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WEDNESDAY, 4 MARCH 2020

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **COUNTY COUNCIL** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN, SA31 1JP AT 10.00 AM, ON TUESDAY, 10TH MARCH, 2020** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE



PLEASE RECYCLE

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF PERSONAL INTERESTS.**
3. **CHAIR'S ANNOUNCEMENTS.**
4. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12TH FEBRUARY, 2020** 5 - 26
5. **PUBLIC QUESTIONS (NONE RECEIVED).**
6. **QUESTIONS BY MEMBERS:-**
 - 6.1 **QUESTION BY COUNCILLOR BILL THOMAS TO COUNCILLOR GLYNOG DAVIES - EXECUTIVE BOARD MEMBER FOR EDUCATION AND CHILDREN**

"In July last year, Carmarthenshire County Council unanimously agreed a motion "to identify ways to move to the supply of milk in re-usable glass bottles instead of plastic in our primary schools".

Ceredigion County Council recently announced that their schools are going to stop using 400,000 plastic bottles.

Will the Executive Board Member for Education and Children publish a detailed plan with timescales for implementing the unanimous instruction from members of this County Council so that empty plastic bottles will not have to be recycled by our primary schools in such large volumes?"
 - 6.2 **QUESTION BY COUNCILLOR DOT JONES TO COUNCILLOR GLYNOG DAVIES - EXECUTIVE BOARD MEMBER FOR EDUCATION AND CHILDREN**

" In August 2019 I received an email stating that the school catchment review would commence in September of last year. Can an update be given on the work and consultations that has been completed to date please."
7. **SETTING THE COUNCIL TAX FOR THE FINANCIAL YEAR 2020/21** 27 - 44
8. **TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS**
 - 8.1 **PRESS AND MEDIA PROTOCOL** 45 - 78
 - 8.2 **(DRAFT) STRATEGIC EQUALITY PLAN 2020-2024** 79 - 100

**9. TO RECEIVE THE REPORT OF THE MEETING OF THE
EXECUTIVE BOARD HELD ON THE 24TH FEBRUARY 2020**

101 - 110

**10. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE
WEBSITE)**

**10 .1 COMMUNITY SCRUTINY COMMITTEE - 5TH FEBRUARY
2020**

10 .2 PLANNING COMMITTEE - 11TH FEBRUARY 2020

10 .3 STANDARDS COMMUNITY - 14TH FEBRUARY

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County Council

Wednesday, 12 February 2020

PRESENT: Councillor K. Madge (Chair)

Councillors:

F. Akhtar, S.M. Allen, L.R. Bowen, K.V. Broom, C.A. Campbell, J.M. Charles, S.A. Curry, C.A. Davies, W.R.A. Davies, T.A.J. Davies, H.L. Davies, I.W. Davies, S.L. Davies, E. Dole, J.S. Edmunds, P.M. Edwards, D.C. Evans, H.A.L. Evans, L.D. Evans, R.E. Evans, W.T. Evans, A.L. Fox, S.J.G. Gilasbey, C.J. Harris, P. Hughes-Griffiths, T.M. Higgins, J.K. Howell, P.M. Hughes, A. James, J.D. James, R. James, D.M. Jenkins, J.P. Jenkins, G.H. John, B.W. Jones, D. Jones, G.R. Jones, H.I. Jones, T.J. Jones, A. Lenny, M.J.A. Lewis, K. Lloyd, A.S.J. McPherson, E. Morgan, A.G. Morgan, S. Najmi, B.D.J. Phillips, D. Price, J.G. Prosser, B.A.L. Roberts, E.M.J.G. Schiavone, H.B. Shepardson, A.D.T. Speake, L.M. Stephens, B. Thomas, D. Thomas, E.G. Thomas, G.B. Thomas, G. Thomas, J. Tremlett, A. Vaughan Owen, D.T. Williams, D.E. Williams and J.E. Williams

The following Officers were in attendance:

W. Walters, Chief Executive
J. Morgan, Director of Community Services
G. Morgans, Director of Education & Children's Services
Mrs R. Mullen, Director of Environment
P.R. Thomas, Assistant Chief Executive (People Management & Performance)
L.R. Jones, Head of Administration and Law
K. Davies, Sustainable Development Manager
J. Jones, Head of Regeneration
S Morgan, Strategic Asset Manager
L Morris, Senior Press Officer
M. Evans Thomas, Principal Democratic Services Officer
L. Jenkins, Democratic Services Officer

Chamber, County Hall, Carmarthen, SA31 1JP - 10.00 am - 12.40 pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D.M. Cundy, G. Davies, K. Davies, J.A. Davies, A.D. Harries, C. Jones, S. Matthews, D. Nicholas, and J.S. Phillips.

2. DECLARATIONS OF PERSONAL INTERESTS

Councillor	Minute Number	Nature of Interest
K. Lloyd	5 - Public Questions	He has an interest in Carmarthenshire Energy Ltd
C.A. Davies	8.1 - Net Zero Carbon Plan	Her Husband is a tenant farmer

K. Lloyd	8.1 - Net Zero Carbon Plan	He has an interest in Carmarthenshire Energy Ltd
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3. CHAIR'S ANNOUNCEMENTS

The Chair noted that it had been his intention to take part in the Walrus Dip on Boxing Day to raise funds for his chosen charities. Unfortunately, due to illness he was unable to take to the sea. The Chair advised that arrangements had been made for Friday, 14th February at 10:00am at Pembrey Country Park for him to 'take the plunge'.

The Chair advised that arrangements were in place to hold a Charity Dinner on Saturday, 18th April at the Amman Civic Hall, Ammanford.

The Chair thanked the 19 Town and Community Councils who had already donated towards his fundraising appeal.

The Chair advised that Cllr Alun Lenny had published an Autobiography. Cllr Alun Lenny's book "Byw ffwl pelt" was published in December and follows his life story as a journalist, Councillor and Lay Preacher.

4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 8TH JANUARY 2020

RESOLVED that the minutes of the meeting of the Council held on the 8th January 2020 be signed as a correct record,

5. PUBLIC QUESTIONS

(NOTE 1: Cllr. K. Lloyd had previously declared an interest in this item)
 (NOTE 2: In accordance with Council Procedure Rule 2(3) the Chair varied the order of business to allow questions 5.2 and 5.13 to be taken first.)

5.1. QUESTION BY MR D SMITH TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"Has the County Council a forward plan to increase the amount of renewable energy generated on Council owned land? In this connection has it identified sites and examined the possibilities provided by decentralised battery storage options?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"You will see from our action plan to become net zero carbon that we recognise that no Local Authority or public body in Wales or across the UK, certainly in the foreseeable future, will be able to become non carbon. We will always have some carbon emissions so what we need to do as public bodies is to try and find a way of offsetting those carbon emissions to become net zero. So, specifically to answer your question, we are currently looking at various opportunities for

increasing the amount of renewable energy we generate. This includes revisiting potential sites previously identified on Council owned land to establish whether these are now economically viable. I would also be interested in working collaboratively with Town and Community Councils to see whether we could do similar projects on land owned by them as well. As you know the Council already has one 500kw wind turbine at Nantycaws. There are potential opportunities for more wind turbines, solar and hydro projects plus battery storage as well. Personally, I am keen for the Council to look at developing renewable energy projects. Not only would that be good in terms of climate change but also at the moment many of these projects take money and the profits out of Carmarthenshire. If we could run some of those projects ourselves the profit could be reinvested back into our communities. One final point, Carmarthenshire is a part of the City Deal project and we have as one of the major projects in City Deal a project called Homes as Power Stations and developing battery storage is one of the key elements of that project.”

Mr Smith asked the following supplementary question:-

“Has the Welsh Assembly indicated the size of budget they will be making available to you to implement this strategy?”

Councillor Campbell responded as follows:-

“The simple answer is no.”

5.2. QUESTION BY MR N BIZZELL-BROWNING TO CLLR D JENKINS, EXECUTIVE BOARD MEMBER FOR RESOURCES

“Is the County Council investing in Human Resources to help in the climate emergency? i.e.

- To what extent have the council considered introducing remote (home) working, ie zero travel related carbon etc?
- How many new jobs has the County Council created specifically to deal with the crisis?
- What percentage of existing employee hours have been diverted to the emergency?
- What training programs have been planned so that council employees, clients and service providers understand the existential threats facing us, for example Carbon Literacy Training? (<https://carbonliteracy.com/>) “

Response by Councillor David Jenkins, Executive Board Member for Resources:-

“The first thing I’ll say is that although we passed a Notice of Motion back in County Hall here a year ago to do with achieving zero carbon for 2030, we had already been working towards a net zero carbon, as set by the Welsh Government, for 2050. So what we’ve done is we have brought the timescale forward, so that work has been going on for some time. To answer your question specifically, the simple answer is yes and we have been doing so for several years. The Authority’s Transform, Innovate and Challenge (TIC) team, have been looking at a number of initiatives to reduce the dependency on incurring mileage wherever possible. To this end, I can confirm that 81% of our office-based staff are

now equipped with laptops which enable them to work in an agile way and we are looking to promote further use of technology such as Skype for example. To deliver on this agenda, we have been able to second a number of officers into the TIC team, who have the right skills to help us respond to this very challenging agenda.

All our main administrative buildings are now equipped with hot-desking facilities which will assist with reducing the need to travel, which by default, will reduce CO2 emissions. Linked to this, we have undertaken a comprehensive Agile Working Development Programme to assist managers and staff with the transition to agile working.

These initiatives have seen a significant reduction in mileage of over one hundred thousand miles over the last year alone. Whilst this is a good result, we are not complacent and as an Authority we are looking to introduce more electric/hybrid cars to supplement our existing fleet of electric cars that we have at both Parc Myrddin and Parc Dewi Sant. So this year you will see these electric/hybrid vehicles not just in Carmarthen, but in Ammanford and Llanelli too.

These are just a small number of examples of what we are doing as part of our strategic approach to Climate Change and we recognise that we are uniquely placed to lead and mobilise action to address Climate Change and make a difference through our own activities and through leading partnerships.

We have been committed for a number of years to reduce energy in our own buildings, schools and Council managed social housing stock by supporting low carbon and renewable energy sources and by providing more sustainable transport options and perhaps more importantly, by raising awareness amongst the public and providing advice on what people can do. To this end, we have created a post of Carbon Reduction Officer who will promote corporate projects to assist with the Council's response to Climate Change, such as energy efficiency and renewable energy schemes.

Since the Notice of Motion was passed last year we have, as promised, developed a Net Zero Carbon Plan that sets out a clear route to us becoming a net zero carbon Authority by 2030.

Mr Bizzell-Browning asked the following supplementary question:-

“What percentage of Council employees have the facility to work from home?”

Councillor Jenkins responded as follows:-

“I did say in my report that 81% of our office based staff are now equipped with laptops to enable them to work in an agile manner, so they can work from home or wherever, as appropriate.”

5.3. QUESTION BY MS K LANGDON TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Ms Langdon was unable to attend today's meeting and had requested that he ask the following question on her behalf:-

“What are the Council doing to encourage (a) a common approach to biodiversity, sustainable conservation and sharing of best practice. And (b) encouraging

community education, action and involvement (which is surely a key part of the biodiversity process)?”

The Chair advised that a written response would be conveyed to Ms Langdon.

5.4. QUESTION BY MS S SYLVAN TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“In 2018 we faced horrendous flooding in Carmarthenshire leading to homelessness and death. We are being told that extreme weather conditions like this will become the new normal as the climate breaks down. Does the council have a climate crisis fund and risk assessment for the area? How much money is in the fund and can it be deployed to counter climate threats?”

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

Severe coastal flooding has been identified as one of the highest risks identified within the Dyfed Powys Local Resilience Forum. That Forum comprises many public bodies and other agencies and utilities as well. It has developed a Risk Matrix to identify the various risks linked to various crises and events. Certainly severe coastal flooding is classified as “very high” and other types of severe weather such as storms and river flooding score “high” on the Matrix as well. So Carmarthenshire County Council, along with our partners in the Local Resilience Forum, have contingency plans to respond to these types of emergencies. Carmarthenshire County Council also has tried and tested arrangements to lead in the recovery of communities following disasters and we need to just remember the fantastic work that our team of officers did following Storm Callum recently when many areas of Carmarthenshire were flooded and I’m thinking in particular of Carmarthen town itself and the village of Pontweli where many homes and businesses were flooded and people were made homeless for quite some time. So we have a resilient team able to respond quickly to emergencies of that nature. The second part of your question asks about funding. Well, there is no direct Council funding allocated to deal with natural incidents like this so departmental budgets or Council reserves are used to deal with the initial incidents and the recovery process following on from them.

For large disasters, in certain circumstances, Welsh Government can provide some financial assistance under the Emergency Financial Assistance Scheme. Now this scheme makes discretionary payments and provides emergency financial assistance to Local Authorities. So if the scheme is invoked following an emergency, the Welsh Government will only cover the revenue consequences of an emergency within the immediate aftermath of the incident itself. In addition, Authorities affected will be expected to meet all eligible expenditure up to the level of its threshold. Thresholds are calculated by Welsh Government at 0.2% of the Authority’s annual budget requirement and apply to the whole financial year. So if we have many incidences in that one financial year, it doesn’t matter. It’s just financial assistance for one financial year not for each incident. The current threshold for Carmarthenshire is £714,000.

Ms Sylvan asked the following supplementary question:-

“I am just wondering, do you think it would be wise to have a separate fund?”

Councillor Campbell responded as follows:-

It is certainly something that we could consider and wouldn't rule out but because the emergencies very often involve the operation of many different departments in the Council, and each department has a set budget, it is very difficult to allocate finances from one given budget because it involves many budgets across the board. It would be very difficult practically to do that. It's something that we could certainly look at but I think we are responding very well at the moment because we are using our reserves and using the budget that we have and if necessary we use the Welsh Government Emergency Funding as well. So we haven't been found wanting in any of the emergencies that we have dealt with so far but it is certainly something that we might consider."

5.5. QUESTION BY MS C STRANGE TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"How much of the Council's Net Zero Action plan (summarised at Appendix 1 in the draft) predates the declaration of an emergency?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"As Councillor David Jenkins mentioned earlier on, we have been doing a lot of work already on reducing carbon emissions, so yes a lot of the good work that we have done predates the action plan that is coming before the Council later on this morning. For example, so far the Council has reduced its carbon emissions from its non-domestic buildings by 38% since 2005/06, reduced its carbon emissions from its street lighting by 65% since 2011/12, reduced its carbon emissions from its fleet mileage by 19% since 2012/13 and business mileage by over 36% over the same period. So we've done a lot of really, really good work before we declared a climate emergency exactly one year ago but we are still looking at adopting proactive programmes to further reduce our carbon emissions and you will see details of those programmes in our action plan. So naturally there are many more actions that we can carry out but the difference between previous programmes and those actions now contained in the Plan is the commitment to be a net zero carbon Local Authority by 2030. That is now focussing our minds as the real target that we want to achieve to meet, so that gives us a clear aim. Previously we were doing it because we thought it was important but now we have a real target to meet."

Ms Strange asked the following supplementary question:-

"In light of the urgency to introduce the various emergency measures outlined in the zero action plan, how much collaboration and support is there between Carmarthen Council and councils elsewhere which are also attempting to introduce similar measures?"

Councillor Campbell responded as follows:-

"Once we hopefully will pass this action plan today that will give us the green light to collaborate and have discussions with other Local Authorities in the region. We are already doing that with the City Deal programme but also other public bodies in Carmarthenshire but not only public bodies but also Town and Community Councils, Sports Associations, voluntary organisations because at the end of the day we can only achieve that aim by working together. It means everyone in this Chamber and everyone living in Carmarthenshire, regionally and nationally as

well. We will, once we have this approval today, start the process of initiating discussions with other key organisations outside of the County Council.”

5.6. QUESTION BY MR M REED TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“Regarding carbon free motoring, there may be a significant and measurable impact on tourism if the council fail to install the correct infrastructure. How many electric and hydrogen car charging points have already been installed in Carmarthen or are planned for installation in 2020?”

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

“Tourism has been identified as a significant growth industry for Carmarthenshire with the sector contributing around £430 million to the local economy every year. So the Council is obviously keen to promote Carmarthenshire as a tourist destination therefore we recognise the importance of future proofing our highway network to not only support tourism but also our social, economic and environmental ambitions. As such we were the first Authority in Wales to introduce electric cars into our fleet back in 2011/12.

Furthermore, in 2019/20, this financial year, we were successful in obtaining funding from Welsh Government and the Office of Low Emission Vehicles to roll out an ambitious programme of new electric charging infrastructure points. This has allowed us to install some 26 points across 24 public car parks in Carmarthenshire including Llanelli, Burry Port, Ammanford, Carmarthen, Gwendraeth Valley, Llandeilo, Pendine, Llanybydder, Llansteffan, Kidwelly and Llandybie,. These fast chargers will allow us to recharge electric cars and it will take roughly between 3-5 hours. This work builds upon the charge points we have previously installed at Parc Myrddin, Spilman Street, Parc Dewi Sant, Murray Street, Llandovery, Newcastle Emlyn and St Peters Car Park here in Carmarthen. We are currently writing bids for submission to Welsh Government to create a new rapid charge hub at Cross Hands, which we believe will be the first of its kind in Wales. This potentially can charge an electric car in under an hour. And to answer the specific question about hydrogen car charging points, we don't at the moment have hydrogen car charging points but we are looking to create a rapid a rapid car charging point in Cross Hands.”

Mr Reed asked the following supplementary question:-

“What efforts are the Council making to encourage electric buses and how many are there in the district at present?”

Councillor Campbell responded as follows:-

“There is a question coming up later on on buses so forgive me, if you don't mind, could I answer that specific question as a part of the wider question on our buses and public transport which comes up later on?”

5.7. QUESTION BY DR A BELLAMY TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Dr. Bellamy was unable to attend today's meeting and had requested that he ask the following question on his behalf:-

"We face a climate crisis of global significance in which "business as usual" will no longer be adequate nor possible. Until now "best value" for land has always been interpreted as the highest financial bid. In the context of the climate emergency, is it time to redefine best value to prioritise value to the local community?"

The Chair advised that a written response would be conveyed to Dr. Bellamy.

5.8. QUESTION BY MS J THOMPSON TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"In relation to the Council's net zero carbon strategy, I am wondering about biodiversity, including indigenous species that are threatened with extinction. Could you tell me if there is a register of degraded habitats in the county and a risk analysis of indigenous species and what the corresponding action plan is, if any?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"Yes, the question is about biodiversity and as you rightly say, it is very sensible to consider biodiversity in the context of climate change. Consistent with Welsh Government policy the Carmarthenshire Nature Partnership is developing a Carmarthenshire Nature Recovery Action Plan. This plan addresses the conservation and management of the priority [habitats](#) and [species](#) listed in Section 7 of the Environment (Wales) Act 2016. These are also known as habitats and species of principle importance in Wales and the list includes the majority of the semi-natural habitats and associated species that occur in the county e.g. woodlands, heath lands, coastal habitats and along with species such as water vole and the marsh fritillary butterfly. So the actions that the plan will refer to will be based on the approach to the sustainable management of these habitats and natural resources that are being also developed by National Resources Wales."

Ms Thompson asked the following supplementary question:-

"Nature Recovery Action Plan - who has responsibility for monitoring and making sure that it actually happens and where can I have a look at it?"

Councillor Campbell responded as follows:-

"So the responsibility lies obviously with Carmarthenshire County Council in partnership with other outside bodies as well, Natural Resources Wales being the obvious one and that is why the Carmarthenshire Nature Partnership involves all of these partners. Again, it's working in collaboration not in isolation because we are sharing good practice, sharing experience, sharing knowledge and information about what is a very complex issue. So I can assure you that we are giving this our full attention because that fragile link with the eco system is so important and if we get that wrong it endangers our very existence so we are giving that top priority."

5.9. QUESTION BY MS S WEAVER TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Ms Weaver was unable to attend today's meeting and had requested that he ask the following question on her behalf:-

"Given recent research findings (Science 05 July 19: Vol 365, Issue 6448, pp 76 - 79) that a trillion trees could be planted globally to mitigate two thirds of anthropogenic carbon emissions to date - without encroaching on crop land or urban areas - and that this is the cheapest and most powerful method of all proposed solutions to the climate emergency: what plans does the council have to support community tree planting in the next year by making land and funding available?"

The Chair advised that a written response would be conveyed to Ms Weaver.

