

THURSDAY, 3 JUNE 2021

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

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING
OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE**
WHICH WILL BE HELD AT **10.00 AM ON THURSDAY, 10TH
JUNE, 2021** FOR THE TRANSACTION OF THE BUSINESS
OUTLINED ON THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

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

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

POLICY & RESOURCES SCRUTINY COMMITTEE 13 MEMBERS

PLAID CYMRU GROUP – 6 MEMBERS

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

LABOUR GROUP – 3 MEMBERS

- | | | |
|----|------------|--------------|
| 1. | Councillor | Deryk Cundy |
| 2. | Councillor | Kevin Madge |
| 3. | Councillor | John Prosser |

INDEPENDENT GROUP – 3 MEMBERS

- | | | |
|----|------------|----------------------|
| 1. | Councillor | Sue Allen |
| 2. | Councillor | Anthony Davies |
| 3. | Councillor | Giles Morgan (Chair) |

NEW INDEPENDENT GROUP – 1 MEMBER

- | | | |
|----|------------|--------------|
| 1. | Councillor | Jeff Edmunds |
|----|------------|--------------|

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM
3. PUBLIC QUESTIONS (NONE RECEIVED)
4. REVENUE & CAPITAL BUDGET MONITORING REPORT 2020/21. 5 - 48
5. COUNCIL CCTV POLICY. 49 - 64
6. CARMARTHENSHIRE PUBLIC SERVICES BOARD WELL-BEING PLAN ANNUAL REPORT 2020-2021. 65 - 86
7. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - DECEMBER 2020, FEBRUARY & MARCH 2021. 87 - 106
8. POLICY & RESOURCES SCRUTINY COMMITTEE ANNUAL REPORT 2020/21. 107 - 120
9. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT. 121 - 122
10. FORTHCOMING ITEMS 123 - 134
11. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 30TH APRIL 2021. 135 - 138

This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE 10th JUNE 2021

REVENUE & CAPITAL BUDGET MONITORING REPORT 2020/21

To consider and comment on the following issues:

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

Reasons:

- To provide the Committee with an update on the latest budgetary position, as at 28th February 2021, in respect of 2020/21.

To be referred to the Executive Board for decision: NO

Executive Board Member Portfolio Holders:

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

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

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
10th JUNE 2021

**Revenue & Capital Budget
Monitoring Report 2020/21**

The Financial Monitoring report is presented as follows:

Revenue Budgets

Appendix A – Authority Corporate Budget Monitoring Report

Overall, the monitoring report forecasts an end of year underspend of £1,980k on the Authority's net revenue budget with an underspend at departmental level of £1,872k.

At a high level this is due to a combination of:

- substantial additional grant funding expected to be received from Welsh Government before year end, which also includes funding for schools of approximately £5m;
- additional COVID19 related costs and lost income being largely refunded under the Welsh Government hardship scheme;
- services paused or reduced due to lockdown measures and social distancing; and
- staffing vacancies, some of which it has not been appropriate to recruit during the year.

Appendix B

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

Capital Budgets

Appendix C – Corporate Capital Programme Monitoring 2020/21

The total forecasted net expenditure £34,525k compared with a working net budget of £76,120k, giving a -£41,595k variance. The significant variance projected at this time continues to be attributable to restrictions associated with the COVID19 pandemic and follows an adjustment to the budgets to reflect £38m slipped to future years

Appendix D

Details the main variances against agreed budgets for each department.

Appendix E

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

Savings Report

Appendix F

The Savings Monitoring report.

DETAILED REPORT ATTACHED?

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

IMPLICATIONS

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

Signed: Chris Moore Director of Corporate Services

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

3. Finance

Revenue

Overall, the Authority is forecasting an underspend of £1,980k.

Policy and Resources Services are projecting to be under the approved budget by £670k.

Capital

The capital programme shows an in-year variance of -£41,595k against the 2020/21 approved budget.

Savings Report

The expectation is that at year end £572k of Managerial savings against a target of £697k are forecast to be delivered. There were no Policy savings put forward.

