communities and Rural Affairs	Date to be confirmed	Date to be confirmed
BREXIT	Jason Jones, Head of Regeneration	Leader	Not applicable	16.11.20

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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
SOCIAL CARE FUNDING – COVID-19 RESPONSE	Jake Morgan - Director of Communities	Social Care & Health		
PPE - CURRENT POSITION & FUTURE NEED/UPDATE REPORT	Jonathan Morgan – Head of Homes and Safer Communities / Adele Lodwig	Housing		
FOOD & FEED SERVICE DELIVERY PLAN	Jonathan Morgan – Head of Homes and Safer /Sue Watts	Culture, Sports & Tourism		21/12/20
OLDER PEOPLE’S DAY SERVICES RECOVERY PLAN	Jonathan Morgan – Head of Homes and Safer / Alex Williams	Social Care & Health		NOV/DEC 2020
HOMELESSNESS AND TEMPORARY ACCOMMODATION REPORT	Jonathan Morgan – Head of Homes and Safer /Jonathan Willis	Housing		21/11/20
TYISHA	Robin Staines	Housing		
FUTURE PRESSURES IN ADULT SOCIAL CARE	Avril Bracey – Head of Adult Social Care	Social Care & Health		
COMMUNITY COHESION UPDATE	Jonathan Morgan – Head of Homes and SC/Les James	Housing		11/01/21
FUTURE OF HOUSING SERVICES ADVISORY PANEL	Jonathan Morgan – Head of Homes and SCr/Les James	Housing		11/01/21
UNIVERSAL CREDIT AND RENTS UPDATE RENT ARREARS POSITION STATEMENT	Jonathan Morgan – Head of Homes and Safer Communities/ Jonathan Willis	Housing		11/01/21
ANTI SOCIAL BEHAVIOUR POLICY	Jonathan Morgan – Head of Homes and Safer Communities /Les James / Sue Watts/Robert David Williams	Culture, Sports & Tourism	E&PP Scrutiny 21/01/21	08/02/21
LD STRATEGY	Chris Harrison Head of Strategic Joint Commissioning/ Avril Bracey - Head of Adult Social Care	Social Care & Health	SC&H 27/01/21	08/02/21
CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN	Jonathan Morgan – Head of Homes and Safer Communities/ Rachel Davies/ Gareth Williams	Housing	18/01/21 Community Scrutiny	08/02/21 (Budget)
DOG BREEDERS LICENCE UPDATE (Change of policy/legislation)	Jonathan Morgan – Head of Homes and Safer Communities/ Roger Edmunds	Public Protection		24/05/21

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
 –as at 26/10/2020 (Period Oct 20 – Oct 21)**

Pending				
DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2019/20	Jake Morgan – Director of Communities/Silvana Sauro	Social Care & Health		TBC
2020 REVIEW OF LICENSING POLICY	Jonathan Morgan – Head of Homes and Safer Communities/ Emyr Jones	Culture, Sports & Tourism		TBC

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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	SEPT NOV JAN MARCH
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Resources	N/A	SEPT/OCT JAN APR
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 JAN/ FEB	JAN
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 JAN/ FEB	JAN
HIGH STREET RATE RELIEF	Chris Moore Director of Corporate Services /Helen Pugh	Resources	N/A	March
CORPORATE RISK REGISTER	Chris Moore Director of Corporate Services / Helen Pugh	Resources	- Audit Committee March & SEPT	

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	Resources	N/A	22 ND FEBRUARY – BUDGET MEETING
FINAL BUDGET Revenue & Capital	Chris Moore Director of Corporate Services	Resources	N/A	22 ND FEBRUARY – BUDGET MEETING
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	Resources	HOUSING	22 ND FEBRUARY BUDGET MEETING
BUDGET OUTLOOK	Chris Moore Director of Corporate Services	Resources	N/A	NOV