5.10. QUESTION BY MS D SMITH TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"Does the council know of further potential to sequester carbon in Carmarthenshire (soil/peat/trees -) which it can encourage - and how can we help?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"So, bog habitats and peaty soils, when managed correctly, sequester carbon. That means it offsets carbon, it captures the carbon release. The Carmarthenshire Bogs Project and the Caeau Mynydd Mawr Marsh Fritillary Project, which you will probably have heard of, both work on these habitats, with the aim to improve their condition for biodiversity and their ability to sequester carbon. In addition work to the bog at Llyn Llech Owain Country Park in Gorslas has taken place to improve its water retention and carbon sequestration. So people can also help on a wider level as well, all of us and everyone out there, by not buying peat-based compost and encouraging their local Town and Community Councils to use non-peat-based products in any planting schemes they might have. So corporately we are doing a lot but individually we can also reduce the pressures on the purchase of peat by not buying peat-based soil."

5.11. QUESTION BY MS D GROOM TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"As agriculture in the UK is massively subsidised, I should like to understand why the County Council is spending money in its 'Moving Carmarthenshire Forward' plan to boost food production indiscriminately when we understand that one of the most effective actions that consumers can take is to eat less meat."

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"The eating of meat is a personal choice and I don't wish to get into an ethical argument with you about meat consumption. However, what the Moving Rural Carmarthenshire Forward report recognises is that the agriculture sector in Carmarthenshire provides the backbone of our rural communities, not just in economic terms but also in terms of its social, environmental and cultural contribution. We are talking about living communities. We also realise that the

way that agriculture is funded and has been heavily subsidised, as you so rightly say, is very likely to change as a result of us leaving the European Union, something that the County Council has little or no influence upon, and in turn this is likely to change the face of agriculture and in the future, if it is adversely affected it could have a seriously detrimental effect on the resilience and future sustainability of our rural communities. I don't think that anyone in this Chamber would wish that to happen to the unique rural communities that we have here in Carmarthenshire and in other parts of Wales.

The Council has not committed to spend money to boost food production indiscriminately as you mentioned and I maybe would take issue with you on that as we have never implied that we would do that indiscriminately in the report, but rather we would like to support the local agricultural sector to diversify and seek opportunities in terms of local sustainable food production and seasonal consumption across the whole range of food types, be that meat, dairy or plant based products. We want to encourage locally produced and locally consumed food products and one of the things we are looking at, along with other public service partners in Carmarthenshire, is how we can adapt our procurement methods so that we can purchase more locally produced products thus reducing food miles and the waste in our supply chains."

Ms Groom asked the following supplementary question:-

"I agree with everything you have said actually. I want to support the farmers but it's clear that the move towards veganism is accelerating which will eventually take a heavy toll on our livestock producers. I wonder whether the Council is considering how to encourage and help these farmers to transition from livestock to ecologically sound food production by directing funding to support transition?"

Councillor Campbell responded as follows:-

"We have a very close relationship with the Farmers Unions in Carmarthenshire and I think they recognise very well the challenges that they face moving forward. They realise the subsidies they have had may not be at the same level. They also recognise the hard work that they need to do as well to meet the challenges of climate change. Farmers know that and they want to diversify but it doesn't mean that they should disband all the practices that have been built up over many centuries and passed on from generation to generation. I would be really happy to discuss this with you at a future date. And I suppose in terms of the point you made regarding veganism, I still regard that as a personal choice and I think for those who wish to become vegans or are vegans, many of them do it for moral reasons but also for climate change reasons and I suppose what we've heard in the press recently is the reference to methane emissions. The greenhouse gases that cause global warming, there are three main gases, methane is one of them, hydrogen dioxide is the other and carbon dioxide. Methane disappears from the environment after about 12 years so it's not the most serious of gases but if farmers change their farming methods and practices then methane emissions can be reduced so that is a discussion, without getting too technical, I am happy to have with you some time again."

5.12. QUESTION BY MR P HUGHES TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“I am interested to know how many of each diesel, petrol, and electric vehicles Bwcabus has in its fleet and what plans the council has to go fully electric?”

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

“The Bwcabus scheme is a very important project that we have. It provides public service transport to parts of rural Carmarthenshire and it’s been running for ten years. The operation at the moment uses five vehicles which were the most technologically suitable and advanced products at the time of purchase and complied with the latest emissions standards at the time.

The Authority, as we say in our action plan, is currently reviewing options for the future running of the scheme which includes the replacement of these vehicles. Options are being explored in terms of suitable products that meet operational requirements and sustainable energy sources. One of the key objectives of the scheme is to provide a quality transport solution that encourages people to travel by utilising more sustainable modes of transport such as public and community transport. Now we have a long way to go because I think the latest statistic I saw says that only about 6% of the population use public transport. So because it is heavily subsidised that is an issue in itself but also we need to encourage more people to use the public transport options when those are available.”

Mr Hughes asked the following supplementary question:-

“How many diesel, petrol and electric vehicles have you in each category?”

Councillor Campbell responded as follows:-

“At the moment we don’t have any of these Bwcabus buses as electric vehicles but, as I mentioned, we are reviewing our options moving forward and we are looking at maybe purchasing some electric vehicles. I know some voluntary organisations are currently doing this. They are running electric powered people carriers. This again is an option for us to look at in rural communities. When the life of these buses comes to an end and that is very soon, we are investigating the possibility of looking at an electric fleet but at the moment they are diesel and petrol. I can’t give you the exact split but I can give that to you later on. We have five vehicles and at the time of purchase they were the most technologically suitable on the market.”

5.13. QUESTION BY REV PROF D JENKINS TO CLLR M STEPHENS, DEPUTY LEADER OF THE COUNCIL

“The current Summary Introduction to the Local Development Plan (<https://www.carmarthenshire.gov.wales/media/1216121/ldp-summary-introduction-english-final.pdf>) does not mention climate. A more detailed version mentions climate change http://www.cartogold.co.uk/CarmarthenshireLDP/english/text/05_strategy-and-strategic-policies.htm#Ch5_3 will but there is no flesh yet on the bones of strategy or policy. How will the plan reflect the declaration of a climate emergency; will the Council garner public views via a Citizens Assembly?”

Response by Councillor Mair Stephens, Deputy Leader of the Council:-

“Your question has been so appropriate in its timing and coincides with the current consultation on the LDP. I certainly note that the documents that you have referred to within the question are perhaps not the most recent of the LDP publications. The summary introduction document was prepared at the start of the deposit of the revised LDP production and while others referred to in the more detailed version are in fact the current adopted plan. However, thank you for taking the time to read them and understand them and know that both those documents form the basis and a great deal of the context of direction and I thank you for everything you have done to date.

I have said many times in this chamber that whenever we go through the various stages of the LDP process, which is long and seemingly arduous, we are continually refining and making it more robust as further evidence is gathered and inputted into the plan. Perhaps it is worth noting at this stage the type of engagement and consultation that has been going on to date and, believe you me, that has been far, far more than has happened in the production of any LDP to date. So, as well as the Advisory Group consultation which consists of members who have brought issues from across the county to the table for discussion, there has been a key stakeholder forum made up of a cross section of people which include people from statutory organisations like the NHS, the NRW and neighbouring Authorities, to comments from Community and Town Councils and Councillors, representatives of the various voluntary organisations that we have in Carmarthenshire and also representatives from the community covering a wide range of interests and, as I have always spoken about, they put their requirements into the plan. We have also met with Community and Town Councils so that there is a more local viewpoint that can be received and indeed so that they can tell us what sort of development is acceptable and, dare I say indeed, unacceptable in their areas. Those have been inputted and are being taken aboard on what is happening. We have also discussed with developers and agents in order to try to ensure that the delivery of this plan at the end of the day is something we can work with, to be proud of for the future of Carmarthenshire.

Part of that plan involves looking at the issues that we have within our own control. It is those things that we know that we have already got an integrated Community Plan, we have got plans for the rural areas. We have got this plan which has generated an awful lot of this discussion, the net zero plan. There are all those plans. How we want to move forward within this Council over a five year period as an Administration. All those are incorporated into this overall plan and indeed is something which can sometimes be very much of a balancing act but it is a balancing act that we will do. But it just proves that we are consulting widely with an awful lot of people all the time. That does not disregard the things that we have been doing with social media and the website and all that.

And indeed, in November 2018 this Council resolved to endorse the Deposit Revised LDP that is now available for public consultation and is available until the 13th March. Once again this has been consulted upon and as I speak there are Roadshows around the county that are asking for people’s comments and views on what is happening around the area. This is to encourage engagement and to ensure that the comments on the consultation is taken on board. The Deposit Plan contains a full range of policies providing for the future of the county and its communities through to 2033. It also identifies the location and the amount of growth for those areas and things that need to be protected.

The Deposit LDP specifically includes a range of policies which reflect and contribute to the climate change agenda. These include a Strategic Climate Change Policy and a series of specific policies ranging from Renewable Energy to

Green Infrastructure. The Deposit Plan and supporting documents including the Sustainability Appraisal can be seen on our website or at the Hwbs, Customer Service Centres and public libraries across the county. As part of this consultation we very much welcome any views or comments on any part of the Plan and whether that is local or on a wider scale and we will take those views forward. Thank you very much for asking the question and thank you for ensuring that the process that we have is going to be something that will produce a robust plan. We are in the middle of a consultation process and indeed it is open to the wider community. Are we going to have a Citizens' Assembly? The answer to that at the moment is no but at on the other hand we welcome all the views we can have from people far and wide on our draft revised LDP."

Rev. Prof. Jenkins asked the following supplementary question:-

"To bring it right up to date then paragraph 9.32 of the Deposit Plan specifically refers to climate and it seems to me that far from being pervasive throughout the Local Development Plan document it's somewhat pigeon holed. Given what the IPCC has said about the nature of the emergency, can't we do away with that long, arduous process that you've just been talking about and act like this was an emergency? A Citizens' Assembly would short circuit it. Don't you think that a Citizens' Assembly might be more efficient in the current circumstances than a process which was designed for different times."

Councillor Stephens responded as follows:-

"I can certainly see where you are coming from, we are obviously two sides of the same coin. We are very, very much open, as I have said, to formal discussions and, as you know, you and I have had discussions in another forum on where we are going and what we are doing. Climate and climate change does not necessarily have to have the word climate in it. There is an awful lot of work within this LDP that actually states that we are ensuring that people have solar panels, we are ensuring that they have electric charging points. You know, those practical things that are not necessarily included under the word climate. It happens and it is happening and indeed that is exactly where we are. We will have those discussions and we will be taking on board. But at this moment in time, we are where we are."

5.14. QUESTION BY MS G JENKINS TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"According to Professor Sir Ian Boyd, former chief scientific adviser to the UK government, half of the nation's farmland needs to be transformed into woodlands and natural habitat to fight the climate crisis and restore wildlife. In that context, what plans have the council made for rewilding?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"The simple answer is that we have no plans for rewilding, however, we are looking at options for woodland creation on the land that we own and manage and it already manages several sites across the county primarily for biodiversity, that is as a County Council, from the Morfa Berwig Local Nature reserve on the edge of Llanelli to Ynys Dawela Local Nature Park in Brynaman.

As part of its Section 6 Environment Act duty the Council is expected to consider the impact of its land management practice on the natural environment and how

these can be adapted to maintain and enhance biodiversity and promote ecosystem resilience.

The emerging Revised LDP, which we have heard about already this morning from Councillor Mair Stephens, also provides support for proposals for the creation and protection of new woodland, forests, tree belts and corridors where they seek to promote the delivery of national and local climate change and decarbonisation ambitions.

So the simple way of answering your question is no we have no plans but we are doing a lot of other exciting things to look at woodland development and so on.”

Ms Jenkins asked the following supplementary question:-

“I appreciate that you currently are being quite honest in saying that you don’t have any plans but if the Revised LDP proposals are talking about rewilding in a sense additional woodlands etc, would it not be appropriate to consider the 24 farms, the 22 parks, as well as the marginal land that you have as a Council and make plans to rewild those.”

Councillor Campbell responded as follows:-

“I think that there is a great debate about rewilding and what rewilding means, it means different things to different people. We all know about George Monbiot’s idea of rewilding which is to re-introduce wild animals like wolves, bears and wild boars. For many people that’s what they mean by rewilding. Personally, I wouldn’t support that because we are at a point where we are. The eco system has developed to a point where it is now with that very fragile balance being protected between those who farm and conserve the land and those who want to change the nature of our land and I think it is keeping that balance is what we need to do. We have living communities to protect here in Carmarthenshire alongside wildlife communities and that balance between them has always been preserved by the guardians of the land, namely our farmers whose experience in maintaining quality food production side by side with protecting our natural habitat has been developed over centuries and passed on from generation to generation. I entirely agree with you that with the land that we do own and the parklands that we have we will actively look at ways of planting as many trees on that land as is possible because they do sequester carbon, as many of you have rightly pointed out already. But we need to have that balance as well between living communities and forestation and woodland and that is where I am coming from is to keep that balance. The peat bogs and the woodlands and the forestation programmes are only one answer to the carbon offsetting. We have other ideas as well which I have already mentioned around renewable energy projects. It is having the right mix of projects that will neutralise our carbon emissions and certainly utilising the farmland and the parklands that we have for tree planting is certainly something we will investigate moving forward.”

5.15. QUESTION BY MR D REED TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“I wanted to ask what major changes have occurred since the adoption of the Sustainable Risk Assessment (SRA) template that contribute to alleviating the climate emergency?”

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

“This is a really important question for us in Carmarthenshire where we are known as a food producing county. The Sustainable Risk Assessment tool is used to identify and capture sustainable gains on procurement exercise valued above £25,000, ultimately allowing the Council to make better buying decisions in relation to sustainability. This is a Welsh Government template and covers a number of areas which help contribute to the Council’s Net Zero Carbon Plan. The Risk Assessment includes:-

- decreasing transport impacts;
- minimising packaging and waste;
- using sustainably-sourced materials;
- protecting green spaces and biodiversity;
- decreasing use of toxic chemicals, solvents and ozone-depleting substances;
- reducing the need for energy & using energy more efficiently;
- as mentioned in the response to a previous question, adapting procurement regulations to source more locally produced food and drink products is a priority for us because we are already engaging with public sector bodies in Carmarthenshire about developing a programme for sourcing more food and drink locally which is going to reduce obviously the food miles and also supporting the sustainability of local businesses as well.

So specific sustainable projects are underway to further support this agenda in Carmarthenshire, for example the Council is working with WRAP under a Welsh Government programme to promote the use of recycled content and re-use in the public sector through procurement.

Welsh Government are in the final stages of rolling-out a ‘Decarbonisation Dashboard’ as part of the Atamis programme (the Welsh Government appointed spend analytics portal). This will be available in March of this year and it is designed to provide a high-level picture of an organisation’s carbon emissions linked to procurement expenditure with contractors, suppliers or service providers and this will give us a base line, a starting point for our decarbonisation action planning. We are really looking forward to having this dashboard programme from the Welsh Government.”

Mr Reed asked the following supplementary question:-

“There is quite a lot of information for me to process there. Is there any tangible examples that you can give that the SRA have used within Carmarthen within the food industry?”

Councillor Campbell responded as follows:-

“I can’t specifically now give you examples but what I can tell you as a Local Authority you will know that we have become single use plastic free. We have also become a paperless County Council as well. But in terms of actual food, the procurement of food has always been in terms of, we have been constrained by European regulations and I suppose one small benefit of leaving the European Union is that these regulations are now going to be possibly relaxed which will allow us to procure more food locally. We haven’t been able to do that as far as we have wanted in the past but certainly it gives us an opportunity now and we are

engaging as I mentioned with public bodies in Carmarthenshire to actively look at procuring more food, drink and services as well locally in Carmarthenshire to support the business community and to keep the pound in Carmarthenshire. That circular pound is so important to us moving forward.”

5.16. QUESTION BY MS C LAXTON TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Ms Laxton was unable to attend today’s meeting and had requested that he ask the following question on her behalf:-

“Considering that in addition to well-known concerns, council contractors are known to use Glyphosate inappropriately and that they don’t always use safety equipment, is it time to ban its use?”

The Chair advised that a written response would be conveyed to Ms Laxton.

5.17. QUESTION BY DR A LAXTON TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

“How does the acreage of solar panels in Carmarthenshire compare to that of other counties?”

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

“On page 8 of our Action Plan you will have seen a hyperlink to the Welsh Government report entitled ‘Energy Generation in Wales’ which was produced in 2018 but it was published in 2019 and sets out the energy generation capacity of Wales. Various renewable energy generation data is provided per Local Authority and this is useful because we can compare ourselves with other Local Authorities. A total solar Photo Voltaic capacity of 977.5 MW was installed in Wales. This ranged from 6.7 MW in Merthyr Tydfil, being the smallest, to 189.7 MW in Pembrokeshire. Carmarthenshire had the second highest solar PV capacity in Wales at 107.7 MW. So we are second in that league table at the moment. So, based on the assumption that each MW of solar PV capacity covers the same land area, so when we compare like with like in terms of land area, Carmarthenshire has the second highest acreage of solar PV panels compared to other counties in Wales, so I think we are doing pretty well.”

Dr. Laxton asked the following supplementary question:-

“That’s a very encouraging answer. What is the Council doing to encourage further development of solar panels notwithstanding the good progress made already?”

Councillor Campbell responded as follows:-

“I did mention this earlier on, my ambition and certainly the Administration’s ambition to invest more in renewable energy projects moving forward. As I said, we have one wind turbine already. We are actively looking at ways of getting some finance to maybe develop more and solar panels as well are certainly something we are looking at. So what I intend discussing with officials is that we can set up a small group to look at the way we can move this agenda forward so that we can produce more of our own energy through renewable sources going

forward because it is vitally important for us to do that in terms of reaching the target we have set ourselves to become net zero carbon in ten years' time."

5.18. QUESTION BY MR B KLEIN BRETELER TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

"In relation to the granting of a licence to extract 110,000 tonnes of coal from the existing Glan Lash coal mine in Shands Road Llandybier. Notwithstanding that the Council will have no authority to insist on the exact quantity of coal that could be sold for burning or non-burning markets.

In light of the County Councils' declaration of a climate emergency on the 20th of February, 2019, Not 12 twelve months ago, does the council agree that granting a licence for the extension of the coal mine would be detrimental to the health of people in the local community, the health and bio diversity of the remaining woodlands in Carmarthenshire and increase the carbon footprint within Carmarthenshire and is the granting of planning permission for the extraction of fossil compatible with the declaration of a climate emergency and compliant with CCC policy and commitments under the Environment (Wales) Act 2016?"

Response by Councillor Cefin Campbell, Executive Board Member for Communities and Rural Affairs:-

"The Council is considering a planning application for this development, as you know. It means that there is a certain protocol that we have to follow as Councillors. It means that the application cannot be pre-judged and this issue will be covered when the application is considered by the Planning Committee in due course. The Council cannot therefore comment until that application is placed before the Planning Committee for determination.

Personally, I would expect our planning officers and members of the Planning Committee to give regard to our Net Zero Carbon Plan when deliberating on this particular application."

Mr Klein Breteler asked the following supplementary question:-

"So would the Council be willing to hold or be part of a People's Assembly or a Citizens' Assembly which all members of the surrounding community would have been door-knocked and personally invited to give their valid reasons for or against such licence and would the Council take the response of these people seriously and submit this response to the Welsh Assembly Government when considering the licence extension?"

Councillor Campbell responded as follows:-

"Personally, I would have no problems in the Community Council for example in Llandybier in holding a Citizens' Assembly to discuss this very application. It is what democracy is about and I would have no problems in anyone holding public meetings to discuss contentious issues like this. A Citizens' Assembly is one of those options so that is something you could take back and consider. But at the end of the day we have a Planning Committee. It is a quasi-legal committee and it is made up of elected members. Now, in many ways you could argue that we are a Citizens' Assembly because we have been elected by the citizens of Carmarthenshire. But I do take your point and it is something you may want to do locally and you could certainly feed back any feelings that people locally have on this issue into the Planning Committee process itself."

5.19. QUESTION BY MR R THOMSON TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Mr Thomson was unable to attend today's meeting and had requested that he ask the following question on his behalf:-

"To evaluate the net zero carbon strategy there will be a need to measure the change in renewable energy output, requiring an inventory of power sources. For example, how many roofs provide solar power in Carmarthenshire and what is the power output?"

The Chair advised that a written response would be conveyed to Mr Thompson.