CONSULTATIONS

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

Signed: Chris Moore Director of Corporate Services

1. Local Member(s) – N/A

2. Community / Town Council – N/A

3. Relevant Partners – N/A

4. Staff Side Representatives and other Organisations – N/A

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE / CONSULTED?
YES

(Include any observations here)

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

List of Background Papers used in the preparation of this report:
THESE ARE DETAILED BELOW:

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

This page is intentionally left blank

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

COUNCIL'S BUDGET MONITORING REPORT 2020/21

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

Table 1

Forecasted for year to 31st March 2021

Department	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year	Dec 20 Forecasted Variance for Year
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	31,204	-12,579	-5,568	13,057	30,163	-11,914	-5,568	12,681	-376	-702
Communities	153,608	-63,430	12,686	102,865	156,606	-66,014	12,686	103,278	413	533
Corporate Services	80,482	-51,273	-1,587	27,623	77,179	-48,263	-1,587	27,329	-294	37
Education & Children (incl. Schools)	189,662	-38,014	26,657	178,306	196,164	-45,812	26,657	177,010	-1,296	-635
Environment	125,416	-79,066	12,795	59,144	127,856	-81,826	12,795	58,824	-320	534
Departmental Expenditure	580,373	-244,362	44,983	380,995	587,967	-253,829	44,983	379,122	-1,872	-232
Capital Charges/Interest/Corporate Reserve funding for economic recovery				-19,940				-21,640	-1,700	-1,700
								450	450	450
Levies and Contributions:										
Brecon Beacons National Park				138				138	0	0
Mid & West Wales Fire & Rescue Authority				10,400				10,400	0	0
Net Expenditure				371,593				368,470	-3,122	-1,482
Transfers to/from Departmental Reserves										
- Chief Executive				0				188	188	351
- Corporate Services				0				147	147	-37
- Education & Children (incl Schools)				0				648	648	378
- Environment				0				160	160	-534
Net Budget				371,593				369,613	-1,980	-1,325

Chief Executive Department
Budget Monitoring - as at 28th February 2021

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year £'000	Dec 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Chief Executive	868	0	-837	30	939	-227	-837	-126	-156	-155
People Management	4,437	-1,489	-2,620	328	5,122	-1,558	-2,620	945	617	-47
ICT & Corporate Policy	5,925	-1,022	-4,869	34	5,947	-1,229	-4,869	-151	-185	-176
Admin and Law	4,319	-823	683	4,178	4,148	-878	683	3,953	-226	-214
Marketing & Media	2,820	-805	-1,431	584	2,478	-583	-1,431	463	-121	-116
Statutory Services	1,276	-303	281	1,254	1,257	-472	281	1,066	-188	-1
Regeneration	11,560	-8,137	3,225	6,648	10,272	-6,967	3,225	6,531	-117	8
GRAND TOTAL	31,204	-12,579	-5,568	13,057	30,163	-11,914	-5,568	12,681	-376	-702

Chief Executive Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Chief Executive							
Chief Executive-Chief Officer	260	0	201	0	-59	Savings on supplies and services.	-59
Chief Executive Business Support Unit	608	0	738	-227	-97	3 vacant posts - All not being filled in this financial year.	-96
People Management							
Business & Projects Support	275	0	238	-0	-38	Savings on supplies and services	-38
Employee Well-being	756	-333	670	-292	-44	Shortfall in external income generated (£41k) offset by savings due to vacant posts and reduced expenditure on supplies and services during the year (£85k)	-7
Employee Services – HR/Payroll Support	130	0	163	-1	31	£23k graduate not funded, 2 x employees regraded with no funding £8k	31
DBS Checks	124	0	83	-3	-44	Review of DBS checks process and budget to be undertaken.	-34
Resource Link	0	0	700	0	700	Provision for renewal of core HR/Payroll system.	0
Other variances					11		0
ICT & Corporate Policy							
Welsh Language	165	-10	108	-10	-57	Vacant post not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-51
Chief Executive-Policy	848	-30	723	-28	-123	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-123
Other variances					-5		-2
Admin and Law							
Democratic Services	1,850	-260	1,742	-289	-137	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-149
Democratic Services - Support	494	0	466	-26	-53	Additional income for work undertaken for the Wales Pension Partnership (£20k), ERW (£5k); £29k supplies and services underspend.	-54
Civic Ceremonial	23	0	12	-0	-11	Less civic ceremonial events taking place due to COVID19.	-10
and Charges	130	-300	76	-232	14	A general reduction in search fee income in line with the trend in recent years.(£68k) This is net of the £20k received from WG for income lost specifically due to COVID19. This income shortfall is partially offset by savings on a vacant post and reduction in supplies and services and legal costs of £54k.	33
Legal Services	1,777	-263	1,756	-255	-14	2 FTE vacant posts during the year. 1 of which has recently been filled.	-33
Central Mailing	44	0	24	-5	-24	Underspend on Leasing costs	-0