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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
SCHOOL UPDATE REPORT- COVID 19, SCHOOLS CAUSING CONCERN AND FINANCE	Gareth Morgans – Director of Education and Children	Education & Children	N/A	
LA EDUCATION SERVICES SELF EVALUATION	Aneirin Thomas – Head of Education and Inclusion	Education & Children	tbc	Tachwedd 2020
UPDATE ON NEW CURRICULUM DEVELOPMENTS	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	October 2020
POST 16 EDUCATION	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	TBC
RESULTS OF 2020 EXAMINATIONS	Aneirin Thomas – Head of Education and Inclusion	Education & Children	N/A	TBC
PROPOSAL TO DISCONTINUE YSGOL GYNRADD BLAENAU AND TO INCREASE THE CAPACITY AND CHANGE THE NATURE OF PROVISION AT YSGOL GYNRADD LLANDYBIE (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	YES	21/12/20 (Stage 1) 10/05/21 (Stage 2) 05/07/21 (Stage 3)
ALN TRANSFORMATION ACTION PLAN	Aneirin Thomas – Head of Education and Inclusion	Education & Children	28/01/20	tbc
CHILDREN'S SERVICES PAPER- TBC	Stefan Smith - Head of Children's Services	Education & Children	N/A	tbc
CARMARTHENSHIRE 10 YEAR STRATEGY FOR EDUCATION	Gareth Morgans – Director of Education and Children	Education & Children	23/11/20	October 2020
PROPOSAL TO RELOCATE YSGOL HEOL GOFFA AND TO INCREASE ITS CAPACITY (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	YES)	21 st December

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 21)**

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
PROPOSAL TO DISCONTINUE YSGOL RHYDYGORS (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	YES	21/12/20 (Stage 1) 10/05/21 (Stage 2) 05/07/21 (Stage 3)
PROPOSAL TO CHANGE THE AGE RANGE AT YSGOL SWISS VALLEY (TBC) (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	YES	21/12/20 (Stage 1) 10/05/21 (Stage 2) 05/07/21 (Stage 3)
PROPOSAL TO DISCONTINUE YSGOL GYNRADD MYNYDD Y GARREG (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	YES	21/12/20 (Stage 1) 10/05/21 (Stage 2) 05/07/21 (Stage 3)

WORKING DRAFT

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 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
LOCAL DEVELOPMENT ORDERS	Llinos Quelch – Head of Planning/Ian R Llewellyn – Forward Planning Manager	Deputy Leader	TBC	2 nd November 2020
HIGHWAYS MAINTENANCE MANUAL (HAMP)	Steve Pilliner - Head of Transportation & Highways/Chris Nelson/ Richard Waters	Environment	2/11/2020	21 st December 2020
HAMP ANNUAL PROGRESS REPORT	Steve Pilliner - Head of Transportation & Highways /Richard Waters	Environment	TBC	21 st December 2020
EQUESTRIAN STRATEGY	Steve Pilliner - Head of Transportation & Highways /Caroline Ferguson	Environment	January 2021	TBC
LAND OWNER CHARGING POLICY (FURNTIURE)	Steve Pilliner - Head of Transportation & Highways /Caroline Ferguson	Environment	TBC	TBC
ELECTRIC VEHICLE STRATEGY	Steve Pilliner - Head of Transportation & Highways/ Thomas Evans	Environment	TBC	TBC
AMR PLANNING	Llinos Quelch- Head of Planning	Deputy Leader		TBC
PROPERTY CONTRACTORS FRAMEWORK	Jonathan Fearn - Head of Property	TBC	TBC	TBC
APR	Llinos Quelch- Head of Planning	Deputy Leader	TBC	TBC
CARMARTHENSHIRE NATURE RECOVERY ACTION PLAN	Llinos Quelch- Head of Planning /Rosie Carmichael	TBC	TBC	TBC
CARMARTHENSHIRE POLLINATOR ACTION PLAN	Llinos Quelch- Head of Planning /Rosie Carmichael	TBC	TBC	TBC

**EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 26/10/2020 (Period Oct 20 – Oct 21)**

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
REGIONAL TECHNICAL STATEMENT	Llinos Quelch- Head of Planning /Hugh Towns	Planning	TBC	TBC
HWRC NORTH	Ainsley Williams. Head of Waste & Environmental Services	Environment	TBC	TBC
PUBLIC CONVENIENCES	Ainsley Williams. Head of Waste & Environmental Services Rhys Davies	Environment	TBC	TBC
BURRY PORT HUMPS	Steve Pilliner - Head of Transportation & Highways/ Adrian Harries	Environment	TBC	TBC
SECTION 278 RAINSCAPE	Steve Pilliner - Head of Transportation & Highways/ Adrian Harries	Environment	TBC	TBC
WASTE COLLECTION STRATEGY REVIEW UPDATE	Ainsley Williams. Head of Waste & Environmental Services Dan John /Geinor Lewis	Environment	TBC	TBC
CLEANSING REVIEW	Ainsley Williams. Head of Waste & Environmental Services Dan John	Environment	TBC	TBC
NAPPY AHP COLLECTION	Ainsley Williams. Head of Waste & Environmental Services Dan John / Geinor Lewis	Environment	TBC	TBC

WORKING DRAFT

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;

- 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 Hwb.

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

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. CARMARTHENSIRE 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