5.20. QUESTION BY MS H GRIFFITHS TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Ms Griffiths was unable to attend today's meeting and had requested that he ask the following question on her behalf:-

"Is the Dyfed Pension Fund now disinvested from the fossil fuel industry? In particular has it disinvested from Blackrock whose Investments in ExxonMobil, Chevron, Royal Dutch Shell and BP were responsible for 75% of Blackrock's \$90bn losses over the last decade (reported in 2019)."

The Chair advised a written response would be conveyed to Ms Griffiths.

5.21. QUESTION BY MR B DOYLE TO CLLR C CAMPBELL, EXECUTIVE BOARD MEMBER FOR COMMUNITIES AND RURAL AFFAIRS

The Chair advised that Mr Doyle was unable to attend today's meeting and had requested that he ask the following question on his behalf:-

"Having spent decades religiously recycling and recently finding out that it may quite well have been shipped all the way to Malaysia, only to end up being dumped in a river and eventually making its way to the ocean. There it threatens huge amounts of marine life and humanity with contaminated food chains. It would have been better sent to landfill. So, is there any way that people can gain some insight into where and how our recycled items are processed?"

The Chair advised that a written response would be conveyed to Mr Doyle.

At the conclusion of the debate the Chief Executive agreed that the written responses would be published with the minutes of the meeting.

The Chair thanked the questioners for submitting their questions and for their attendance at the meeting.

6. QUESTIONS BY MEMBERS

The Chair advised that no questions from Members had been received.

7. TO CONSIDER THE FOLLOWING NOTICE OF MOTION:

7.1. NOTICE OF MOTION SUBMITTED BY COUNCILLOR FOZIA AKHTAR

Council considered the following Notice of Motion submitted by Councillor Fozia Akhtar :-

That Carmarthenshire Council.

- Believe that more needs to be done to improve diversity within our workforce.
- Commit's to working with community groups to understand the barriers that exist for individuals BAME (Black Asian and Minority Ethnic).
- Call's on the Executive Board to create an Advisory Panel to consider what actions can be taken to increase diversity in the workplace.

The motion was duly seconded.

The proposer and seconder of the Motion were afforded the opportunity of speaking in support thereof and outlined the reasons for its submission, as set out in the Motion.

A number of statements were made in support of the Motion. Members were advised that if the motion was supported the matter would be referred to the Executive Board.

UNANIMOUSLY RESOLVED that the Motion be supported.

8. TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS -

8.1. NET ZERO CARBON PLAN (EXECUTIVE BOARD 3RD FEBRUARY 2020)

(NOTE: Cllrs. K. Lloyd and C.A. Davies had previously declared an interest in this item)

The Council was informed that the Executive Board at its meeting held on the 3rd February 2020 (minute 8 refers) had considered a report which set out a plan for the Authority to become net zero carbon. A Notice of Motion unanimously supported by County Council on the 20th February 2019 required that a clear plan for a route towards being net zero carbon be developed within 12 months.

RESOLVED that the following recommendation of the Executive Board be adopted: -

- (1) the Net Zero Carbon Plan outlining a route towards becoming a net zero carbon local authority by 2030 be adopted, and
- (2) delegated authority be granted to Officers to make typographical or factual amendments as necessary to improve the clarity and accuracy of the Net Zero Carbon Plan.

8.2. CWM ENVIRONMENTAL LTD - LOAN FUNDING REQUIREMENT (EXECUTIVE BOARD 3RD FEBRUARY 2020)

The Council was informed that the Executive Board at its meeting held on the 3rd February 2020 (minute 6 refers), had considered a report on the securing of an appropriate funding facility for CWM Environmental Ltd. The loan was required in order to finance the Company's office relocation to Nantycaws, the settlement of any end of lease payments that may fall due following the vacation of the current accommodation at Cillefwr together with the acquisition of additional land adjoining the Nantycaws Site.

UNANIMOUSLY RESOLVED that the following recommendation of the Executive Board be adopted:-

To agree to a funding facility as follows:

1. Total loan facility £800k
2. Duration of arrangement – 10 years for the land acquisition, 5 years for the buildings related costs.
3. Interest at 1% above the rate set by the PWLB for 10 and 5 years respectively reflecting the security that will be available to the Council.
4. Funding facility to be operated on a draw-down arrangement – funds only drawn when required.
5. Approval of the release of funding is to be delegated to the Director of Corporate Services in conjunction with the Executive Board member for Resources, with the facility to be administered as follows:
 - a) Release of funding only when
 - i) Approved by the Company Board and endorsed by the CWM Environmental Ltd Shareholder group.
 - ii) Director of Corporate Services satisfied that the loan repayments are provided for within the Company's Business Plan and are affordable.
 - b) The conclusion of the detailed loan agreement to be delegated to the Director of Corporate Services.

9. TO RECEIVE THE REPORTS OF THE MEETINGS OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-

9.1. 6TH JANUARY 2020

UNANIMOUSLY RESOLVED that the report of the meeting of the Executive Board held on the 6th January 2020 be received.

9.2. 20TH JANUARY 2020

UNANIMOUSLY RESOLVED that the report of the meeting of the Executive Board held on the 20th January 2020 be received.

CHAIR _____

DATE _____

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COUNTY COUNCIL 10th March 2020

SETTING THE COUNCIL TAX FOR THE FINANCIAL YEAR 2020/21

Recommendations / key decisions required:

That Members adopt the recommendations contained within the report.

Reasons:

To set the Council Tax for the year 2020/21

Relevant Scrutiny Committee Consulted	YES
Exec Board Decision Required	YES
Council Decision Required	YES

- EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins (Resources)

Directorate:
Corporate Services

Name:
Chris Moore

Report Author:
Randal Hemingway

Designations:

Director of Corporate
Services

Tel No:

01267 224120

E Mail Address:

CMoore@carmarthenshire.gov.uk



EXECUTIVE SUMMARY

COUNTY COUNCIL 10th March 2020

SETTING THE COUNCIL TAX FOR THE FINANCIAL YEAR 2020/21

The County Council is required annually to set its Council Tax for the forthcoming Financial Year.

This Report sets out the financial details relevant to the setting of the Council Tax for 2020/21 together with the Council Tax amounts in respect of the different Council Tax Valuation Bands, as applicable to each of the individual Community and Town Council area.

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

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

Signed: **C Moore**

Director of Corporate Services

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

The Budget has been prepared having regard for the Corporate Strategy

2. Legal

Budget setting process complies with legislative requirements

3. Finance

The Authority's Council Tax (exclusive of Town/Community Council precepts) will increase by 4.89% with the Band D Council Tax = £1,316.55

Average Council Tax (Band D) inclusive of Community/Town Council precepts will be set at £1,406.28 as per section 33 of the Local Government Finance Act 1992.

CONSULTATIONS

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

Signed: C Moore

Director of Corporate Services

1. Scrutiny Committee

All scrutiny committees have been consulted during January 2020, with the feedback included in the Revenue Budget Strategy report to full Council on 3rd March 2020.

2. Local Member(s)

Not Applicable

3. Community / Town Council

Full consultation has been undertaken in respect of the County Council budget and was detailed in the Revenue Budget Strategy 2020/21 to 2022/23 report to County Council on 3rd March 2020.

4. Relevant Partners

Full consultation has been undertaken in respect of the County Council budget and was detailed in the Revenue Budget Strategy 2020/21 to 2022/23 report to County Council on 3rd March 2020.

5. Staff Side Representatives and other Organisations

Full consultation has been undertaken in respect of the County Council budget and was detailed in the Revenue Budget Strategy 2020/21 to 2022/23 report to County Council on 3rd March 2020.

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
Council Tax Base – 2020/21 Base report to Executive Board 16 th December 2019		County Hall
Revenue Budget Strategy 2020/21 to 2022/23 and Capital Investment Programme 2020/25 - County Council Reports 3 rd March 2020		County Hall
Dyfed Powys Police Authority precept Town/Community Council precepts		County Hall
Local Government Act 1992		

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REPORT OF THE DIRECTOR OF CORPORATE SERVICES COUNTY COUNCIL

10th March 2020

SETTING THE COUNCIL TAX FOR THE FINANCIAL YEAR BEGINNING 1st APRIL 2020

Name: C Moore, Director of Corporate Services	DIRECTORATE Corporate Services	TELEPHONE NO. 01267 224120
AUTHOR & DESIGNATION R Hemingway, Head of Financial Services	DIRECTORATE Corporate Services	TELEPHONE NO 01267 224886

The Revenue Budget 2020/21 was finalised and presented to County Council on the 3rd March 2020 and the Authority has now received all the precept requirements from the Town and Community Councils and Police and Crime Commissioner for Dyfed Powys.

This report now concludes the formal budget setting process and requires County Council to formally set the Budget Requirement and Council Tax for 2020/21.

Recommendations

1. That it be noted that the Revenue Budget 2020/21, together with outlook for 2021/22 and 2022/23, and the Five Year Capital Programme (Council Fund) 2020/25 was approved by County Council on the 3rd March 2020.
2. That it be noted that:
 - a. the County Council General Fund Reserve at 31st March 2020 is estimated to be £10.4m and that the Revenue Budget for 2020/21 includes no proposals for the use of the General Fund Reserve.
 - b. the Director of Corporate Services after taking account of the above confirms that the estimated level of financial reserves is adequate for the financial year 2020/21.
 - c. the Director of Corporate Services confirms that the build up of the County Council estimates for the purpose of the calculation under section 32 of the Local Government Finance Act 1992 has been undertaken in a robust manner.
3. That it be noted that at its meeting on 16th December 2019, the Executive Board calculated the following amounts for the year 2020/21 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992: -
 - (a) **74,006.63** being the amount calculated by the Council, in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as its council tax base for the year.

(b)

COMMUNITY	TAX BASE	COMMUNITY	TAX BASE
ABERGWILI	736.40	PENCARREG	547.56
ABERNANT	128.50	NEWCASTLE EMLYN	465.65
BRONWYDD	275.52	CARMARTHEN TOWN	5,553.02
CILYMAENLLWYD	347.34		
CYNWYL ELFED	464.02	AMMANFORD	1,967.47
EGLWYSCUMMIN	196.02	CWMAMAN	1,593.18
GORSLAS	2,038.17	LLANDEILO	799.07
HENLLANFALLTEG	222.41	LLANDOVERY	799.59
LAUGHARNE	564.77	BETWS	899.60
LLANARTHNE	400.16	CILYCWYM	227.95
LLANBOIDY	446.52	CYNWYL GAEO	443.79
LLANDDAROG	550.72	DYFFFRYN CENNEN	527.26
LLANDDOWROR & LLANMILOE	341.95	LLANDDEUSANT	126.88
LLANDYFAELOG	638.55	LLANDYBIE	4,363.31
LLANGAIN	280.68	LLANEGWAD	719.76
LLANGYNDEYRN	1,475.38	LLANFAIR-AR-Y-BRYN	270.86
LLANGUNNOR	1,154.26	LLANFIHANGEL ABERBYTHYCH	585.13
LLANGYNIN	128.61	LLANFYNYDD	228.01
LLANGYNOG	234.19	LLANGADOG	629.46
LLANLLAWDDOG	345.39	LLANGATHEN	266.32
LLANPUMSAINT	330.33	LLANSADWRN	229.22
LLANSTEFFAN & LLANYBRI	578.20	LLANSAWEL	201.42
LLANWINIO	204.10	LLANWRDA	232.67
MEIDRIM	268.75	MANORDEILO & SALEM	787.85
NEWCHURCH & MERTHYR	315.29	MYDDFAI	177.32
PENDINE	159.49	CWARTER BACH	967.55
ST CLEARNS	1,339.49	TALLEY	247.00
ST ISHMAELS	784.08		
TRELECH A'R BETWS	330.84	LLANELLI TOWN	8,903.12
WHITLAND	723.09	LLANELLI RURAL	8,312.80
CENARTH	544.86	PEMBREY & BURRY PORT	3,250.66
LLANFIHANGEL-AR-ARTH	921.64	KIDWELLY TOWN	1,388.78
LLANFIHANGEL RHOS-Y-CORN	221.08	LLANEDI	2,259.94
LLANGELEL	1,515.35	LLANGENNECH	1,963.71
LLANLLWNI	322.58	LLANNON	1,940.94
LLANYBYDDER	609.24	PONTYBEREM	1,017.65
LLANYCRWYS	107.20	TRIMSARAN	866.96
		TOTAL	74,006.63

being the amounts calculated by the Council, in accordance with Regulation 6 of the above Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

4. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with sections 32 to 36 of the Local Government Finance Act 1992: -
- (a) **£605,848,949** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act (including Community Council Precepts totaling £6,640,840)
 - (b) **£227,975,804** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.
 - (c) **£377,873,145** being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
 - (d) **£273,798,748** being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant, or additional grant less discretionary non-domestic rate relief.
 - (e) **£1,406.28** being the amount at 4(c) above less the amount at 4(d) above, all divided by the amount at 3 above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.
 - (f) **£6,640,840** being the aggregate amount of all special items referred to in Section 34(1) of the Act.
 - (g) **£1,316.55** being the amount at 4(e) above less the result given by dividing the amount at 4(f) above by the amount at 3 above, calculated by the Council, in accordance with section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

(h)

COMMUNITY	BASIC AMOUNT OF COUNCIL TAX	COMMUNITY	BASIC AMOUNT OF COUNCIL TAX
	£		£
ABERGWILI	1,359.77	LLANYCRWYS	1,329.14
ABERNANT	1,337.95	PENCARREG	1,341.20
BRONWYDD	1,349.55	NEWCASTLE EMLYN	1,380.19
CILYMAENLLWYD	1,339.58	CARMARTHEN	1,454.97
CYNWYL ELFED	1,344.94	AMMANFORD	1,448.55
EGLWYSCUMMIN	1,347.16	CWMAMAN	1,503.92
GORSLAS	1,365.85	LLANDEILO	1,402.19
HENLLANFALLTEG	1,356.13	LLANDOVERY	1,395.67
LAUGHARNE	1,371.98	BETWS	1,357.68
LLANARTHNE	1,369.03	CILYCWM	1,338.48
LLANBOIDY	1,374.42	CYNWYL GAEO	1,330.07
LLANDDAROG	1,354.99	DYFFRYN CENNEN	1,326.03
LLANDDOWROR & LLANMILOE	1,369.48	LLANDDEUSANT	1,346.11
LLANDYFAELOG	1,352.57	LLANDYBIE	1,357.80
LLANGAIN	1,353.37	LLANEGWAD	1,330.44
LLANGYNDEYRN	1,353.31	LLANFAIR AR-Y-BRYN	1,331.32
LLANGUNNOR	1,342.54	LLANFIHANGEL ABERBYTHYCH	1,346.46
LLANGYNIN	1,344.54	LLANFYNYDD	1,347.25
LLANGYNOG	1,350.71	LLANGADOG	1,348.32
LLANLLAWDDOG	1,337.98	LLANGATHEN	1,343.59
LLANPUMSAINT	1,341.55	LLANSADWRN	1,342.73
LLANSTEFFAN & LLANYBRI	1,355.46	LLANSAWEL	1,343.86
LLANWINIO	1,355.75	LLANWRDA	1,361.68
MEIDRIM	1,368.64	MANORDEILO & SALEM	1,339.40
NEWCHURCH & MERTHYR	1,343.51	MYDDFAI	1,335.72
PENDINE	1,346.55	CWARTER BACH	1,424.22
ST CLEARNS	1,384.79	TALLEY	1,357.04
ST ISHMAELS	1,361.05	LLANELLI TOWN	1,423.25
TRELECH A'R BETWS	1,316.55	LLANELLI RURAL	1,446.38
WHITLAND	1,402.98	PEMBREY & BURRY PORT	1,474.26
CENARTH	1,333.07	KIDWELLY	1,521.64
LLANFIHANGEL-AR-ARTH	1,369.72	LLANEDI	1,424.43
LLANFIHANGEL RHOS-Y-CORN	1,350.47	LLANGENNECH	1,436.05
LLANGELER	1,337.83	LLANNON	1,490.01
LLANLLWNI	1,358.87	PONTYBEREM	1,429.79
LLANYBYDDER	1,391.66	TRIMSARAN	1,402.47

being the amounts given by adding to the amount at 4(g) above, the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3(b) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

(i)

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
	£	£	£	£	£	£	£	£	£
ABERGWILI	906.51	1,057.60	1,208.69	1,359.77	1,661.94	1,964.11	2,266.28	2,719.54	3,172.80
ABERNANT	891.97	1,040.62	1,189.29	1,337.95	1,635.28	1,932.59	2,229.92	2,675.90	3,121.88
BRONWYDD	899.70	1,049.65	1,199.60	1,349.55	1,649.45	1,949.35	2,249.25	2,699.10	3,148.95
CILYMAENLLWYD	893.05	1,041.89	1,190.74	1,339.58	1,637.27	1,934.95	2,232.63	2,679.16	3,125.69
CYNWYL ELFED	896.63	1,046.06	1,195.51	1,344.94	1,643.82	1,942.69	2,241.57	2,689.88	3,138.19
EGLWYSCUMMIN	898.11	1,047.79	1,197.48	1,347.16	1,646.53	1,945.89	2,245.27	2,694.32	3,143.37
GORSLAS	910.57	1,062.32	1,214.09	1,365.85	1,669.38	1,972.89	2,276.42	2,731.70	3,186.98
HENLLANFALLTEG	904.09	1,054.76	1,205.45	1,356.13	1,657.50	1,958.85	2,260.22	2,712.26	3,164.30
LAUGHARNE	914.65	1,067.09	1,219.54	1,371.98	1,676.87	1,981.75	2,286.63	2,743.96	3,201.29
LLANARTHNE	912.69	1,064.80	1,216.92	1,369.03	1,673.26	1,977.48	2,281.72	2,738.06	3,194.40
LLANBOIDY	916.28	1,068.99	1,221.71	1,374.42	1,679.85	1,985.27	2,290.70	2,748.84	3,206.98
LLANDDAROG	903.33	1,053.88	1,204.44	1,354.99	1,656.10	1,957.20	2,258.32	2,709.98	3,161.64
LLANDDOWROR & LLANMILOE	912.99	1,065.15	1,217.32	1,369.48	1,673.81	1,978.13	2,282.47	2,738.96	3,195.45
LLANDYFAELOG	901.71	1,052.00	1,202.29	1,352.57	1,653.14	1,953.71	2,254.28	2,705.14	3,156.00
LLANGAIN	902.25	1,052.62	1,203.00	1,353.37	1,654.12	1,954.86	2,255.62	2,706.74	3,157.86
LLANGYNDEYRN	902.21	1,052.57	1,202.95	1,353.31	1,654.05	1,954.78	2,255.52	2,706.62	3,157.72
LLANGUNNOR	895.03	1,044.19	1,193.37	1,342.54	1,640.89	1,939.22	2,237.57	2,685.08	3,132.59
LLANGYNIN	896.36	1,045.75	1,195.15	1,344.54	1,643.33	1,942.11	2,240.90	2,689.08	3,137.26
LLANGYNOG	900.47	1,050.55	1,200.63	1,350.71	1,650.87	1,951.02	2,251.18	2,701.42	3,151.66
LLANLLAWDDOG	891.99	1,040.65	1,189.32	1,337.98	1,635.31	1,932.63	2,229.97	2,675.96	3,121.95
LLANPUMSAINT	894.37	1,043.42	1,192.49	1,341.55	1,639.68	1,937.79	2,235.92	2,683.10	3,130.28
LLANSTEFFAN & LLANYBRI	903.64	1,054.24	1,204.86	1,355.46	1,656.68	1,957.88	2,259.10	2,710.92	3,162.74
LLANWINIO	903.83	1,054.47	1,205.11	1,355.75	1,657.03	1,958.30	2,259.58	2,711.50	3,163.42
MEIDRIM	912.43	1,064.49	1,216.57	1,368.64	1,672.79	1,976.92	2,281.07	2,737.28	3,193.49
NEWCHURCH & MERTHYR	895.67	1,044.95	1,194.23	1,343.51	1,642.07	1,940.62	2,239.18	2,687.02	3,134.86
PENDINE	897.70	1,047.31	1,196.94	1,346.55	1,645.79	1,945.01	2,244.25	2,693.10	3,141.95
ST CLEARNS	923.19	1,077.06	1,230.93	1,384.79	1,692.52	2,000.25	2,307.98	2,769.58	3,231.18
ST ISHMAELS	907.37	1,058.59	1,209.83	1,361.05	1,663.51	1,965.96	2,268.42	2,722.10	3,175.78
TRELECH A'R BETWS	877.70	1,023.98	1,170.27	1,316.55	1,609.12	1,901.68	2,194.25	2,633.10	3,071.95