Chief Executive Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Marketing & Media							
Marketing and Media	501	-285	469	-105	149	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	148
Translation	552	-51	435	-41	-108	£20k saving down to staff reducing their hours, £11k on a vacant post, £27k underspend as a result of maternity leave and £13k saving on staff at a lower point on the salary scale than budgeted. Further savings on supplies and services.	-110
Customer Services Centres	1,112	-346	1,044	-347	-68	2.5 FTE vacant posts for most of the financial year. In the process of being filled.	-53
Yr Hwb, Rhydaman a Llanelli	187	-92	49	-48	-94	Three vacant posts pending divisional realignment offset in part by less income anticipated as a result of COVID19. NNDR relief due to COVID19 of £20k.	-101
Statutory Services							
Registrars	430	-301	491	-383	-21	Lost income claim due to COVID19 of £96k has been submitted and approved by WG.	109
Coroners	384	0	273	0	-111	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner leading to less direct and indirect costs.	-77
Electoral Services - Staff	287	0	237	-0	-49	Vacant Post for full year pending divisional realignment.	-27
Other variances					-6		-7
Regeneration & Property							
Property	1,241	-67	1,147	-14	-41	Part year vacant post and part year maternity leave.	-38
Commercial Properties	32	-582	66	-513	104	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.	86
Provision Markets	581	-651	538	-520	87	Ongoing reduction in Lettings income due to market forces impacting rates achievable. This has been exaggerated by the COVID19 situation and subsequent loss of casual lettings likely to continue to the end of the financial year.	81
Renewable Energy Fund	0	-51	0	-26	25	Feed in tariff income lower than anticipated as cannot read meters due to current COVID19 restrictions.	-0
Net Zero Carbon Plan	125	0	65	0	-60	Post vacant during early part of year (£6k) resulting in a delay in project expenditure of £54k.	-0
Administrative Buildings	2,859	-771	2,664	-806	-230	Savings on Utilities due to working from home along with a one off NNDR rebate of £55k	-130

Chief Executive Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Industrial Premises	539	-1,520	637	-1,771	-153	Large reduction in premises related expenditure as anticipated highways work of £30k, signage works of £10k and various other works will not take place in the year due to COVID19. Occupancy levels are still high despite the pandemic, and far fewer hardship claims for rent holidays in quarter 2 materialised than was originally anticipated.	-122
Livestock Markets	59	-209	50	-34	165		Anticipated shortfall in income collected at Nant Y Ci Mart
Other variances					-15		-0
Grand Total					-376		-702

Department for Communities
Budget Monitoring - as at 28th February 2021

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year £'000	Dec 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Adult Services										
Older People	60,752	-23,354	3,207	40,604	59,982	-23,176	3,207	40,013	-591	-376
Physical Disabilities	8,261	-1,878	251	6,634	9,441	-2,551	251	7,141	507	462
Learning Disabilities	39,961	-11,033	1,349	30,277	39,997	-10,752	1,349	30,593	317	246
Mental Health	9,566	-4,030	254	5,790	10,029	-4,091	254	6,193	403	443
Support	7,051	-5,138	1,109	3,022	7,295	-5,387	1,109	3,017	-5	14
Homes & Safer Communities										
Public Protection	3,214	-1,094	530	2,650	3,290	-1,238	530	2,582	-69	89
Council Fund Housing	9,140	-7,972	521	1,689	10,449	-9,430	521	1,540	-149	-100
Leisure & Recreation										
Leisure & Recreation	15,663	-8,930	5,465	12,198	16,122	-9,390	5,465	12,198	-0	-245
GRAND TOTAL	153,608	-63,430	12,686	102,865	156,606	-66,014	12,686	103,278	413	533