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
	£	£	£	£	£	£	£	£	£
WHITLAND	935.32	1,091.20	1,247.10	1,402.98	1,714.76	2,026.52	2,338.30	2,805.96	3,273.62
CENARTH	888.71	1,036.83	1,184.95	1,333.07	1,629.31	1,925.54	2,221.78	2,666.14	3,110.50
LLANFIHANGEL-AR-ARTH	913.15	1,065.33	1,217.53	1,369.72	1,674.11	1,978.48	2,282.87	2,739.44	3,196.01
LLANFIHANGEL RHOS-Y-CORN	900.31	1,050.36	1,200.42	1,350.47	1,650.58	1,950.68	2,250.78	2,700.94	3,151.10
LLANGELER	891.89	1,040.53	1,189.19	1,337.83	1,635.13	1,932.42	2,229.72	2,675.66	3,121.60
LLANLLWNI	905.91	1,056.90	1,207.89	1,358.87	1,660.84	1,962.81	2,264.78	2,717.74	3,170.70
LLANYBYDDER	927.77	1,082.40	1,237.03	1,391.66	1,700.92	2,010.17	2,319.43	2,783.32	3,247.21
LLANYCRWYS	886.09	1,033.77	1,181.46	1,329.14	1,624.51	1,919.87	2,215.23	2,658.28	3,101.33
PENCARREG	894.13	1,043.15	1,192.18	1,341.20	1,639.25	1,937.29	2,235.33	2,682.40	3,129.47
NEWCASTLE EMLYN	920.13	1,073.48	1,226.84	1,380.19	1,686.90	1,993.60	2,300.32	2,760.38	3,220.44
CARMARTHEN	969.98	1,131.64	1,293.31	1,454.97	1,778.30	2,101.62	2,424.95	2,909.94	3,394.93
AMMANFORD	965.70	1,126.65	1,287.60	1,448.55	1,770.45	2,092.35	2,414.25	2,897.10	3,379.95
CWMAMAN	1,002.61	1,169.71	1,336.82	1,503.92	1,838.13	2,172.33	2,506.53	3,007.84	3,509.15
LLANDEILO	934.79	1,090.59	1,246.39	1,402.19	1,713.79	2,025.38	2,336.98	2,804.38	3,271.78
LLANDOVERY	930.45	1,085.52	1,240.60	1,395.67	1,705.82	2,015.96	2,326.12	2,791.34	3,256.56
BETWS	905.12	1,055.97	1,206.83	1,357.68	1,659.39	1,961.09	2,262.80	2,715.36	3,167.92
CILYCWYM	892.32	1,041.04	1,189.76	1,338.48	1,635.92	1,933.36	2,230.80	2,676.96	3,123.12
CYNWYL GAEO	886.71	1,034.50	1,182.29	1,330.07	1,625.64	1,921.21	2,216.78	2,660.14	3,103.50
DYFFRYN CENNEN	884.02	1,031.35	1,178.70	1,326.03	1,620.71	1,915.37	2,210.05	2,652.06	3,094.07
LLANDDEUSANT	897.41	1,046.97	1,196.55	1,346.11	1,645.25	1,944.38	2,243.52	2,692.22	3,140.92
LLANDYBIE	905.20	1,056.06	1,206.94	1,357.80	1,659.54	1,961.26	2,263.00	2,715.60	3,168.20
LLANEGWAD	886.96	1,034.78	1,182.62	1,330.44	1,626.10	1,921.74	2,217.40	2,660.88	3,104.36
LLANFAIR-AR-Y-BRYN	887.55	1,035.47	1,183.40	1,331.32	1,627.17	1,923.01	2,218.87	2,662.64	3,106.41
LLANFIHANGEL ABERBYTHYCH	897.64	1,047.24	1,196.86	1,346.46	1,645.68	1,944.88	2,244.10	2,692.92	3,141.74
LLANFYNYDD	898.17	1,047.86	1,197.56	1,347.25	1,646.64	1,946.02	2,245.42	2,694.50	3,143.58
LLANGADOG	898.88	1,048.69	1,198.51	1,348.32	1,647.95	1,947.57	2,247.20	2,696.64	3,146.08
LLANGATHEN	895.73	1,045.01	1,194.31	1,343.59	1,642.17	1,940.74	2,239.32	2,687.18	3,135.04
LLANSADWRN	895.15	1,044.34	1,193.54	1,342.73	1,641.12	1,939.50	2,237.88	2,685.46	3,133.04
LLANSAWEL	895.91	1,045.22	1,194.55	1,343.86	1,642.50	1,941.13	2,239.77	2,687.72	3,135.67

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
LLANWRDA	907.79	1,059.08	1,210.39	1,361.68	1,664.28	1,966.87	2,269.47	2,723.36	3,177.25
MANORDEILO & SALEM	892.93	1,041.75	1,190.58	1,339.40	1,637.05	1,934.69	2,232.33	2,678.80	3,125.27
MYDDFAI	890.48	1,038.89	1,187.31	1,335.72	1,632.55	1,929.37	2,226.20	2,671.44	3,116.68
CWARTER BACH	949.48	1,107.72	1,265.98	1,424.22	1,740.72	2,057.20	2,373.70	2,848.44	3,323.18
TALLEY	904.69	1,055.47	1,206.26	1,357.04	1,658.61	1,960.17	2,261.73	2,714.08	3,166.43
LLANELLI TOWN	948.83	1,106.97	1,265.11	1,423.25	1,739.53	2,055.80	2,372.08	2,846.50	3,320.92
LLANELLI RURAL	964.25	1,124.96	1,285.67	1,446.38	1,767.80	2,089.21	2,410.63	2,892.76	3,374.89
PEMBREY & BURRY PORT	982.84	1,146.64	1,310.46	1,474.26	1,801.88	2,129.48	2,457.10	2,948.52	3,439.94
KIDWELLY	1,014.43	1,183.49	1,352.57	1,521.64	1,859.79	2,197.92	2,536.07	3,043.28	3,550.49
LLANEDI	949.62	1,107.89	1,266.16	1,424.43	1,740.97	2,057.51	2,374.05	2,848.86	3,323.67
LLANGENNECH	957.37	1,116.92	1,276.49	1,436.05	1,755.18	2,074.29	2,393.42	2,872.10	3,350.78
LLANNON	993.34	1,158.89	1,324.46	1,490.01	1,821.13	2,152.23	2,483.35	2,980.02	3,476.69
PONTYBEREM	953.19	1,112.06	1,270.93	1,429.79	1,747.52	2,065.25	2,382.98	2,859.58	3,336.18
TRIMSARAN	934.98	1,090.81	1,246.64	1,402.47	1,714.13	2,025.79	2,337.45	2,804.94	3,272.43

being the amounts given by multiplying the amounts at 4(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

5. That it be noted for the year 2020/21 that the Police and Crime Commissioner for Dyfed Powys has stated the following amounts in a precept issued to the Council, in accordance with Sections 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below: -

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Band I
£	£	£	£	£	£	£	£	£
173.71	202.66	231.61	260.56	318.46	376.36	434.27	521.12	607.97

6. That, having calculated the aggregate in each case of the amounts at 4(i) and 5 above, the Council in accordance with Section 30(2) of the Local government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2020/21 for each of the categories of dwellings shown overleaf:-

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
	£	£	£	£	£	£	£	£	£
ABERGWILI	1,080.22	1,260.26	1,440.30	1,620.33	1,980.40	2,340.47	2,700.55	3,240.66	3,780.77
ABERNANT	1,065.68	1,243.28	1,420.90	1,598.51	1,953.74	2,308.95	2,664.19	3,197.02	3,729.85
BRONWYDD	1,073.41	1,252.31	1,431.21	1,610.11	1,967.91	2,325.71	2,683.52	3,220.22	3,756.92
CILYMAENLLWYD	1,066.76	1,244.55	1,422.35	1,600.14	1,955.73	2,311.31	2,666.90	3,200.28	3,733.66
CYNWYL ELFED	1,070.34	1,248.72	1,427.12	1,605.50	1,962.28	2,319.05	2,675.84	3,211.00	3,746.16
EGLWYSCUMMIN	1,071.82	1,250.45	1,429.09	1,607.72	1,964.99	2,322.25	2,679.54	3,215.44	3,751.34
GORSLAS	1,084.28	1,264.98	1,445.70	1,626.41	1,987.84	2,349.25	2,710.69	3,252.82	3,794.95
HENLLANFALLTEG	1,077.80	1,257.42	1,437.06	1,616.69	1,975.96	2,335.21	2,694.49	3,233.38	3,772.27
LAUGHARNE	1,088.36	1,269.75	1,451.15	1,632.54	1,995.33	2,358.11	2,720.90	3,265.08	3,809.26
LLANARTHNE	1,086.40	1,267.46	1,448.53	1,629.59	1,991.72	2,353.84	2,715.99	3,259.18	3,802.37
LLANBOIDY	1,089.99	1,271.65	1,453.32	1,634.98	1,998.31	2,361.63	2,724.97	3,269.96	3,814.95
LLANDDAROG	1,077.04	1,256.54	1,436.05	1,615.55	1,974.56	2,333.56	2,692.59	3,231.10	3,769.61
LLANDDOWROR & LLANMILOE	1,086.70	1,267.81	1,448.93	1,630.04	1,992.27	2,354.49	2,716.74	3,260.08	3,803.42
LLANDYFAELOG	1,075.42	1,254.66	1,433.90	1,613.13	1,971.60	2,330.07	2,688.55	3,226.26	3,763.97
LLANGAIN	1,075.96	1,255.28	1,434.61	1,613.93	1,972.58	2,331.22	2,689.89	3,227.86	3,765.83
LLANGYNDEYRN	1,075.92	1,255.23	1,434.56	1,613.87	1,972.51	2,331.14	2,689.79	3,227.74	3,765.69
LLANGUNNOR	1,068.74	1,246.85	1,424.98	1,603.10	1,959.35	2,315.58	2,671.84	3,206.20	3,740.56
LLANGYNIN	1,070.07	1,248.41	1,426.76	1,605.10	1,961.79	2,318.47	2,675.17	3,210.20	3,745.23
LLANGYNOG	1,074.18	1,253.21	1,432.24	1,611.27	1,969.33	2,327.38	2,685.45	3,222.54	3,759.63
LLANLLAWDDOG	1,065.70	1,243.31	1,420.93	1,598.54	1,953.77	2,308.99	2,664.24	3,197.08	3,729.92
LLANPUMSAINT	1,068.08	1,246.08	1,424.10	1,602.11	1,958.14	2,314.15	2,670.19	3,204.22	3,738.25
LLANSTEFFAN & LLANYBRI	1,077.35	1,256.90	1,436.47	1,616.02	1,975.14	2,334.24	2,693.37	3,232.04	3,770.71
LLANWINIO	1,077.54	1,257.13	1,436.72	1,616.31	1,975.49	2,334.66	2,693.85	3,232.62	3,771.39
MEIDRIM	1,086.14	1,267.15	1,448.18	1,629.20	1,991.25	2,353.28	2,715.34	3,258.40	3,801.46
NEWCHURCH & MERTHYR	1,069.38	1,247.61	1,425.84	1,604.07	1,960.53	2,316.98	2,673.45	3,208.14	3,742.83
PENDINE	1,071.41	1,249.97	1,428.55	1,607.11	1,964.25	2,321.37	2,678.52	3,214.22	3,749.92
ST CLEARS	1,096.90	1,279.72	1,462.54	1,645.35	2,010.98	2,376.61	2,742.25	3,290.70	3,839.15
ST ISHMAELS	1,081.08	1,261.25	1,441.44	1,621.61	1,981.97	2,342.32	2,702.69	3,243.22	3,783.75
TRELECH A'R BETWS	1,051.41	1,226.64	1,401.88	1,577.11	1,927.58	2,278.04	2,628.52	3,154.22	3,679.92

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
	£	£	£	£	£	£	£	£	£
WHITLAND	1,109.03	1,293.86	1,478.71	1,663.54	2,033.22	2,402.88	2,772.57	3,327.08	3,881.59
CENARTH	1,062.42	1,239.49	1,416.56	1,593.63	1,947.77	2,301.90	2,656.05	3,187.26	3,718.47
LLANFIHANGEL-AR-ARTH	1,086.86	1,267.99	1,449.14	1,630.28	1,992.57	2,354.84	2,717.14	3,260.56	3,803.98
LLANFIHANGEL RHOS -Y-CORN	1,074.02	1,253.02	1,432.03	1,611.03	1,969.04	2,327.04	2,685.05	3,222.06	3,759.07
LLANGELER	1,065.60	1,243.19	1,420.80	1,598.39	1,953.59	2,308.78	2,663.99	3,196.78	3,729.57
LLANLLWNI	1,079.62	1,259.56	1,439.50	1,619.43	1,979.30	2,339.17	2,699.05	3,238.86	3,778.67
LLANYBYDDER	1,101.48	1,285.06	1,468.64	1,652.22	2,019.38	2,386.53	2,753.70	3,304.44	3,855.18
LLANYCRWYS	1,059.80	1,236.43	1,413.07	1,589.70	1,942.97	2,296.23	2,649.50	3,179.40	3,709.30
PENCARREG	1,067.84	1,245.81	1,423.79	1,601.76	1,957.71	2,313.65	2,669.60	3,203.52	3,737.44
NEWCASTLE EMLYN	1,093.84	1,276.14	1,458.45	1,640.75	2,005.36	2,369.96	2,734.59	3,281.50	3,828.41
CARMARTHEN	1,143.69	1,334.30	1,524.92	1,715.53	2,096.76	2,477.98	2,859.22	3,431.06	4,002.90
AMMANFORD	1,139.41	1,329.31	1,519.21	1,709.11	2,088.91	2,468.71	2,848.52	3,418.22	3,987.92
CWMAMAN	1,176.32	1,372.37	1,568.43	1,764.48	2,156.59	2,548.69	2,940.80	3,528.96	4,117.12
LLANDEILO	1,108.50	1,293.25	1,478.00	1,662.75	2,032.25	2,401.74	2,771.25	3,325.50	3,879.75
LLANDOVERY	1,104.16	1,288.18	1,472.21	1,656.23	2,024.28	2,392.32	2,760.39	3,312.46	3,864.53
BETWS	1,078.83	1,258.63	1,438.44	1,618.24	1,977.85	2,337.45	2,697.07	3,236.48	3,775.89
CILYCWM	1,066.03	1,243.70	1,421.37	1,599.04	1,954.38	2,309.72	2,665.07	3,198.08	3,731.09
CYNWYL GAEO	1,060.42	1,237.16	1,413.90	1,590.63	1,944.10	2,297.57	2,651.05	3,181.26	3,711.47
DYFFRYN CENNEN	1,057.73	1,234.01	1,410.31	1,586.59	1,939.17	2,291.73	2,644.32	3,173.18	3,702.04
LLANDDEUSANT	1,071.12	1,249.63	1,428.16	1,606.67	1,963.71	2,320.74	2,677.79	3,213.34	3,748.89
LLANDYBIE	1,078.91	1,258.72	1,438.55	1,618.36	1,978.00	2,337.62	2,697.27	3,236.72	3,776.17
LLANEGWAD	1,060.67	1,237.44	1,414.23	1,591.00	1,944.56	2,298.10	2,651.67	3,182.00	3,712.33
LLANFAIR-AR-Y-BRYN	1,061.26	1,238.13	1,415.01	1,591.88	1,945.63	2,299.37	2,653.14	3,183.76	3,714.38
LLANFIHANGEL ABERBYTHYCH	1,071.35	1,249.90	1,428.47	1,607.02	1,964.14	2,321.24	2,678.37	3,214.04	3,749.71
LLANFYNYDD	1,071.88	1,250.52	1,429.17	1,607.81	1,965.10	2,322.38	2,679.69	3,215.62	3,751.55
LLANGADOG	1,072.59	1,251.35	1,430.12	1,608.88	1,966.41	2,323.93	2,681.47	3,217.76	3,754.05
LLANGATHEN	1,069.44	1,247.67	1,425.92	1,604.15	1,960.63	2,317.10	2,673.59	3,208.30	3,743.01
LLANSADWRN	1,068.86	1,247.00	1,425.15	1,603.29	1,959.58	2,315.86	2,672.15	3,206.58	3,741.01
LLANSAWEL	1,069.62	1,247.88	1,426.16	1,604.42	1,960.96	2,317.49	2,674.04	3,208.84	3,743.64

COMMUNITY	2020/21								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I
	£	£	£	£	£	£	£	£	£
LLANWRDA	1,081.50	1,261.74	1,442.00	1,622.24	1,982.74	2,343.23	2,703.74	3,244.48	3,785.22
MANORDEILO & SALEM	1,066.64	1,244.41	1,422.19	1,599.96	1,955.51	2,311.05	2,666.60	3,199.92	3,733.24
MYDDFAI	1,064.19	1,241.55	1,418.92	1,596.28	1,951.01	2,305.73	2,660.47	3,192.56	3,724.65
CWARTER BACH	1,123.19	1,310.38	1,497.59	1,684.78	2,059.18	2,433.56	2,807.97	3,369.56	3,931.15
TALLEY	1,078.40	1,258.13	1,437.87	1,617.60	1,977.07	2,336.53	2,696.00	3,235.20	3,774.40
LLANELLI TOWN	1,122.54	1,309.63	1,496.72	1,683.81	2,057.99	2,432.16	2,806.35	3,367.62	3,928.89
LLANELLI RURAL	1,137.96	1,327.62	1,517.28	1,706.94	2,086.26	2,465.57	2,844.90	3,413.88	3,982.86
PEMBREY & BURRY PORT	1,156.55	1,349.30	1,542.07	1,734.82	2,120.34	2,505.84	2,891.37	3,469.64	4,047.91
KIDWELLY	1,188.14	1,386.15	1,584.18	1,782.20	2,178.25	2,574.28	2,970.34	3,564.40	4,158.46
LLANEDI	1,123.33	1,310.55	1,497.77	1,684.99	2,059.43	2,433.87	2,808.32	3,369.98	3,931.64
LLANGENNECH	1,131.08	1,319.58	1,508.10	1,696.61	2,073.64	2,450.65	2,827.69	3,393.22	3,958.75
LLANNON	1,167.05	1,361.55	1,556.07	1,750.57	2,139.59	2,528.59	2,917.62	3,501.14	4,084.66
PONTYBEREM	1,126.90	1,314.72	1,502.54	1,690.35	2,065.98	2,441.61	2,817.25	3,380.70	3,944.15
TRIMSARAN	1,108.69	1,293.47	1,478.25	1,663.03	2,032.59	2,402.15	2,771.72	3,326.06	3,880.40

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County Council 10.03.20

Press and Media Protocol

Recommendations / key decisions required:

- To consider an updated Press and Media Protocol

Reasons:

- A new divisional structure has been implemented since the agreement of the current Protocol, which has combined several services into a new Marketing and Media team. New staffing structures and working practices are in place as a result of this, which also reflect the changing demands from the press and media
- The press and media are essential channels of communication for the Council. This protocol seeks to clarify the processes for proactive and reactive communications via the press and media, and provides guidance to all staff and members
- A Press and Media Protocol was agreed by Full Council in June 2015, however there have since been major changes in the way the media works, with much more emphasis on online and social media news coverage
- This new Protocol includes guidance in relation to Welsh Language Standards and The Wellbeing of Future Generations Act.

Relevant scrutiny committee to be consulted

NO

Exec Board Decision Required YES

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Emlyn Dole

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EXECUTIVE SUMMARY

Press and Media Protocol

BRIEF SUMMARY OF PURPOSE OF THIS REPORT

To consider an updated Press and Media Protocol which updates and strengthens existing protocol, and reflects changes in the press and media environment.

The current Press and Media Protocol was agreed by Full Council on June 9, 2015. Since then, there is much more emphasis on online and social media news coverage which means the demands from the press and media are different and more fast-paced.

The updated protocol will assist the Marketing and Media team to manage press and media communications and relationships on behalf of the Council, and provide guidance to all staff and members.

It will assist the Council in providing information, promoting its services and developing its image as an open and transparent organisation that is accountable to the local community. It explains the principles that the Council adopts, whilst taking into account the national Code of Recommended Practice on Local Authority Publicity in Wales.

Key changes include:

- Inclusion of a new approvals process
- Clarity on written statements and interviews
- Reference to the Social Media Policy
- Reference to out of hours and emergencies
- Inclusion of new photography and filming guidelines
- Inclusion of invitations to a photo call
- Inclusion of invitations to events

Executive Board considered the updated protocol at its meeting on January 20, 2020, and recommended that it be adopted. Whilst much of the protocol relates to the functions of the Executive Board, it is necessary for County Council to consider some elements. For ease of reference these are outlined below and are highlighted throughout the document.

- Interviews given by Committee Chairs
- Requests about decisions at Council meetings
- Quotes in press releases
- Covering Council meetings
- Media access to Council proceedings/premises
- Elections
- Events
- Social Media
- Photography and filming
- Invitations to a photo call (appendix B)
- Invitations to events (appendix C)

DETAILED REPORT ATTACHED?

YES

3. Finance

Media training for Executive Board Members, Chairs of Scrutiny Committees and other Committees, Directors and nominated officers will have a cost implication.

5. Risk Management Issues

The updated protocol clarifies that all media relations and communications are to be managed by the Marketing and Media team to avoid unauthorised or inaccurate information being provided to the media, and therefore placed in the public domain. It provides all staff and members with clarity about what they should do if approached by a member of the media.

It sets out a comprehensive approvals system to ensure all information released by the Council is agreed and consistent, to minimise the risk of misinformation being put in to the public domain.

7. Staffing Implications

This updated protocol impacts on all employees of the Authority and provides all staff and members with clarity about what they should do if approached by a member of the media. It also impacts on a number of existing policies, legislation and guidance relating to communications, and the management of data and information. They include:

- Social Media Policy
- The Wellbeing of Future Generations Act (Wales) 2015
- The General Data Protection Regulation (GDPR) (EU) 2016/679
- Welsh Language Standards (No.1) Regulations 2015
- Code of Recommended Practice on Local Authority Publicity in Wales
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Customer Complaints and Complaints Procedure
- Breaches of Security Policy

CONSULTATIONS

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

Signed DM Hockenull

Marketing and Media Manager

1. Scrutiny Committee

2. Local Member(s)

3. Community / Town Council

4. Relevant Partners

5. Staff Side Representatives and other Organisations

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

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

THERE ARE NONE

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

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Press and Media Protocol

Marketing and Media

2020

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Page 51

Contents

Introduction	1
Principles and Objectives	2
Media enquiries	3-6
Press releases	7-9
Media access to Council proceedings/premises	10
Elections	11
Events	12
Social Media	13
Photography and Filming	14-16
Advertising	17
Appendix A – Editors’ Code of Practice 2016	
Appendix B – Invitations to photo-calls	
Appendix C – Invitations to Events	

Introduction

The press and media are essential channels of communication for the Council. Stakeholders [residents, staff, Town and Community Councils and partner organisations] use them as the primary source of information about the Council and its services. Social media is also an important method for residents to access information about the Council and its services, and to contact the Council.

This document has been produced to provide Members and Officers with information on the basic protocol for working with the media as well as clear guidance in their roles and responsibilities.

An effective Press and Media Protocol will assist the Council in providing information, promoting its services and developing its image as an open and transparent organisation that is accountable to the local community. The Council will continue to promote a culture of openness and accessibility towards the media.

This protocol explains the principles that the Council adopts, whilst taking into account the national Code of Recommended Practice on Local Authority Publicity in Wales (the Code). Local Authorities are required to 'have regard to the provisions' of this Code in the way they approach communication.

The Code recognises the political nature of Local Government, and takes into account the fact that some Local Authority publicity will deal with issues which are controversial because of particular local circumstances, or because of a difference of view between political parties locally and nationally. However, the principles do not prohibit the publication of information on politically sensitive or controversial issues, nor stifle public debate. It sets out safeguards and ensures the proper use of public funds for publicity.

The Code points out that the main purposes of Local Authority publicity are to 'increase public awareness of the services provided by the Authority and the functions it performs to allow local people to have a real informed say about issues which affect them; to explain to electors and ratepayers the reasons for particular policies and priorities; and in general to improve local accountability'.

This protocol is designed to provide Officers and Members with clear guidance to follow specifically when dealing with the press and media. It applies to all Officers and Members, and also to arms-length companies and partner organisations when they are delivering services on the Council's behalf.

Principles and objectives

The Council is committed to effective communications so that residents of the county are well informed about Council services, decisions and developments.

The Marketing and Media team undertakes to maintain a steady flow of information to the media, and operate at all times within the Code.

Aims are:

- To be open, honest, accurate and consistent in dealing with the media and to respond to enquiries within journalists' deadlines whenever possible; to provide an explanation in the event it is not possible.
- Maintain and raise public awareness of the services provided by the Authority and the functions it performs.
- Advance and ongoing publicity on matters of public interest; and to provide public information.
- To give those affected by the Council's decisions, policies and priorities the information to understand them and how to participate in consultation and engagement when relevant.
- To ensure Welsh Language Standards are adhered to at all times.
- To have regard to The Well-being of Future Generations Act.
- To have regard to The General Data Protection Regulation (GDPR) (EU) 2016/679
- To promote and highlight the successes and achievements of the Council and its partners.
- To ensure a co-ordinated response from one single point of contact, the Marketing and Media team.
- To ensure that statements and other material published on behalf of the Council (including on the Council's website) are not party political.

Media enquiries

All media enquiries made to the Council, in whatever form, are to be managed by the Marketing and Media team.

Any member of staff that is approached by a member of the media should immediately forward the request to pressoffice@cararthenshire.gov.uk or 01267 224900 (ext 4900) and not engage in conversation to avoid providing unauthorised and or inaccurate information or unintentionally acting as a spokesperson of Carmarthenshire County Council.

The Marketing and Media team will only respond to media enquiries from a recognised media organisation that is properly regulated by IPSO, Impress or similar. This is to ensure there will be a proper process for complaints should the need arise. Email enquiries that do not come from a recognised media organisation (for example @gmail, @hotmail etc) will be required to prove they are representing a recognised media organisation.

The Marketing and Media team will not deal with any enquiries that are of a political nature. In these cases, the journalist will be asked to contact the relevant political party leaders directly.

The team will answer non-political enquiries on behalf of the Leader and Executive Board Members on matters relevant to their portfolio. Where journalists contact Executive Board Members directly they are at liberty to respond however are encouraged to provide the Marketing and Media team with a summary of their response.

The Marketing and Media team will not answer enquiries on behalf of ward Councillors, although will assist by offering advice if required.

Welsh Language Standards

Welsh Language Standards will be met at all times. All enquiries will be dealt with in the language initiated and bilingual statements and speakers will be available at all times. Where the Member or Officer concerned does not speak Welsh, a deputy or colleague should be fully briefed and prepared to carry out Welsh language interviews when required.

Media response times

The nature of today's media environment, in particular the immediacy of online news and social media, means that set deadlines are very rare. In most circumstances, the media will require a response on the same day, or even sooner.

The Marketing and Media team will prioritise enquiries that require an immediate response, and use a categorisation system to decide when and how to engage Senior Officers and the Executive Board.

The Marketing and Media team should be informed of preferred methods of contact to ensure speed of response, and where possible notified when they have appointed a deputy to deal with media enquiries during periods of their absence.

The Marketing and Media team will aim to answer all reasonable requests within the deadline provided, and will liaise with the media to explain if this is not possible. Where request response times are considered unreasonable, this will be discussed with the media organisation involved so that a more reasonable timeframe is agreed. It will not always be possible to respond to the media within their set deadlines.

Approvals process

The Marketing and Media team uses a process for categorising media enquiries:

Category A

Request relates to a major incident (declared as a Silver/Gold Command), or a matter with implications for serious reputational damage. Approved response required from the Leader and/or relevant Executive Board Member, and Chief Executive and/or Director within one hour, or response coordinated from Silver/Gold Command.

Category B

Request relates to a high profile incident, an opportunity to promote a high profile Council initiative, or a matter with implications for some reputational damage. Answer is not currently in the public domain. Approved response required from relevant Executive Board Member and Director within four hours (unless a specific deadline is specified). Approved statement copied to the Chief Executive.

Category C

Request relates to a topic without a risk of significant reputational damage, or is not related to a Council priority. Approved response required by relevant Executive Board Member and Head of Service/Third Tier Manager within 24 hours (unless a specific deadline is specified).

Category D

Request relates to information already in the public domain, or to a pre-approved statement. Marketing and Media team to issue a response and notify the relevant Executive Board Member and Head of Service/Third Tier Manager.

The Marketing and Media team should be informed of preferred methods of contact to ensure speed of response, and where possible notified when approvals have been delegated to a deputy or another Senior Officer.

Officers within service areas should be prepared to support the Marketing and Media team with information gathering for enquiries, often at short notice, and may be asked to provide bullet points of relevant details. The Duty Press Officer will draft statements/interview briefs based on this information.

In general, it is the responsibility of the Manager or Head of Service to inform their Senior Officer and Executive Board Member of any issues relevant to their department or portfolio. They may also wish to extend this to ward Members, as they feel appropriate.

Statements

Statements will always be attributed to the appropriate Member and/or Senior Officer. The term 'spokesman/spokeswoman' will not be used.

Where matters are of an operational or service-level nature, a statement will be made by the relevant Senior Officer. For all other matters, including matters of policy, statements will be

made by the relevant Executive Board Member or Committee Chair. Statements will not be made on behalf of ward Councillors.

'No comment' is not an acceptable response, unless it is absolutely unavoidable. It is preferable to give a holding comment if information is not available in time for a media deadline. A holding comment will be non-committal, but will acknowledge that the Council is giving the matter concerned its attention.

In general, the statement will only be provided to the journalist that has requested it.

However, if there are several requests on the same topic the statement may be published on the Council's Newsroom, or included as part of a press release for general issue.

Statements issued by the Council carry the legal defence of 'qualified privilege', so long as they are fair and accurate. This defence also extends to verbal statements made by Local Government Press Officers, so long as they are considered comments.

Interviews

Where an interview is requested by the media on a specific topic, this will be offered to the relevant Executive Board Member and/or Senior Officer.

As with statements, where matters are of an operational or service-level nature, interviews can be given by the relevant Senior Officer. For all other matters, including matters of policy, interviews should be given by the relevant Executive Board Member or Committee Chair.

Efforts will also be made to accommodate media requests for a particular officer, or an officer with particular knowledge or experience on a topic (i.e., about biodiversity).

Interviews will always be given in the language requested. Deputies or colleagues should be prepared and briefed to provide Welsh language interviews where the relevant Executive Board Member, Committee Chair or Senior Officer is unable to.

The Marketing and Media team will provide a brief in advance of the interview to give the relevant Member or Officer as much information as possible to allow them to prepare. This should include information, for example, about whether the interview will be live or pre-recorded, whether it will be a direct conversation with a presenter or with a group of people as a debate.

Consideration will be given to location to ensure it is appropriate to the interview topic.

On occasions, the Marketing and Media team may accompany interviews to offer support or give further detail, and reserves the right to terminate interviews if required. Where this is the case, a clear explanation should be provided, and the journalist given the opportunity to re-submit their enquiry or request.

Requests about decisions at Council meetings

Journalists are encouraged to attend public meetings and watch webcasts of meetings (Full Council, Executive Board, Planning Committee, Dyfed Powys Police and Crime Panel). Where an enquiry relates to a debate or decision made at a Council meeting, journalists will be referred to the relevant webcast archive or minutes (when available). No statements will be provided ahead of a debate at a public meeting, instead journalists will be encouraged to attend or watch the webcast/web archive to gather comments from Councillors as part of the debate.

Detailed requests/Freedom of Information Act

Where a media enquiry asks for heavily detailed information, the Marketing and Media team may suggest that it is submitted via the Freedom of Information Act.

This should only be the case where enquiries cannot be answered through the normal process, where the response may take significantly longer or require a more in-depth process of investigation by the relevant service area.

The team should make contact with the media organisation and explain why it may be necessary to submit the enquiry under the Freedom of Information Act. Where such an agreement is made, the enquiry should be immediately forwarded to the Freedom of Information Officer, and the enquiry will be dated/timestamped at the point on which it was first received by the Marketing and Media team.

The FOIA response should be copied to the Marketing and Media team for its records.

Recording enquiries

All media requests and statements/interviews provided will be digitally recorded by the Marketing and Media team and used for future reference.

This will note a number of details, including the nature of the enquiry, who it was submitted by and when, the response provided, who gave the necessary approval, and explanatory notes.

Out of hours/emergencies

The Marketing and Media team is contactable out of hours in an emergency. Out of hours support will be actioned by the Marketing and Media Manager, Director or Head of Service, or Civil Contingency Officer.

Routine enquiries will only be dealt with during normal office hours.

Where members of the media are seeking assistance in relation to an emergency during evenings and weekends, they should contact the Council's out of hours call provider Llesiant Delta Wellbeing and messages will be forwarded to the Duty Press Officer.

In the event of an emergency, the Marketing and Media team will send a message to media contacts asking that they follow updates on the Council's Newsroom and social media feeds.

In an emergency or ongoing high-profile incident, or where there is widespread disruption owing to extreme weather, the Marketing and Media team will create a 'Situation Update' page on the Council's Newsroom, accessible within the main corporate website.

This will be used as a central place for the publication of news updates throughout the event. Information will also be shared on the Council's social media feeds.

In most events of this nature, the Marketing and Media team will be involved in tactical or strategic command groups, often working as part of a multi-agency response. Where multi-agency communications are required, agreement should be sought from partners (such as police, Natural Resources Wales etc) wherever possible.

Press releases

Despite the change in the media landscape, press releases are still an important and effective method of communication.

Press releases will be issued by the Marketing and Media team on an official template from the central email address/inbox 'pressoffice@carmarthenshire.gov.uk' which will give members of the media the necessary reassurance that it is a legitimate press release.

The Marketing and Media team uses a media distribution list of local, regional and national contacts, and has separate distribution lists for specialist topics/trade publications.

All press releases will be published on the Newsroom, on the Council's corporate website.

Press releases will be factual in nature, or in the style of a feature on a particular topic, but will not include anything that could be construed as politically motivated or biased. They will not be used to promote political purposes or parties.

Priority will be given to stories that are high profile, in the public interest, identified as a priority within the Executive Board's forward work programme, or have immediate news value. The Marketing and Media team reserves the right to refuse a request for a press release if it is not newsworthy or does not provide value, in which case they will advise of alternative methods of communication that may provide better coverage or engagement, for example a social media post or a video clip.

Press releases will be written in a 'news style' used by the media to secure maximum coverage.

Press releases issued by the Council carry the legal defence of 'qualified privilege', so long as they are fair and accurate.

Quotes

Where matters are of an operational or service-level nature, the relevant Officer can be quoted – the level of seniority will depend on the nature of the story. For all other matters, including matters of decision-making and policy, the relevant Executive Board Member or Committee Chair will be quoted.

Generally, press releases will not include quotes from ward Councillors although they may wish to speak to the media directly.

Approvals

All draft press releases should be fact-checked with the relevant service area, before being sent to the Service Manager or Head of Service, and relevant Executive Board Member, for approval.

A press release with implications for serious reputational damage, or regarding major incident (categories A and B) should also be approved by the relevant Director or Chief Executive and the Leader.

Approval must also be gained from everyone quoted within the press release.

In general, it is the responsibility of the Manager or Head of Service to inform their Senior Officer and Executive Board Member of any issues of relevance to their department or portfolio. They may also wish to extend this to ward Councillors, as they feel appropriate.

The Marketing and Media team has specialist experience in writing for press, and may on occasions reject requested amends in favour of retaining news style. A full explanation should be given if this is case.

Welsh Language Standards

All press releases will be issued bilingually.

In the event of an emergency, where Welsh translation is not immediately available, press releases may be issued in English, although a Welsh version must follow at the earliest opportunity. In this event, the press release should include advice that a Welsh language version will follow.

Exclusives/media partnerships

The Marketing and Media team works closely with the media to build relationships and secure coverage and exposure of key issues and campaigns.

In order to maximise coverage on a key topic, the Marketing and Media team may, on occasions, pitch a story idea to a particular media organisation or contact and work with them on an 'exclusive' basis. This should only be applied when there is a clear benefit to the Council, and where the same benefit could not be achieved by treating all media equally, or where a media organisation has asked to cover a particular issue and it would not be of widespread interest to other media outlets.

Any paid-for editorial will be arranged and recorded through the Marketing and Media's advertising account. 'Advertorials' will usually be marked as such. All paid-for editorial content will be bilingual, as per Welsh Language Standards. See later section on advertising.

Embargoes

Although used sparingly, embargoes can be used when journalists may need time to prepare their coverage on a particular issue, or when we are working with a partner organisation to release certain information to the media.

Embargoes are not legally enforceable, although most media outlets will abide by them. These should be discussed with the Director/Executive Board Member as part of the approvals process.

Monitoring coverage

Press cuttings will not be routinely made or kept except in relation to a particular campaign, but back copies of some printed publications will be kept by the Marketing and Media team for up to three months.

Online coverage will also be monitored.

Particularly positive or negative media coverage will be brought to the attention of Officers in the relevant service area and the Executive Board Member.

Errors/clarifications

Where a mistake or misrepresentation has been made in a media article, the Marketing and Media team will seek a retraction, clarification or apology. This may require intervention from the Council's Legal Services team.

If a satisfactory response is not provided, the Council reserves the right to issue its own clarification, and to publish this on the Newsroom and on social media, and to take any further action required. Attention will be drawn to the Editor's Code of Practice [Appendix A], and if necessary representation will be made to the relevant media regulator (IPSO, Impress or similar).

Covering Council meetings

The Marketing and Media team will cover key decisions made at Full Council and Executive Board. Reports will be factual and will not include any political debate. Any quotes made at these meetings will be used 'verbatim', and therefore will not require approval. Where a statement is made outside of the meeting, and used within the press release, it should be made clear that the comments were made following the meeting, and in this instance approval will be sought from the relevant Member or Executive Board Member.

Press releases will be issued as soon as possible following the meeting.

For all other meetings, the team may issue a press release on a newsworthy topic or by request of the Chair, but information in this instance will be gathered from the agenda and minutes.

Reports of Council meetings carry the legal defence of 'qualified privilege'.

Covering Council-led prosecutions

When the Council has successfully prosecuted an individual, business or organisation, the Marketing and Media team will create a summary report of proceedings, including any mitigation, and details of sentencing.

Reports should be issued as soon as possible following sentencing and approved by the prosecuting solicitor and relevant Head of Service.

Fair and accurate reports of judicial proceedings held in public, and published contemporaneously (as soon as is practically possible), carry the legal defence of 'absolute privilege'. Reports are 'fair and accurate' if they:

- Present a summary of the cases put by both sides
- Contain no substantial inaccuracies
- Avoids giving disproportionate weight to one side or the other

Media access to Council proceedings/premises

Any requests made by the media to access, film or record on Council premises should be made via the Marketing and Media team. An online form is available on the Newsroom section of the Council website which requires relevant details and a copy of public liability insurance. See later section on video/filming.

Filming of Council meetings will not be permitted unless otherwise agreed with the relevant Chair.

Members of the media will be treated in the same way as members of the public so far as access to public/private meetings and exempt items are concerned. See Local Government Act 2000.

DRAFT

Elections

The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election. Publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual Members or groups of Members. However, it is acceptable for the Authority to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political.

Members holding key political positions should be able to comment in an emergency or where there is a genuine need for a Member level response to an important event outside the Authority's control. Proactive events arranged in this period should not involve Members, AMs or MPs.

Specific guidance and advice is available for staff and Members from the Electoral Services team. This may be shared with the media.

DRAFT

Events

Generally, events should be organised by the relevant service area. The Marketing and Media team will provide PR support where required, including booking a photographer.

Major events are co-ordinated by Marketing and Media on behalf of the Authority. This is usually where a high-profile event involves a number of departments, and where there is an opportunity to raise the Council's profile.

Events where Councillors are required to attend should be arranged by (or with) the Democratic Services Unit to ensure appropriate information and guidance is available for Members.

See Appendix B (Invitations to a Photo Call) and Appendix C (Invitations to Events) for further guidance.

DRAFT

Social Media

The Marketing and Media team manage social media on behalf of the Authority overall, although some approved accounts are managed by relevant service areas.

Care should be taken to ensure any information published on social media is accurate, fair, legal and appropriate. The Council's [Social Media Policy](#) must be adhered to at all times.

As well as being used as a promotion and engagement method, social media is increasingly used by members of the public to contact the Council. This type of enquiry is handled by the customer service team within Marketing and Media.

Further information can be found within the Council's Social Media Policy and Best Practice Guidelines.

DRAFT

Photography and Filming

Good quality photography and video are an important element of most Marketing and Media work and almost always ensures greater media coverage and engagement on digital channels, such as websites and social media feeds.