Department for Communities - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People							
Older People - Private/ Vol Homes	24,748	-13,227	24,649	-13,227	-99	Projections reducing due to impact of COVID19 on residential placements: outbreak restrictions and death rate	158
Older People - Extra Care	774	0	842	0	68	Cwm Aur contract - savings proposals in previous years only partially delivered	60
Older People - Private Home Care	8,238	-2,523	7,997	-2,523	-241	Service has successfully bid for additional funding from Regional Winter Pressures	-295
Older People - Private Day Services	225	0	13	0	-212	Older People Day Services no longer running from buildings due to COVID19. Intention is to pilot a virtual day services project starting in early 2021/22	-216
Older People - Other variances					-108		-82
Physical Disabilities							
Phys Dis - Commissioning & OT Services	861	-323	654	-236	-120	Senior Practitioner Grade K - £16k postholder started in July therefore post vacant April - June; £38k postholder left June therefore post vacant July - March. Occupational Therapists Grade I - £16k postholder works reduced hours; £15k postholder works reduced hours. Occupational Therapy Assistant Grade F £5k postholder started in late May therefore post vacant at start of year for 7 weeks. Therapy Support Workers Grade D £16k, Travelling £8k. These temporary vacancies have created the underspend this financial year, but now the posts are filled we are confident that we will spend closer to budget next year, as long as further vacancies do not emerge.	-115
Phys Dis - Private/Vol Homes	1,659	-300	1,449	-300	-210	Demand led - Reduced use of respite care due to COVID19	-211
Phys Dis - Group Homes/Supported Living	1,079	-167	1,340	-167	261	Significant changes over recent years as packages reassessed following the transfer of Welsh Independent Living Fund into Revenue Support Grant. Primarily affected Physical Disabilities and Learning Disability clients for Direct Payments, Day Services and Community Support. Budget adjustments to be monitored to check initially virements were accurate	236
Phys Dis - Community Support	198	0	117	0	-82	Reduced use of respite care due to COVID19	-80
Phys Dis - Direct Payments	2,673	-577	3,375	-577	702	Demand for Direct Payments increasing as a consequence of fewer alternatives during COVID19 restrictions e.g. community support and respite. Timelines for achieving savings have slipped from October projections as many of the initiatives require face to face contact with service users and providers.	671
Phys Dis - Other variances					-44		-40

Department for Communities - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Learning Disabilities							
Learn Dis - Employment & Training	1,721	-166	1,500	-125	-180	Reduced premises and running costs as building based provision is reduced due to social distancing regulations and alternatives provided.	-136
Learn Dis - Commissioning	951	0	878	0	-73	Staff vacancies - Learning Disabilities Team Manager and travelling £19k	-72
Learn Dis - Private/Vol Homes	10,812	-4,287	12,214	-4,287	1,402	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped from October projections as many of the initiatives require face to face contact with service users and providers.	1,418
Learn Dis - Direct Payments	3,758	-547	4,394	-547	635	Demand remains steady but at a level of overspend in 2019/20. Cost of funding an organisation to provide support and advice to recipients of direct payments will reduce in 2021/22 as this service is being brought in-house	705
Learn Dis - Group Homes/Supported Living	9,829	-2,221	10,434	-2,221	605	Increasing demand in Supported Living as an alternative to residential care. Rightsizing in Supported Living and the Accommodation and Efficiency project, which plans for strategic longer term future accommodation options as well as current client group, is delayed due to COVID19.	321
Learn Dis - Local Authority Day Services	2,482	-410	2,147	-265	-190	Loss of income received, staff vacancies and client taxis not used. Reduced premises and running costs as building based provision is reduced due to social distancing regulations and alternatives provided.	-177
Learn Dis - Private Day Services	1,438	-80	533	-80	-906	Day Services closed from March 2020. Assume closure for whole financial year. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget. However this is not claimable under Welsh Government Hardship Fund where there is no additional cost	-949
Learn Dis - Community Support	3,414	-158	2,652	-158	-762	Community Services provision greatly reduced from March 2020. Activity levels beginning to increase. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget. However this is not claimable under Welsh Government Hardship Fund where there is no additional cost	-627
Learn Dis - Grants	407	0	297	21	-89	Various grants underspent or not being paid	-103
Learn Dis - Adult Placement/Shared Lives	3,031	-2,198	2,798	-2,077	-113	Staff vacancies and reduced payments for day services support	-81
Learn Dis - Other variances					-13		-53