The Marketing and Media team operates a photography framework to commission freelance photographers, therefore it is important that any paid photography work commissioned by any department utilises this framework. The team also records video footage of events or interviews with Members, staff, and members of the public, or commissions a private company to record video on their behalf.

The Marketing and Media team will identify whether photographs or video footage is required to accompany a press release (whether it has news value and is likely to be used by the media) or whether the image or video can be used for marketing purposes (i.e., as part of a tourism campaign). If this is the case, the Marketing and Media team will advise and take the lead on bookings.

Where a photograph or video is not required for the media, or marketing purposes identified by the Marketing and Media team, each service area must arrange and pay for such services using the Council's approved framework.

Photographs for media

Photographs intended for use in the media have the best effect when minimal people are included in the frame. The Marketing and Media team will advise about who should be included in the image. This will usually involve the invitation of the Executive Board Member/s and Senior Officers, as well as any partners (See Appendix B – Invitations to a Photo Call). Priority should be given to the Executive Board Member/s or Senior Officer. The media may have a particular request for an image, and to ensure maximum coverage we will endeavour to meet their request. This may involve images that don't include Councillors. A brief will be agreed with the department and the photographer in advance.

To ensure Marketing and Media maintains control of images they commission from a framework photographer, no members of staff are permitted to take their own versions of a photograph that has been set up. A copy of the agreed photograph can be sent on the relevant service by Marketing and Media.

Photography and filming for campaigns, reports or graphic displays

Where photographs or video are required to support a particular campaign, or for use in corporate documents or displays, there is no requirement to invite Members or Officers. Anyone commissioning photography or filming for this purpose should seek advice from Marketing and Media team about specific requirements. A brief will be agreed with the department and the photographer/production company in advance.

Providing a clear brief

A detailed brief must be provided for all photography and filming commissions, setting out the expectations from the photographer or production company, both in terms of the images/footage required and the agreed time requirement and cost. A template is available for staff on the Intranet.

The photographer/production company will only supply images or video as per this agreed brief. Please be aware that further requests made on the day may be subject to extra charges.

Use of images and storage of images and footage – copyright and General Data Protection Regulations (GDPR)

Copyright of all images and video supplied to the Council by commissioned photographers or production companies, or shot by staff during their working day (for work purposes), belongs to Carmarthenshire County Council.

Members of staff who take photographs or video during their working day for work purposes will be required to assign the copyright of their images/footage to Carmarthenshire County Council, and must ensure copyright and GDPR legislation is upheld in the same way as contracted photographers or production companies.

Members of staff are not permitted to use their own personal devices or equipment to download or store images or footage for work purposes to ensure compliance with this legislation.

All members of staff have a legal duty to ensure that any images or footage they use for publicity either belongs to Carmarthenshire County Council, has specific consent for use (implied consent or credit is not sufficient), or is clearly marked as copyright/royalty free. Images or footage must not be downloaded from third-party websites, including Google, and used without permission as this could have legal implications for the Council.

Images or footage sent to the media and shared on websites and social media, should only be used in the context of which they were released. In all cases, copyright will remain with Carmarthenshire County Council.

Anyone included in a photograph or video should give their consent and be given a reasonable explanation about how and where the image/footage might be used. This also applies to members of staff using photographs or video within their own publications or digital platforms, or submitting to the Marketing and Media team for use in corporate publicity. Particular care should be taken when re-using images or footage taken more than six months previous to ensure consent is still in place.

To ensure compliance with copyright and GDPR legislation, all photographs and footage must be stored by the Marketing and Media team together with relevant file information to ease retrieval.

See the Marketing and Media team's Privacy Notice for information about storage and use of photographs and video, in relation to compliance of GDPR.

Requests for photography and filming on Council premises

Any person who is not employed by Carmarthenshire County Council and wants to take photographs or film on Council-owned property and land for the purpose of publicity or to share publicly (whether on a commercial or non-commercial basis) should first seek permission from the Marketing and Media team who will liaise with the relevant Service Manager. The Council will need to be satisfied that there is a legitimate reason for the request, that relevant risk assessments have been undertaken, that there is adequate Public Liability Insurance cover for the activity, and that all necessary consents from members of the public are in place to ensure compliance with GDPR.

An e-form is available on the Council's website for media and external companies to request permission for photography and filming. In all cases, we will endeavour to assist and have

permissions in place before the specified dates, and as such sufficient time should be allowed.

DRAFT

Advertising

The advertising function is managed centrally by the Marketing and Media team and all requests for promotional advertising and statutory advertising, notices and vacancies should be made to them. This includes printed, social, digital and broadcast. This is to ensure all money spent on advertising is effective value for money to contain corporate spend, and so that it is recorded for audit purposes.

It ensures that there is consistency in the style and content of advertisements, that they are in line with corporate guidelines regarding branding and Welsh Language Standards, and allows the Council to more effectively manage its use of advertising.

Each request to advertise is considered by the Marketing and Media team based on criteria including circulation data, value for money, whether or not it is appropriate to advertise, what means of advertising is the most appropriate, timelines, whether evaluation and monitoring is in place, whether evidence of effectiveness is available, or whether promotion could be achieved via another method such as press, web or social media.

According to the Code of Recommended Practice on Local Authority Publicity in Wales, any decision to take advertising space in a publication produced by a voluntary, industrial or commercial organisation should only be made on the grounds it provides an effective and efficient means of securing the desired publicity.

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The Independent Press Standards Organisation (IPSO), as regulator, is charged with enforcing the following Code of Practice, which was framed by the Editors' Code of Practice Committee and is enshrined in the contractual agreement between IPSO and newspaper, magazine and electronic news publishers.

Preamble

The Code – including this preamble and the public interest exceptions below – sets the framework for the highest professional standards that members of the press subscribing to the Independent Press Standards Organisation have undertaken to maintain. It is the cornerstone of the system of voluntary self-regulation to which they have made a binding contractual commitment. It balances both the rights of the individual and the public's right to know.

To achieve that balance, it is essential that an agreed Code be honoured not only to the letter, but in the full spirit. It should be interpreted neither so narrowly as to compromise its commitment to respect the rights of the individual, nor so broadly that it infringes the fundamental right to freedom of expression – such as to inform, to be partisan, to challenge, shock, be satirical and to entertain – or prevents publication in the public interest.

It is the responsibility of editors and publishers to apply the Code to editorial material in both printed and online versions of their publications. They should take care to ensure it is observed rigorously by all editorial staff and external contributors, including non-journalists.

Editors must maintain in-house procedures to resolve complaints swiftly and, where required to do so, cooperate with IPSO. A publication subject to an adverse adjudication must publish it in full and with due prominence, as required by IPSO.

1. Accuracy

- i) The Press must take care not to publish inaccurate, misleading or distorted information or images, including headlines not supported by the text.
- ii) A significant inaccuracy, misleading statement or distortion must be corrected, promptly and with due prominence, and – where appropriate – an apology published. In cases involving IPSO, due prominence should be as required by the regulator.
- iii) A fair opportunity to reply to significant inaccuracies should be given, when reasonably called for.
- iv) The Press, while free to editorialise and campaign, must distinguish clearly between comment, conjecture and fact.
- v) A publication must report fairly and accurately the outcome of an action for defamation to which it has been a party, unless an agreed settlement states otherwise, or an agreed statement is published.

2. *Privacy

- i) Everyone is entitled to respect for his or her private and family life, home, health and correspondence, including digital communications.
- ii) Editors will be expected to justify intrusions into any individual's private life without consent. Account will be taken of the complainant's own public disclosures of information.
- iii) It is unacceptable to photograph individuals, without their consent, in public or private places where there is a reasonable expectation of privacy.

3. *Harassment

- i) Journalists must not engage in intimidation, harassment or persistent pursuit.
- ii) They must not persist in questioning, telephoning, pursuing or photographing individuals once asked to desist; nor remain on property when asked to leave and must not follow them. If requested, they must identify themselves and whom they represent.
- iii) Editors must ensure these principles are observed by those working for them and take care not to use non-compliant material from other sources.

4. Intrusion into grief or shock

In cases involving personal grief or shock, enquiries and approaches must be made with sympathy and discretion and publication handled sensitively. These provisions should not restrict the right to report legal proceedings.

5. *Reporting suicide

When reporting suicide, to prevent simulative acts care should be taken to avoid excessive detail of the method used, while taking into account the media's right to report legal proceedings.

6. *Children

- i) All pupils should be free to complete their time at school without unnecessary intrusion.
- ii) They must not be approached or photographed at school without permission of the school authorities.
- iii) Children under 16 must not be interviewed or photographed on issues involving their own or another child's welfare unless a custodial parent or similarly responsible adult consents.
- iv) Children under 16 must not be paid for material involving their welfare, nor parents or guardians for material about their children or wards, unless it is clearly in the child's interest.
- v) Editors must not use the fame, notoriety or position of a parent or guardian as sole justification for publishing details of a child's private life.

7. *Children in sex cases

1. The press must not, even if legally free to do so, identify children under 16 who are victims or witnesses in cases involving sex offences.
2. In any press report of a case involving a sexual offence against a child –
 - i) The child must not be identified.
 - ii) The adult may be identified.
 - iii) The word "incest" must not be used where a child victim might be identified.
 - iv) Care must be taken that nothing in the report implies the relationship between the accused and the child.

8. *Hospitals

- i) Journalists must identify themselves and obtain permission from a responsible executive before entering non-public areas of hospitals or similar institutions to pursue enquiries.
- ii) The restrictions on intruding into privacy are particularly relevant to enquiries about individuals in hospitals or similar institutions.

9. *Reporting of Crime

- i) Relatives or friends of persons convicted or accused of crime should not generally be identified without their consent, unless they are genuinely relevant to the story.
- ii) Particular regard should be paid to the potentially vulnerable position of children who witness, or are victims of, crime. This should not restrict the right to report legal proceedings.

10. *Clandestine devices and subterfuge

- i) The press must not seek to obtain or publish material acquired by using hidden cameras or clandestine listening devices; or by intercepting private or mobile telephone calls, messages or emails; or by the unauthorised removal of documents or photographs; or by accessing digitally-held information without consent.
- ii) Engaging in misrepresentation or subterfuge, including by agents or intermediaries, can generally be justified only in the public interest and then only when the material cannot be obtained by other means.

11. Victims of sexual assault

The press must not identify victims of sexual assault or publish material likely to contribute to such identification unless there is adequate justification and they are legally free to do so.

12. Discrimination

- i) The press must avoid prejudicial or pejorative reference to an individual's, race, colour, religion, sex, gender identity, sexual orientation or to any physical or mental illness or disability.
- ii) Details of an individual's race, colour, religion, gender identity, sexual orientation, physical or mental illness or disability must be avoided unless genuinely relevant to the story.

13. Financial journalism

- i) Even where the law does not prohibit it, journalists must not use for their own profit financial information they receive in advance of its general publication, nor should they pass such information to others.
- ii) They must not write about shares or securities in whose performance they know that they or their close families have a significant financial interest without disclosing the interest to the editor or financial editor.
- iii) They must not buy or sell, either directly or through nominees or agents, shares or securities about which they have written recently or about which they intend to write in the near future.

14. Confidential sources

Journalists have a moral obligation to protect confidential sources of information.

15. Witness payments in criminal trials

- i) No payment or offer of payment to a witness – or any person who may reasonably be expected to be called as a witness – should be made in any case once proceedings are active as defined by the Contempt of Court Act 1981. This prohibition lasts until the suspect has been freed unconditionally by police without charge or bail or the proceedings are otherwise discontinued; or has entered a guilty plea to the court; or, in the event of a not guilty plea, the court has announced its verdict.
 - *ii) Where proceedings are not yet active but are likely and foreseeable, editors must not make or offer payment to any person who may reasonably be expected to be called as a witness, unless the information concerned ought demonstrably to be published in the public interest and there is an over-riding need to make or promise payment for this to be done; and all reasonable steps have been taken to ensure no financial dealings influence the evidence those witnesses give. In no circumstances should such payment be conditional on the outcome of a trial.
 - *iii) Any payment or offer of payment made to a person later cited to give evidence in proceedings must be disclosed to the prosecution and defence. The witness must be advised of this requirement.

16. *Payment to criminals

- i) Payment or offers of payment for stories, pictures or information which seek to exploit a particular crime or to glorify or glamorise crime in general, must not be made directly or via agents to convicted or confessed criminals or to their associates – who may include family, friends and colleagues.
- ii) Editors invoking the public interest to justify payment or offers would need to demonstrate that there was good reason to believe the public interest would be served. If, despite payment, no public interest emerged, then the material should not be published.

The public interest

There may be exceptions to the clauses marked * where they can be demonstrated to be in the public interest.

1. The public interest includes, but is not confined to:
 - i. Detecting or exposing crime, or the threat of crime, or serious impropriety.
 - ii. Protecting public health or safety.
 - iii. Protecting the public from being misled by an action or statement of an individual or organisation.
 - iv. Disclosing a person or organisation's failure or likely failure to comply with any obligation to which they are subject.
 - v. Disclosing a miscarriage of justice.
 - vi. Raising or contributing to a matter of public debate, including serious cases of impropriety, unethical conduct or incompetence concerning the public.
 - vii. Disclosing concealment, or likely concealment, of any of the above.
2. There is a public interest in freedom of expression itself.
3. The regulator will consider the extent to which material is already in the public domain or will or will become so.
4. Editors invoking the public interest will need to demonstrate that they reasonably believed publication – or journalistic activity taken with a view to publication – would both serve, and be proportionate to, the public interest and explain how they reached that decision at the time.
5. An exceptional public interest will need to be demonstrated to over-ride the normally paramount interests of children under 16.

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Appendix C - Invitations to Events

The following table should be used for guidance when inviting Members, Officers and Partners to attend an official opening.

Please refer to the 'Events' and 'Photography and Filming' sections of the Press and Media Protocol for further guidance on invitation for photo call.

	Major event	Official openings/launches	Cutting of the sod/development or project launch	Local event
Leader	✓	✓	✓	
Relevant Executive Board Member(s)	✓	✓	✓	✓
Chair or Vice Chair	✓	✓		✓
Consort or Vice Chair Consort	✓	✓		✓
Leader of the opposition	✓	✓	✓	
Chief Executive	✓	✓	✓	
Relevant Director(s)	✓	✓	✓	
Relevant Head(s) of Service or Service Manager	✓	✓	✓	✓
Partner representative(s)	✓	✓	✓	

Explanatory notes

Major events – for example, large audience, county-wide/national interest

Official openings/launches – for example, school or new building and facility openings

Cutting of the sod/development or project launch – for example, start of works on new schools/buildings, small project launches

Local events – for example, flag raising ceremonies, open days, local interest, community events supported CCC

Please note: The relevant Executive Board Member may wish to extend an invitation to the relevant Chair of Scrutiny, and/or others. This decision will be made during the organisation of the event.

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Chair or Vice Chair	✓	✓		✓
Consort or Vice Chair Consort	✓	✓		✓
Leader of the opposition	✓	✓	✓	
Chief Executive	✓	✓	✓	
Relevant Director(s)	✓	✓	✓	
Relevant Head(s) of Service or Service Manager	✓	✓	✓	✓
Partner representative(s)	✓	✓	✓	

Explanatory notes

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County Council

10 March 2020

(Draft) Strategic Equality Plan 2020-2024

To consider and comment on the following issues:

- To approve the (Draft) Strategic Equality Plan, ready for implementation from 1 April 2020.
- To approve the (Draft) Strategic Equality Objectives and the development of a detailed action plan to underpin those Objectives.

Reasons:

- The Equality Act 2010 brings together and replaces the previous legislation and simplifies / strengthens the law, making it easier for people to understand and comply with. Most of the Act came into force on 1 October 2010.
- Specific Duties have been introduced for Public Bodies in Wales and the development of a Strategic Equality Plan is one of those duties. This will be the Council's third plan since the introduction of the Act.

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Cefin Campbell

Directorate

Chief Executive's

Name of Head of Service:

Noelwyn Daniel

Report Author:

Llinos Evans

Designations:

Head of ICT & Corporate Policy

Policy & Partnership Officer

Tel Nos.

01267 246270

01267 224914

E Mail Addresses:

NDaniel@carmarthenshire.gov.uk

LlinEvans@carmarthenshire.gov.uk

County Council

10 March 2020

(Draft) Strategic Equality Plan 2020-24

The Equality Act 2010 includes a new Public Sector Duty, replacing the separate duties on race, disability and gender equality. The General Duty of the Act covers the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The Duty is compatible with the requirements of the Well-being of Future Generations Act, with 'equality' and 'cohesion' featuring strongly as two of the seven well-being goals.

As a public sector organisation listed under the Equality Act 2010, we have a responsibility under the General Duty to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The (draft) Carmarthenshire County Council Strategic Equality Plan 2020-24 has been prepared to outline how the Council will meet its duties under the Equality Act 2010 and the Specific Duties for Wales and builds on the Council's previous plans. We are required to publish our new plan before 1 April 2020.

Based on the information available and initial feedback from the consultation (as explained below) this draft strategy includes four draft objectives that the Council will work towards and report on annually:

1. Being a leading employer
2. The needs and rights of people with Protected Characteristics shape the design of services
3. Safe and Cohesive communities that are resilient, fair and equal
4. Improving access to our services and access to our environment.

DETAILED REPORT ATTACHED?

YES – Draft Strategic Equality Plan 2020-24

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	YES	YES	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Carmarthenshire County Council is a listed body under the Equality Act 2010 and must comply with the General Duty.

2. Legal

Non-compliance with the Act could lead to legal challenge. We must be able to evidence that we have shown due regard to the General Duty.

3. Staffing Implications

People Management play an integral role in the Strategic Equality Plan and its implementation.

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

4.Relevant Partners

To develop the equality objectives, we have engaged with our residents, engaged with our workforce and used relevant information. This information includes Equality and Human Rights Commission (EHRC) research reports, Welsh Government reports and policies and Carmarthenshire County Council policies.

Public services in Mid and West Wales joined together to ask the public their views on equalities. This included a survey and engagement events during May-June 2019. The survey gathered views on how people from different backgrounds experience six major areas of life, based on the 'Is Wales Fairer 2018?' domains of:

- Education
- Work
- Living Standards
- Health
- Justice and Personal Security
- Participation.

The partnership included Ceredigion County Council, Carmarthenshire County Council, Pembrokeshire County Council, Powys County Council, Dyfed Powys Police, the Police and Crime Commissioner, Hywel Dda University Health Board, Powys Teaching Health Board, Mid and West Wales Fire and Rescue Service, Brecon Beacons National Park and Pembrokeshire Coast National Park.

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

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

- Detailed consultation reports for the Dyfed Powys region and specifically Carmarthenshire
- Is Wales Fairer 2018?

Available through Llinos Evans

Strategic Equality Plan

Carmarthenshire County Council

2020-2024

Carmarthenshire County Council

Our commitment

This Strategic Equality Plan sets out the principles of our commitment to equality and diversity and outlines how we intend to fulfil our responsibilities as an employer, a service provider and as a community leader.

We are committed to treating our staff, and the people of Carmarthenshire, fairly. We will make sure that we do not discriminate against people because of their age, disability, ethnic origin, nationality, religion, belief or non-belief, social class, gender, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents or for any other unfair reason.

We are committed to ensuring the delivery of excellent public services to everyone living, working, studying and visiting Carmarthenshire.

This Plan outlines how we will promote equality and diversity from 2020 until 2024, some of the practical steps we will be taking to put our commitments into practice and how we will monitor our performance and the effectiveness of this Strategic Plan.

How to contact us:

Comments and suggestions as to how the council can improve and best perform as an equal opportunities' organisation can be submitted at any time to the:

Policy & Partnership Team
Carmarthenshire County Council
County Hall
Carmarthen
SA31 1JP

equalities@carmarthenshire.gov.uk

Accessible formats

If you would like this publication in an alternative format and/or language, please contact us. All publications are also available to download and order in a variety of formats from our website.

Understanding our duties

The Strategic Equality Plan has been developed so that we can set out how we aim to meet our commitment to equality and the legal obligations of the Equality Act 2010.