Department for Communities - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Mental Health							
M Health - Private/Vol Homes	6,081	-3,230	6,524	-3,280	393	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped from October projections as many of the initiatives require face to face contact with service users and providers. Service has successfully bid for funding via Regional Winter Pressures	450
M Health - Other variances					10		-7
Support							
Other Variances - Support					-5		14
Homes & Safer Communities							
Public Protection							
PP Management support	102	-8	86	-14	-22	Underspend on postages and photocopying recharges.	-22
PP Business Support unit	151	0	119	0	-32	Vacant posts.	-32
Noise Control	236	0	202	-4	-37	Vacant Post.	-34
Air Pollution	104	-35	106	-22	15	Underachievement of licensing income.	28
Animal Welfare	82	-83	72	-45	28	Underachievement of licensing income.	9
						Underachievement of fees and costs recoverable. Overspend on long term Vehicle hire.	22
Dog Wardens	99	-29	109	-17	22	Vacant posts.	-55
Animal Safety	158	0	104	-3	-57	Underachievement of licensing income.	36
Licensing	350	-330	362	-288	55		
						Staff redeployed to Infection Control Team - WG funded. Recruitment process has failed to deliver suitable candidates. COVID19 restrictions have limited sampling work expenditure. Discussions taking place in terms of future roles required	-32
Food Safety & Communicable Diseases	521	-38	437	-78	-124		
Trading Standards Services Management	89	-38	157	-89	18	Overspent on legal fees.	29
Fair Trading	146	-65	186	-75	30	Underachievement of fees and costs recoverable due to Court closures.	29
Financial Investigator	32	-271	188	-409	18	Income targets delayed due to court process.	93
Other Variances					19		19
Council Fund Housing							
Home Improvement (Non HRA)	709	-300	628	-289	-70	Vacant Posts.	-31
						Overspend on premises maintenance due to a number of new properties having been added to the portfolio and resultant additional repair costs.	50
Landlord Incentive	13	-10	35	-12	21		

Department for Communities - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Homelessness	160	-67	109	-68	-51	Transitional Homelessness Grant from WG picking up some budgeted expenditure.	-49
Temporary Accommodation	502	-108	1,834	-1,492	-52	Overachievement of rental and Housing Benefit income target.	-90
Social Lettings Agency	797	-802	763	-752	16	Overspend on Premises maintenance due to a number of new properties having been added to the portfolio and resultant additional repair costs.	34
Other Variances					-12		-14
Leisure & Recreation							
Pendine Outdoor Education Centre	522	-348	573	-307	92	Includes a £248k contribution to capital re: projected overspend on Attractor site - offset by employee savings due to reduced expenditure for casual staff	-65
Newcastle Emlyn Sports Centre	287	-155	320	-151	37	Includes a £62k contribution to capital projects - offset by employee savings due to reduced expenditure for casual staff	0
Carmarthen Leisure Centre	1,640	-1,751	1,508	-1,673	-55	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	-121
Sport & Leisure General	744	-46	837	-58	80	Includes £168k purchase of new equipment - offset by £42k in year staff vacancies, £40k training and £6k marketing underspends due to site closures	-4
PEN RHOS 3G PITCH	22	-35	17	-42	-12	NNDR/Utility savings due to in year site closure	-3
ESD Rev Grant - Ynys Dawela	43	-43	21	0	21	Grant for project not yet confirmed by funding body	21
Pembrey Country Park	800	-842	1,089	-1,037	95	Includes a £116k contribution to capital projects - offset by numerous small underspends due to in year site closure	9
Pembrey Country Park Restaurant	416	-335	304	-240	-16	Part year vacancies	0
Mobile Library	124	0	114	0	-10	Part year vacancy	2
Kidwelly Tinplate Museum	19	0	0	0	-19	Full year vacancy due to site closure	-8
Parc Howard Museum	117	-59	101	-60	-18	Part year vacancies -£13k plus S & S underspends due to in year site closure	-6
Archives General	137	-2	224	-20	69	Includes estimated cost of returning Archive collection from storage £80k	63
Arts General	25	0	0	0	-25	Vacant post being held pending restructure	-25
St Clears Craft Centre	156	-99	103	-61	-14	Year end vacancies	-4
Laugharne Boathouse	147	-112	142	-134	-27	Numerous small underspends due to in year site closure	31
Entertainment Centres General	444	-62	496	-326	-213	Significant vacancies during the year	-183
Oriel Myrddin CCC	113	0	123	0	11	Backdated NNDR bills re: 26/27 King Street	13
Attractor - Museum	0	0	21	0	21	Communications infrastructure costs for the Pendine Attractor not budgeted	0
Leisure Management	389	0	354	0	-35	Vacant post in structure	-33
Other Variance - Leisure & Recreation					19		69
Grand Total					413		533

Corporate Services Department
Budget Monitoring - as at 28th February 2021

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year £'000	Dec 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	4,735	-2,198	-2,553	-16	4,422	-2,106	-2,553	-236	-220	-255
Revenues & Financial Compliance	4,793	-1,723	-2,409	661	4,135	-1,691	-2,409	35	-626	-569
Other Services	70,954	-47,351	3,374	26,977	68,622	-44,466	3,374	27,530	553	862
GRAND TOTAL	80,482	-51,273	-1,587	27,623	77,179	-48,263	-1,587	27,329	-294	37

Corporate Services Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Financial Services							
Corporate Services Management Team	485	-63	519	-127	-30	Additional income generated from Fire Authority SLA.	-49
Accountancy	1,697	-459	1,551	-404	-90	Vacant posts not likely to be filled in the short term. A few staff members currently being paid at the lower points of the scale whilst budgeted at the top.	-127
Treasury and Pension Investment Section	258	-191	226	-207	-49	£25k additional income for work undertaken for the Wales Pension Partnership; £24k - part year staff vacancy and three staff members currently at lower points of the salary scale but budgeted at top of scale.	-48
Grants and Technical	319	-109	236	-55	-30	2 vacant posts during the year. Both filled for 2021/22.	-12
Payments	531	-76	500	-72	-27	Net £18k part year vacant posts and £11k savings on supplies and services	-27
Other variances					5		7
Revenues & Financial Compliance							
Procurement	548	-34	507	-34	-41	Net effect of 1 vacancy not being filled offset by additional staff costs	-38
Audit	482	-19	392	-34	-105	2 vacant posts during the year not to be filled before year end	-97
Risk Management	148	-0	160	-0	12	Temporary additional secondment into team	21
Corporate Services Training	59	0	10	-0	-49	Under utilisation of budget due to current working practices	-44
Local Taxation	939	-741	799	-741	-140	A shortfall of £274k in debts recovered through the courts due to COVID19 is anticipated to be reimbursed by WG. £120k underspend due to vacant posts during the year, along with an underspend due to savings on supplies and services.	-192
Housing Benefits Admin	1,639	-752	1,342	-752	-297	A few posts have been vacant during the year to date and only some are expected to be filled before year end. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale. Additional one off grants from DWP for additional burdens contributed a net £140k of the underspend.	-214
Other variances					-5		-5

Corporate Services Department - Budget Monitoring - as at 28th February 2021
Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Other Services							
Audit Fees	316	-92	288	-92	-28	A proportion of audit fees chargeable directly to grants	-29
Bank Charges	67	0	-12	0	-79	One off refund in year of £43k as well as a general reduction in bank charges.	-50
Council Tax Reduction Scheme	16,511	0	17,036	-713	-188	Significant increase in caseload as a result of COVID19. Contribution from WG (£713k) has offset the effect of the additional costs.	650
Rent Allowances	46,923	-47,140	43,543	-43,611	148	DWP who recover elements of overpayments on our behalf, have not actively been collecting overpayments during COVID19. They will continue pursuing the collection of overpayments again from 2021/22.	-209
Miscellaneous Services	7,137	-120	7,767	-50	700	Underspend on pre LGR pension costs, offset by forecast net increase in council tax bad debt allowance (WG funding but shortfall expected)	500
Grand Total					-294		37