Within the Equality Act 2010, public bodies have an additional responsibility to meet the Public Sector Equality Duty, as outlined below:

Public Sector Equality Duty

The General Duty

When making decisions and delivering services, we must have due regard to:

- Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
- Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

When thinking about how to advance equality of opportunity between persons who share a relevant protected characteristic and those who do not, we also need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of the person who do not share it
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The Specific Duties

The Equality Act provides a power to make regulations imposing duties on public bodies to support better performance of the General Duty; these are the Specific Duties for Wales. The Specific Duties underpin the General Duty and have been developed around four main principles:

1. Use of evidence
2. Consultation and involvement
3. Transparency
4. Leadership

The Welsh Government published regulations that introduced the Specific Duties for Wales in March 2011, which set out the actions Carmarthenshire County Council must take to comply:

- Setting Equality Objectives and publishing a Strategic Equality Plan
- Ensuring that we engage with people who have an interest in how the Council's decisions affect them
- Collecting and publishing information relevant to compliance with the General Duty
- Carrying out Equality Impact Assessments and publishing the results if there is a substantial impact identified
- Publish employment monitoring information annually
- Promote knowledge and understanding of the General Duty amongst our employees and use our staff appraisal procedures to identify and address the training needs of our employees
- Set a gender pay equality objective where a gender pay difference is identified
- Consider including conditions relevant to the General Duty in our procurement processes.

Who is protected under the Equality Act 2010?

Everyone is protected under the Equality Act; however, the General and Specific Public Sector Duties refer to Protected Characteristics. These are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Welsh language

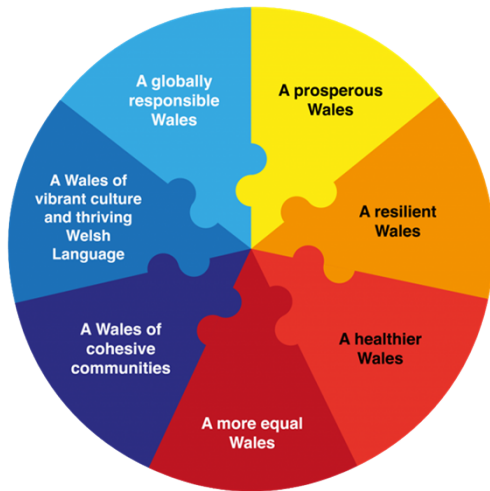
In Carmarthenshire, there is also a need to have regard to the Welsh Language. Although this falls under a separate legislative framework, namely the Welsh Language Measure (Wales) 2011, there is a considerable tie-in between the council's wider approach to equalities and diversity and the commitment the council has towards the Welsh Language – and especially the need to ensure that people can use the language of their choice (Welsh or English) when dealing with the council. The requirements to Assess for Impact in relation to the characteristics identified in the Equality Act 2010, applies equally to the Welsh Language.

Further information on the Welsh language Standards can be found on the council's website or through the Welsh language Commissioner.

The Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations Act gives us the ambition, permission and legal obligation to improve our social, cultural, environmental and economic well-being.

The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change. Carmarthenshire County Council is committed to imbedding the Well-being of Future Generations Act into all its service delivery and activities.



The Wellbeing of Future Generations (Wales) Act 2015 and the Wellbeing Goals of ‘a more equal Wales,’ ‘a Wales of cohesive communities’ and ‘a Wales of vibrant culture and thriving Welsh language’ are an integral part of our Strategic Equality Plan. As part of our work, we have considered the ‘A More Equal Wales’ and a ‘Wales of Cohesive Communities’ journey checkers, as published by the Future Generations Commissioner for Wales and will continue to consider our role as an Enabler whilst action planning.

Long term



The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

Prevention



How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Integration



Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.

Collaboration



Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

Involvement



The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Developing and setting our Strategic Equality Objectives

To develop the equality objectives, we have engaged with our residents, engaged with our workforce and used relevant information. This information includes Equality and Human Rights Commission (EHRC) research reports, Welsh Government reports and policies and Carmarthenshire County Council policies.

1. Equality and Human Rights Commission's 'Is Wales Fairer 2018?'

In October 2018, the Equality and Human Rights Commission (EHRC) published 'Is Wales Fairer 2018?', a comprehensive review of how Wales is performing on equality and human rights. The report provides valuable data and evidence that will support the efforts of all public bodies to reduce inequality across Wales. The evidence points to five significant findings:

- Steps in the right direction have taken place
- Socio-economic disadvantage exists
- Disabled people are falling further behind
- Challenges to women's safety and career progression exist
- Race inequality persists.

To see the report please click [here](#).

The challenges identified in the report have been set out taking a thematic approach, as follows:

- Education
- Work
- Living Standards
- Health
- Justice and Personal Security
- Participation.

2. Strategic Equality Plan Survey – Mid and West Wales Collaboration

Public services in Mid and West Wales joined together to ask the public their views on equalities. This included a survey and engagement events. The survey gathered views on how people from different backgrounds experience six major areas of life, based on the 'Is Wales Fairer 2018?' domains, as listed above.

The partnership included Ceredigion County Council, Carmarthenshire County Council, Pembrokeshire County Council, Powys County Council, Dyfed Powys Police, the Police and Crime Commissioner, Hywel Dda University Health Board, Powys Teaching Health Board, Mid and West Wales Fire and Rescue Service, Brecon Beacons National Park and Pembrokeshire Coast National Park.

3. Local and National policies and guidance

Corporate Strategy 2018-2023

The 2018-2023 strategy sets out the direction for the local authority over the next five years, incorporating our improvement and well-being objectives as defined by legislation. It also includes the Executive Board's key projects and programmes for the next five years, through the 'Moving Forward in Carmarthenshire' plan.

The strategy outlines the council's vision for the future in 15 well-being objectives under four key themes – to support residents to start well, live well and age well in a healthy, safe and prosperous environment.

A variety of services will be provided to meet these aims, each delivered in line with the council's Core Values, which underpin and guide the way that we work, the way we improve and the way we make decisions in our community.



Social Services and Well-being (Wales) Act 2015

The Social Services and Well-being (Wales) Act came into force on 6 April 2016 and provides the statutory framework to deliver the Welsh Government's commitment to transform social services in Wales to improve the well-being of people who need care and support and carers who need support.

The Act sets out a definition of well-being for people who need care and support and enacts the principle that everyone has the right to be heard as an individual to shape the decisions that affect them and to have day to day control of their lives.

Action on Disability: The Right to Independent Living

The Welsh Government's Framework for Action on Independent Living was first published in 2013 and set out actions to promote an inclusive and enabling society. During 2019, the framework has been revised and republished with a clear aim to support people with a wide range of impairments, including those who have physical or sensory impairments, learning difficulties or are mental health service users which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

Carmarthenshire County Council's Equality Objectives

Taking the above evidence into account and weighing up with any other relevant information we have set the following equality objectives for 2020-24 for Carmarthenshire County Council:

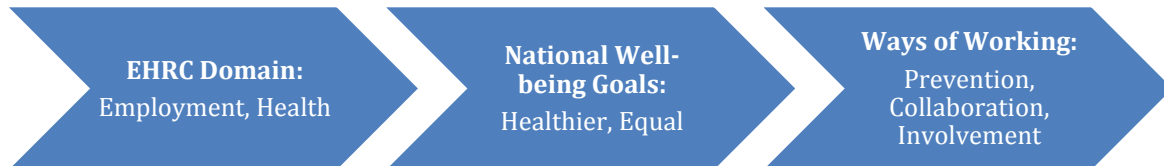
- 1. Being a leading employer**
- 2. The needs and rights of people with Protected Characteristics shape the design of services**
- 3. Safe and Cohesive communities that are resilient, fair and equal**
- 4. Improving access to our services and access to our environment.**

The above equality objectives are based on the needs and issues raised during engagement and consultation and '*Is Wales Fairer 2018?*'. We have also considered the Strategic Objectives as set by the Welsh Government and how we are able to contribute to those objectives.

We have not taken the approach of setting an objective for each characteristic but have set objectives based on the needs and issues that people with protected characteristics face. Where a specific protected characteristic is particularly disadvantaged we have recorded this in the background information for each objective. We have also included specific action in our action plan to address disproportionate or specific disadvantages faced by individual protected characteristics.

Objective 1: Being a leading employer

To be a leading employer, with key workplace policies and opportunities to influence. Ensuring that our Elected Members and staff take responsibility for equality and diversity and are aware of equality needs.



Feedback from the **Mid and West Wales Equality Survey 2019** shows that a person's protected characteristic is perceived to profoundly impact their experiences of work. The top four groups related in the survey as having worse experiences of work than the population were:

- Disabled people
- Older people
- Pregnant or recently given birth
- Transgender people.

Younger people, BME, LGB and Females were also identified as having generally a worse experience of employment in comparison to the population.

The key findings from **'Is Wales Fairer 2018?'** note that Disabled people's employment rate is less than half that of non-disabled people. Seven out of ten mothers have had a negative or discriminatory experience during pregnancy, maternity or when returning to work. The report also finds that apprenticeships remain strongly segregated with under-representation from ethnic minorities and disabled people.

As an initial step, we will take action to:

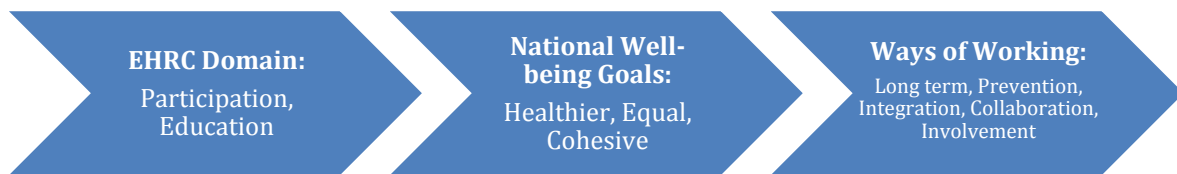
- Promote our commitment to the Disability Confident Employer scheme and act to improve how we recruit, retain and develop disabled people
- Continue to close and monitor pay differences and continue to publish an annual Workforce Pay Gap report
- Improve our workforce equality information and Welsh language skills data from current and new staff
- Mainstream Equality and Diversity in our Learning & Development opportunities
- Ensure that staff involved in recruitment and management receive effective training around unconscious bias
- Continue to support and promote our staff Well-being through various initiatives such as the 'Time to Change' pledge
- Review existing policies (e.g. adoption, maternity, paternity and parental leave) to ensure that they use gender neutral language throughout

- Promote and monitor our workplace policies, such as Flexible Working, Equality and Diversity and Behavioural Standards
- Promote and enact our membership with the Stonewall Diversity Champions programme
- Develop Transgender guidance to support our employees and managers in understanding the experience and process of transitioning and the potential barriers that may inhibit a trans person in reaching their potential in the workplace
- Promote key workplace messages based on the Carmarthenshire Equalities and Diversity Calendar
- Support the EHRC pledge 'Working Forward' which supports pregnant women and new parents
- Introduce a diversity mentoring scheme to enable staff from under-represented groups to reach their full potential.

We will continually review our action plan to ensure we make progress against this objective.

Objective 2: The needs and rights of people with Protected Characteristics shape the design of services

Fostering equality of opportunity and outcomes for all. By adopting an approach based on removing barriers which prevent people fulfilling their potential, we will create better policies and services for all.



Feedback from the **Mid and West Wales Equality Survey 2019** confirms that people's experiences of influencing decisions vary according to their demographic group. The three top groups are as follows:

- Younger people
- Disabled people
- Black and Minority Ethnic people

Only people who are male or people who can speak Welsh were perceived to have a better experience.

'**Is Wales Fairer 2018?**' confirms that Women remain to be under-represented among local election candidates and in public appointments. There is limited data on the representation of disabled people and people from ethnic minorities.

As an initial step, we will take action to:

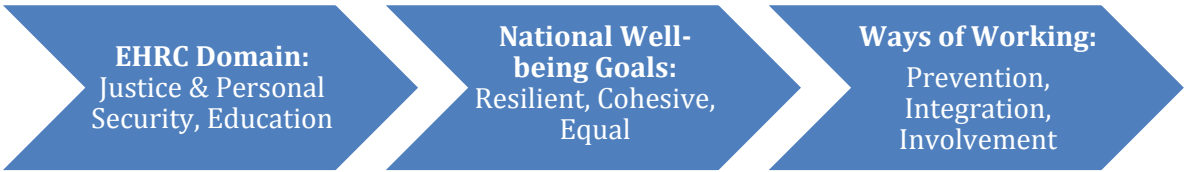
- Ensure that 'due regard' is given to all Protected Groups through our Integrated Assessment process and that support / challenge is provided on key managerial and policy-based decisions
- Ensure that our Elected Members have the best possible evidence and information, on which to base their decisions
- Consider the Socio-Economic Duty for Wales and its implementation across all departments (The socio-economic duty is a duty on public authorities to address the inequality that arises from socio-economic disadvantage, and to place this objective at the core of their policies and programmes)
- Strengthen our relationship with Protected Groups through forums such as Equality Carmarthenshire, the Carmarthenshire Disability Partnership and the 50+ Forum
- Enable the Carmarthenshire Disability Coalition to influence policy decisions and key developments, in partnership with other public sector bodies
- Encourage and support age-friendly communities
- Encourage and support Dementia friendly communities

- Review and develop our Engagement Policy to establish a range of engagement methods
- Support County Youth Council/Youth Forum structures to be as inclusive as possible and informed by and linked to their local democratic structures
- Identify and address any gaps in the groups / forums of young people engaged for consultation and engagement to ensure they are fully inclusive
- Create and implement a new Children and Young Peoples Participation & Children's Rights Strategy to ensure the Council delivers on its statutory and moral obligations for ensuring children and young people have their say on decisions that affect them
- Revisit and review the 2015 Children's Rights Promise that set out a clear commitment to children's rights
- Adopt the National Standards for Children and Young People's Participation and work with 5 services to complete National Standards Self- Assessments.

We will continually review our action plan to ensure we make progress against this objective.

Objective 3: Safe and Cohesive communities that are resilient, fair and equal

To foster good relations between those who share a protected characteristic and those who do not by building cohesive communities and tackling prejudice. Working in partnership to ensure that victims who experience abuse, harassment, hate crime or bullying have access to advice and support.



Getting on Together in a community

Feedback from the Mid and West Wales Equality Survey 2019 consider four demographic groups to have markedly worse experiences of **‘Getting on Together in a community’**, which are:

- Disabled people
- Transgender people
- Black and Minority Ethnic people
- Lesbian, Gay and Bisexual people.

Welsh speakers were believed to have the best experiences of getting on well together in a community with the other protected characteristics perceived to have a broadly neutral experience within this domain.

The key findings from **‘Is Wales Fairer 2018?’** note that loneliness, isolation and a reduced sense of belonging are significant issues facing older people, disabled people, carers, new parents, BME people and Lesbian, Gay or Bisexual people.

Crime

Feedback from the **Mid and West Wales Equality Survey 2019** consider four demographic groups to have a significantly worse experience of crime in comparison to the population as a whole:

- Black and Minority Ethnic people
- Disabled people
- Transgender people
- Lesbian, Gay and Bisexual people.

Overall, it was noted that all demographic groups are seen to have worse experiences of crime in comparison to the population as a whole.

'Is Wales Fairer 2018?' confirms that the number of recorded hate crimes has increased across all recorded protected characteristics in Wales, particularly for disability hate crimes. Of the 61 reported hate crimes in Carmarthenshire from April to July 2019, 49 were in relation to a persons Race, five in relation to Sexual Orientation, four in relation to Disability and three noted as 'other' reasons.

There has been a sharp increase in the number of sexual and domestic violence offences reported to, and recorded by, the police since 2015.

As an initial step, we will take action to:

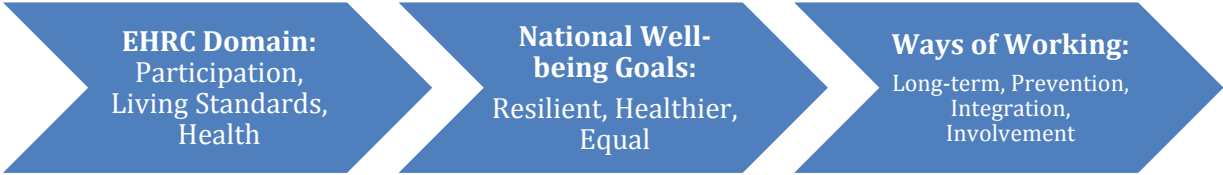
- Implement the Community Cohesion National Delivery Plan
- Continue to raise awareness of hate crime and to signpost potential victims to report and support services
- Monitor and respond to community tensions relating to the Brexit process
- Signpost EU citizens living in Carmarthenshire to the Home Office EU Settlement Scheme and provide the appropriate level of local authority support
- Implement the Carmarthenshire Equality and Diversity Calendar and review the focus on an annual basis. Examples will include Black History Month, Hate Crime Awareness Week, the International Day Against Homophobia, Transphobia and Biphobia and White Ribbon Day
- Implement and promote the 'Every Learner Matters' strategy, to promote equity, Well-being, Inclusion and Excellence in our learning communities
- Support Carmarthenshire Schools to develop and monitor their Strategic Equality Plans and Objectives
- Support Carmarthenshire Schools to monitor and address Identity Based Bullying.

We will continually review our action plan to ensure we make progress against this objective.

Objective 4: Improving access to our services and access to our environment

To ensure fair and equal access to services by ensuring that people with Protected Characteristics are treated with dignity and respect and meeting their needs where they are different to the needs of other people.

As part of this Objective, we will consider feedback in relation to the domains of Access to Care and Support, Housing, Access to Transport, Leisure and access to the Coast and Countryside and Access to information and digital services.



Worst experiences of...			
	1	2	3
Care and support	Disabled people	Older people	Younger people
Housing	Younger people	Disabled people	Single people
Access to Transport	Disabled people	Older people	Pregnant women / recently given birth
Leisure and access to Coast & Countryside	Disabled people	Older people	Pregnant women / recently given birth
Access to information and digital services	Older people	Disabled people	Black and Minority Ethnic people

‘Is Wales Fairer 2018?’ concludes that the lack of accessibility of the rail network in Wales, and a reduction in bus services in rural areas, creates barriers to social and economic participation for households without cars, for older people in rural areas, and for disabled people. The report also highlights that with increasing digitisation of services and communication, being older, a disabled person, having no qualifications, or living in social housing remain risk factors for digital exclusion, although personal internet use is improving among older people.

There continues to be areas of digital exclusion, particularly in rural areas of Wales. These connectivity issues have also been highlighted through the ‘Moving Rural Carmarthenshire Forward’ report, as approved in September 2019 by Carmarthenshire County Council.

Ensuring that digital services are accessible is required by the Equality Act 2010 in many situations because a failure to do so will amount to unlawful discrimination.

As an initial step, we will take action to:

- Work within the ethos of the Social Services and Well-being Act to ensure that people have received the right information and advice when needed
- Work with individuals and organisations from the sensory loss community to embed the All Wales Standards for Accessible Communication and information
- Revise the 'Getting your message across' guide to staff
- Identify a consistent approach to diversity monitoring of service users and citizens
- Work with key stakeholders to ensure inclusive design principles for all new premises and developments.

We will continually review our action plan to ensure we make progress against this objective.

Next Steps

During the first year of implementation, the Policy and Partnership Team will work closely with departments, stakeholders and our communities to prepare a detailed action plan. The actions will be monitored and updated through our Annual Report.

Appendix 1: About Carmarthenshire

According to the 2011 Census, the population of Carmarthenshire was 183,777 persons. This represents a numerical increase of 10,935 persons and a percentage increase of 6.3% since the last Census was undertaken in 2001. In comparison, the population of Wales increased by 5.5% over the 10-year period, while the total increase for England and Wales was slightly higher at 7.8%, confirming that Carmarthenshire's growth pattern is fairly consistent with the England and Wales average.

Carmarthenshire has a population density of 0.8 persons per hectare, which is lower than 17 of the 22 Unitary Authorities in Wales. The most densely populated settlements in Carmarthenshire are, in descending order, Tyshia, Lliedi, Bigyn and Pontamman. Carmarthenshire's International Labour Organisation (ILO) unemployment rate – which comprises individuals who are unemployed and actively seeking work – was 3.1% in the year ending June 2019, the lowest rate since 2006 and lower than the Wales average of 4.2%. However, over the trend period (June 2008 – June 2018), the number of persons in Carmarthenshire who may be classified as 'long term unemployed' (those in receipt of Job Seekers Allowance for a duration exceeding 6 months) has risen by 25.1%, (265 persons).

Population change in Carmarthenshire mirrors patterns of growth observed throughout Wales for all but one age group. This anomaly is present in the 0-15 age group, where an almost two percent decrease in children aged 0 to 15 years between 2001 and 2011 in Carmarthenshire contrasts with a 1.3% increase on a national scale over the same period. Excluding a minimal increase of 9.4% in the 0-4 age group in Carmarthenshire since the last Census, the county's young population, specifically those aged between 5 and 14 years, has experienced a 7.1% reduction. In contrast, Carmarthenshire's young adult population (18-24) has risen significantly. The 2011 Census records a 20.3% increase in this age category which, for the most part, may be accredited to the developments in the higher education sector (Coleg Sir Gâr & Trinity Saint David).

The most dramatic increase was observed amongst the older age groups, in particular those aged between 60 – 74 years and 85 years and over, where increases of 24.1% and 32.4% respectively were reported. Both increases were above the Wales average of 21.2% (60 – 74 years) and 27.7% (85 years and over) and reinforce the model of an ageing population, whereby a greater number of Carmarthenshire residents are concentrated in older age groups above pensionable age.

If we could shrink Carmarthenshire’s population into a village of approximately 100 people, with all the existing human ratios remaining the same, there would be:

(INFOGRAPHIC)

- 49 Males and 51 Females (2011 Census)
- 18 children aged under 16 (2011 Census)
- 61 people of working age (2011 Census)
- 21 people of pensionable age (2011 Census)
- 44 people able to speak Welsh (2011 Census)
- 98 people from a white background and 2 from a non-white background (2011 Census)
- 6 – 9 people would be Lesbian, Gay or Bisexual (Stonewall Cymru)
- 14 people with a limiting long-term illness (2011 Census)
- 13 people would be providing unpaid care (2011 Census)
- 2 of the working age population with a disability (DWP Stats November 2018)
- 62 people who were Christian, 1 person would be of other religion and 29 would have no religion (8 would prefer not to state their religion) (2011 Census)
- 13 households would be earning less than £10,000 per year and 5 households would be earning over £80,000 per year (CACI Paycheck 2018)
- 18 people from the total population claiming key Department of Work and Pension benefits (DWP Stats November 2018)
- 18 lone parent households (2011 Census)

When we consider our County from such a compressed perspective, the need for acceptance, respect, understanding and knowledge of equality and diversity issues becomes apparent.

EXECUTIVE BOARD

Monday, 24 February 2020

PRESENT: Councillor E. Dole (Chair)

Councillors:

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

Also in attendance:

Councillors D.M. Cundy, R. James, K. Lloyd and K. Madge

The following Officers were in attendance:

W. Walters, Chief Executive

J. Morgan, Director of Community Services

C. Moore, Director of Corporate Services

Mrs R. Mullen, Director of Environment

L.R. Jones, Head of Administration and Law

P.R. Thomas, Assistant Chief Executive (People Management & Performance)

J. Morgan, Head of Homes & Safer Communities

A Bowen, Investment and Income Manager

S. Davies, Head of Access to Education

D. Hockenull, Marketing and Media Manager

L Morris, Senior Press Officer

L. Jenkins, Democratic Services Officer

E. Bryer, Democratic Services Officer

Chamber, County Hall, Carmarthen, SA31 1JP - 10.00 - 11.15 am

Prior to commencement of the meeting, the Executive Board extended its sympathy to all those who had been impacted by the recent storms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C.A. Campbell and J. Tremlett.

2. DECLARATIONS OF PERSONAL INTEREST

Councillor / Officer	Minute Number	Nature of Interest
Cllr. E. Dole	12 – Model Teachers' Pay Policy 2019/20	Daughter-in-law is a teacher
Cllr. L. Evans	12 – Model Teachers' Pay Policy 2019/20	Daughter is a teacher
Cllr. P. Hughes-Griffiths	12 – Model Teachers' Pay Policy 2019/20	Daughter is a teacher
W. Walters (Chief Executive)	12 – Model Teachers' Pay Policy 2019/20	Brother is a supply teacher

3. MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 3RD FEBRUARY 2020

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 3rd February, 2020 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

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

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that no public questions had been received.

6. REVENUE BUDGET STRATEGY 2020/21 TO 2022/23

The Executive Board considered a report which brought together the latest proposals for the Revenue Budget 2019/2020, provided indicative figures for the 2021/2022 and 2022/2023 financial years and summarised the latest budgetary position giving an update on the budget validation, spending pressures, the Welsh Government final settlement and the responses from the budget consultation.

The Executive Board Member for Resources outlined to the Board a number of factors influencing the budget, including the fact that the final settlement from the Welsh Government would not be received until the 25th February 2020. The updated information in respect of grants and assumptions had provided additional funding compared to the provisional budget that was agreed on the 6th January 2020.

The Executive Board Member for Resources advised that full details of the provisional settlement was included within the report; the Local Government funding on an all Wales basis had increased by 4.3% with Carmarthenshire receiving 4.4%. This reflected the recognition of the unprecedented level of financial pressures facing Local Authorities. Despite the increased funding, savings were still required.

With the final settlement from Welsh government due on the 25th February 2020, the report sought authority for the Director of Corporate Services in liaison with the Leader, Chief Executive and the Executive Board Member for Resources to make any necessary adjustments to the Budget Strategy prior to County Council on the 3rd March 2020.

The Executive Board was advised that as and when information had been made available the report had been adjusted accordingly. Excluding teachers pensions cost the total validation added approximately £11.8m onto the budget. The report highlighted the high level of uncertainty around pay, however the budget had allowed for 2.75% increase each year. This pay offer did not apply to teachers who were covered by a separate National pay arrangement. The September 2019 award was set at 2.75% and this level was assumed for future years, however this was recognised as a key budget risk.

The Executive Board Member for Resources advised the Executive Board that a further £311K had been added to the schools budget, taking the overall increase in schools delegated budgets to £10.1m demonstrating significant support to schools and providing the same spending power as the current year.

Reference was made to the compressed budget timetable and that despite this the consultation process had been a success with over 2,000 responses received. The consultation had allowed for debate on the budget and provided significant feedback. Taking into account the outcome of the consultation and the budget adjustment the following proposals had been removed:

- The closure of Whitland Household Waste Recycling Centre.
- Closure of public toilets.
- Reduction of the Youth Support Services budget.
- Increase to cemetery charges.

Additionally, the proposed increased charges in respect of leisure services would now be met through increased usage, negating the need for increased charges.

The Executive Board Member for Resources advised that the proposed efficiency on the ALN budget be deferred to year 3 along with the proposed administration fee for self-funded residential placements. He also proposed that due to service pressures the following should be applied:

- £128K additional Social Care workforce grant be applied to Social Services.
- £140K provided towards highways budgets to improve roads and capacity.
- £140k delegated to the Director of Education to prioritise according to departmental requirements.

It was proposed to the Executive Board that a Council Tax increase of 4.89% be implemented to enable delivery of the Strategy.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:-

- 6.1 That the Budget Strategy for 2020/21, be approved.**
- 6.2 That the Band D council Tax for 2019/20 be set at £1,255.17 (an increase of 4.89% for 2019-2020).**
- 6.3 That the £560k recurrent funding available balance be allocated, as detailed above.**
- 6.4 That the provisional Medium Term Financial Plan be approved as a basis for future years financial planning.**
- 6.5 That the Director or Corporate Services, in consultation with the Chief Executive, Leader and Executive Board Member for Resources be delegated the authority to make any amendment necessary as a consequence of the Welsh Government final settlement due on the 25th February 2020.**

7. FIVE YEAR CAPITAL PROGRAMME 2020/21 TO 2024/25

The Executive Board considered a report which brought together the latest proposals for the Five-Year Capital Programme (Council Fund) 2020/221 to 2024/2025, taking into account the consultation exercise undertaken and the revenue implications arising from the capital programme.

The Board noted that the capital programme proposed gross expenditure for 2020/21 of £106.393m, with projected funding of £57.563m from the County Council through the use of borrowing, capital receipts, reserves and general capital grant and the balance of £48.830m coming from external sources.

The Board was advised that the capital programme was projected to be fully funded over the five year period from 2020/21 through to 2024/2025.

The Executive Board noted that the programme included projected expenditure on the Swansea Bay City Region Deal projects against which the authority would borrow, with the funding being returned from both Welsh and UK Governments over a 15 year period (from 2018/19).

The Executive Board Member for Resources informed the Board that the proposed capital programme anticipated an estimated spend of nearly £255m over the five years and that the programme optimised the funding opportunities and maximised the funding available from external sources.

The Executive Board was advised that Welsh Government had not provided any forward indicators in respect of general capital funding beyond 2020/21 and that due to this the programme was based on future years supported borrowing and general grant being of the same levels as 2020/21.

The Executive Board Member for Resources confirmed that investment had been made in 21st Century Schools Programme, Highways, Regeneration and Housing. Within Community Services, the capital programme made investment in leisure and cultural services including £1.9m into Oriol Myrddin, £650k into Carmarthen Leisure Centre and the continued support for private sector housing in 2024/25 for Disabled Facilities Grants.

The Executive Board was advised that there would be continued support for highways improvements, bridge maintenance and road safety schemes into 2024/25. Funding on highway maintenance would be bolstered in 2020/21 through the Road Refurbishment Grant provided by Welsh Government.

The Executive Board Member for Resources advised that it had been possible to make additional commitments across the Council's estates with £2.5m provision for essential work to County Hall, £500k for works at Ty Elwyn and £3.9m towards the continued maintenance across the estate in 2020/24. New monies would be provided for Zero Carbon initiatives across the estate.

Additionally, £2.7m of additional funding from Welsh Government would be utilised for the maintenance of school buildings. £4m was included for the redevelopment of Llandeilo Market Hall and £850k for the continued investment in Glanamman Industrial Estate. £500k had also been allocated towards the actions required following the Climate Emergency that was declared in 2019/20.

The Executive Board Member for Resources asked the Executive Board to note the comprehensive details set out in Appendix B of the report, together with the reserve list of priorities.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT

- 7.1 The Five-Year Capital Programme and its funding, as detailed in Appendix B to the report, with 2021/22 being a hard budget and 2021/22 to 2024/25 soft/indicative budgets be approved**
- 7.2 The programme be reviewed if anticipated external or County Council funding did not materialise**
- 7.3 The Capital Strategy, as detailed in Appendix C, be approved**
- 7.4 The Director of Corporate Services, in consultation with the Chief Executive, Leader and Executive Board Member for Resources be delegated the authority to make any amendments necessary as a consequence of the Welsh Government final settlement due on the 25th February 2020.**

8. HOUSING REVENUE ACCOUNT BUDGET 2020/21 TO 2022/23 AND HOUSING RENT SETTING FOR 2020/21

The Executive Board considered a report prepared by the Director of Corporate Services, in conjunction with officers from the Communities Department that brought together the latest proposals for the Revenue and Capital Budgets for the Housing Revenue Account 2020/21 to 2022/23. It was noted that the report had been considered, and endorsed, by the Community Scrutiny Committee at its meeting held on the 5th February 2020 as part of the budget consultation process.

The report had been prepared reflecting the latest proposals contained in the Housing Revenue Account (HRA) Business Plan, being the primary financial planning tool for delivering the Carmarthenshire Homes Standard *Plus* (CHS+) for the future. It was noted that the proposed investment within the current business plan had delivered the CHS by 2015 (to those homes where tenants had agreed to have the work undertaken) provided investment to maintain the CHS+ and continued investment for the Council's Affordable Housing Commitment.

The Executive Board Member for Resources advised that capital investment in the region of £230m had delivered the Carmarthenshire Home Standard for tenants and a further £49m had been spent in maintaining the CHS+ home standard for properties and tenants. Over the next 3 years it was expected that a further £49m would be spent on maintaining and upgrading the housing stock.

The Executive Board was reminded that since 2015 the Authority had been required to adopt the Welsh Government Policy for Social Housing Rent Harmonisation, meaning that the proposed rent increase was prescribed by Welsh Government guidance and provided an equitable distribution of the rents for the social sector tenants. The policy ended in 2018/19 and an interim policy for 2019/20 was put in place by Welsh Government and have now developed a new policy for implementation in 2020/21. This policy allowed Local Authorities within their target rent band to increase rent by CPI +1% only. It also allowed for the level of rent for individual tenants to raise by up to an additional £2 over and above CPI

+1% for rent harmonisation, on condition that total rental income collected by the social landlord increased by no more than CPI +1%.

The new policy would apply for 5 years from 2020/21 and contained additional criteria around tenant satisfaction, space standards, minimisation of evictions and energy efficiencies. It also identified the need to decarbonise social housing stock, which would be a major investment for Authorities.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL TO:-

- 8.1 Increase the average housing rent as per the Welsh Government's Social Housing Rents Policy :-**
 - a) Properties at target rents to increase by 2.53%**
 - b) Those rents below target rent are increased by 2.53% and are progressed by a maximum of £1 per week**
 - c) Those rents above target be frozen until such time as they meet the target rent**
 - d) Thereby producing an increase on average housing rent of 2.7% or £2.36.**
- 8.2 To implement maximum progression of £1.00, for rents below target, until target rents are achieved.**
- 8.3 To maintain garage rents at £9.00 per week and garage bases at £2.25 per week.**
- 8.4 Apply the service charge policy to ensure tenants who received the benefit from specific services paid for those services.**
- 8.5 Increase charges for using the Council's sewerage treatment works in line with the rent increases.**
- 8.6 Approve the Housing Revenue Account Budget for 2020/21 (with 2021/22 and 2022/23 being soft budgets) as set out in Appendix B.**
- 8.7 Approve the proposed Capital Programme, and applicable funding, for 2020/21 and the indicative spends for the future years 2021/22 to 2022/23 as set out in Appendix A.**

9. THE CARMARTHENSHIRE HOMES STANDARD PLUS (CHS+) BUSINESS PLAN 2020-23

The Executive Board considered the Carmarthenshire Homes Standard Plus (CHS+) Business Plan 2020-2023 plan the purpose of which was to:

- Explain the vision and detail of maintaining and improving the Carmarthenshire Homes Standard Plus over the next three years, and what it means for tenants
- Set out the intention to develop a new Carmarthenshire standard by continuing to move towards carbon neutral homes, both existing and new, ensuring new supply chain, jobs and training opportunities are delivered
- Confirm the financial profile, based on current assumptions, for the delivery of the CHS+ over the next three years
- Produce a business plan for the annual application to Welsh Government for Major Repairs Allowance (MRA) for 2020/21, equating to £6.1m.

The Executive Board Member for Housing highlighted that the report detailed the intention to work with partners in developing a new Carmarthenshire standard by

continuing to move towards carbon neutral homes, both existing and new. With the assistance of Cardiff University, the Authority had been working on the retrofitting of a range of low carbon technologies including renewable energy supplies, energy storage and energy demand reduction technologies. Monitoring equipment had been installed and the results would be analysed in terms of cost, benefits to tenants and ease of use.

The Executive Board was advised that nearly £49m had been set aside to maintain the CHS+ for existing tenants over the next 3 years to enable tenants to benefit from homes that are carbon friendly and cheaper to run.

The Executive Board Member for Housing confirmed that the Authority was on the verge of achieving its promise of delivering 1,000 more affordable homes by 2021. This had been achieved by buying houses on the market, bringing empty houses back in to use and by building new homes. Over 60 households have been housed through the Accessible Housing Register ensuring that the homes met their specific housing needs.

The Executive Board Member for Housing stated that while much had been achieved, it was recognised that there was still more to be done but the Authority was ready to face the challenges. It was detailed in the published plan the intention of the Authority to develop a new build programme for Cartrefi Croeso to enable the maximisation of housing especially in rural areas. The work to build new Council homes at Dylan had already started and with nearly £52m available to spend over the next three years on building more Council homes this would align with the wider housing investment programme. This would enable the Authority to focus on the proposed development in the Tyisha ward, the Wellness Village, Town Centres and rural towns.

The Executive Board was advised that the Authority was aware that the introduction of Universal Credit had presented a challenge for tenants in managing their monthly budgets, but the action plan implemented by the Authority had reduced the impact as much as possible for them.

The Executive Board Member for Housing advised that these were exciting times and also a time of uncertainty for tenants, however the Authority had been able to keep the rent increase for 2020/21 at an average of 2.7% and that this achievement should not be underestimated. Over the next year the Authority would need to ensure clarity from Welsh Government on future financial priorities in terms of maintaining existing standards, introduction of new standards to support the decarbonisation agenda and building affordable homes for those in need.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL THAT:-

- 9.1 The vision of the CHS+ and the financial and delivery programme over the next three years be confirmed.**
- 9.2 The submission of the 2020/23 Business Plan to Welsh Government be confirmed.**
- 9.3 The intention to develop a new Carmarthenshire standard by continuing to move towards carbon neutral homes, both existing and new, ensuring new supply chain, jobs and training opportunities are delivered be noted.**

10. TREASURY MANAGEMENT POLICY AND STRATEGY 2020-21

The Executive Board was reminded that as part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Council had agreed to maintain a Treasury Management Policy detailing the policies and objectives of the Authority's treasury management activities and to also approve a Treasury Management Strategy annually before the start of the financial year to which it related. In addition, under the Local Government Act 2003, the Council was required to approve the Treasury Management Indicators for the coming year.

In accordance with the above requirements, the Executive Board considered the Council's Treasury Management Policy and Strategy for the 2020-21 financial year prior to its formal submission to the Council for final adoption.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that:-

- 10.1 The Treasury Management Policy and Strategy for 2020-21 and the recommendations contained therein be approved.**
- 10.2 The Treasury Management Indicators, Prudential Indicators, Minimum Revenue Provision Statement and recommendations therein be approved.**

11. BUSINESS RATES - HIGH STREET AND RETAIL RATES RELIEF SCHEME 2020/21

The Executive Board considered the Business Rates - High Street and Retail Rates Relief Scheme 2020/21, the purpose of which was to consider the adoption of a rate relief scheme being made available to billing authorities by Welsh Government for 2020/21.

The Executive Board Member for Resources reminded the Executive Board that the National non-domestic rates revaluation came into effect from 1st April 2017, the effect of which resulted in some areas benefiting from reductions in rateable values, such as Llanelli Town Centre and other ratepayers seeing significant increases. A Transitional Relief Scheme was announced by Welsh Government to mitigate the impact and limit any increase for ratepayers in small premises by staggering increases over 3 financial years. The Transitional Relief Scheme ended this year.

The Executive Board Member for Resources advised that in 2017 Welsh Government had introduced a further rate relief scheme aimed at helping the retail and hospitality sector. Carmarthenshire County Council adopted this scheme for 2017/18, 2018/19 and 2019/20. This scheme was not limited to town centres although premises in out of town retail parks and industrial estates were excluded as well as businesses in the service sector. This scheme was specifically aimed at high street businesses and retailers such as shops, pubs, restaurants and cafes.

Welsh Government had decided to extend the scheme into 2020-21, the aim of which was to provide support for eligible retail businesses by offering up to £2,500

discount on the non-domestic rates bill per property to retailers occupying premises with a rateable value of between £6,001 and £50,000 in the financial year 2020-21.

UNANIMOUSLY RESOLVED that the 2020/21 High Street and Retail Rates Relief scheme outlined in this report be adopted.

12. MODEL TEACHERS' PAY POLICY 2019/20

[NOTE: Councillors E. Dole, L.D Evans and P. Hughes-Griffiths and W. Walters (Chief Executive) had earlier declared an interest in this item].

The Executive Board considered the Model Teachers' Pay Policy which had been updated to reflect September 2019 pay award as detailed in the School Teachers' Pay and Conditions (Wales) Document 2019. Teaching associations, both regionally and locally, had been fully consulted on the Policy.

The Deputy Leader advised the Executive Board that all schools had to set out a pay policy which also set out the grievance procedures regarding pay. The statement had been revised by the HR Group of the ERW consortium and reflected the 2019 pay award.

The Deputy Leader urged all governing bodies to familiarise themselves with the content of the policy and that the HR department would provide advice and guidance on the adoption of this policy if required.

The Executive Board Member for Education and Children stated that he would be asking the Head of Education Department to send a letter to all governing bodies highlighting their responsibilities regarding this policy.

UNANIMOUSLY RESOLVED that the Model Teachers' Pay Policy 2019/20 be endorsed and circulated to Schools for formal adoption by their Governing Bodies.

13. MODEL UNATTACHED TEACHERS' PAY POLICY 2019/20

The Executive Board considered the Model Unattached Teachers Pay Policy which had been updated to reflect the September 2019 pay award as detailed in the School Teachers Pay and Conditions (Wales) Document 2019.

UNANIMOUSLY RESOLVED that the Model Unattached Teachers' Pay Policy 2019/20 be endorsed and circulated to Schools for formal adoption by their Governing Bodies.

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

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

CHAIR

DATE