Department for Education & Children
Budget Monitoring - as at 28th February 2021

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year £'000	Dec 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Schools Delegated Budgets	133,415	-14,728	11	118,698	137,065	-18,378	11	118,698	-0	-120
Director & Strategic Management	1,480	0	-109	1,371	1,497	-1	-109	1,388	17	4
Education Services Division	8,241	-3,699	21,140	25,683	7,127	-2,753	21,140	25,514	-168	96
Access to Education	9,046	-6,201	1,592	4,436	10,668	-7,734	1,592	4,526	90	164
School Improvement	3,553	-1,547	425	2,432	3,501	-1,645	425	2,282	-150	-166
Curriculum & Wellbeing	8,769	-5,015	880	4,633	8,660	-5,035	880	4,505	-129	-119
Children's Services	25,158	-6,824	2,719	21,053	26,596	-9,217	2,719	20,098	-955	-693
Additional resources for reopening of schools	0	0	0	0	1,049	-1,049	0	0	0	199
TOTAL excluding schools	56,247	-23,286	26,647	59,608	59,099	-27,434	26,647	58,312	-1,296	-515
GRAND TOTAL	189,662	-38,014	26,657	178,306	196,164	-45,812	26,657	177,010	-1,296	-635

Department for Education & Children - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Schools Delegated Budgets							
Primary Schools	69,767	-8,545	68,817	-10,345	-2,750	Based on schools' working budgets received for 2020/21 & updated for 3rd quarter monitoring returns and recent additional WG grants	-500
Secondary Schools	59,516	-6,142	58,151	-7,942	-3,165		-0
Special Schools	4,132	-40	4,512	-90	330		380
School balances	0	0	5,585	0	5,585	Allocation of school balances at year-end	0
Director & Strategic Management							
Other variances					17		4
Education Services Division							
School Redundancy & EVR	2,017	0	1,888	0	-129	Part year moratorium on redundancy processes due to COVID19	-73
Early Years Non-Maintained Provision	1,704	-1,337	726	-493	-134	Fewer children taking up places in non-maintained settings; £71k additional Grant received March 2021	-56
Special Educational Needs	3,826	-2,361	3,847	-2,260	122	£322k additional SEN commitments in year reduced by £180k ALN grant allocation, reduced by £20k on TA redeployment budget	251
Other variances					-27		-26
Access to Education							
School Admissions	345	-84	312	-90	-40	Part year staff vacancy & staff budget saving as not all staff have reached top of grade	-42
School Modernisation	114	-1	222	-42	67	Premises costs relating to closed schools	55
School Meals & Primary Free Breakfast Services	8,586	-6,116	10,135	-7,603	62	Income target not achieved for breakfast care element due to COVID19 closures (£98k) partially offset by reduced costs during closure periods	151
School Improvement							
School Effectiveness Support Services	265	-43	191	-39	-71	Delayed recruitment to school support due to COVID19	-71
National Model for School Improvement	1,174	-60	1,073	-38	-79	Reduced travelling due to COVID19 and maximising Education Improvement Grant to release core budget	-95

Department for Education & Children - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Curriculum and Wellbeing							
Music Services for Schools	1,038	-737	1,096	-746	48	Delay with staff restructuring which has been further affected by COVID19	24
Welsh Language Support	511	-184	567	-263	-23	Underspend on travelling costs due to COVID19	-12
Youth Offending & Prevention Service	1,972	-1,109	1,867	-1,121	-118	Reduced travelling, staff vacancies and maximising grants to release core budget	-96
Other variances					-36		-35
Children's Services							
Commissioning and Social Work	6,916	-81	6,999	-279	-114	Part year vacant posts and maximisation of grant income	-124
Corporate Parenting & Leaving Care	1,173	-242	1,226	-327	-32	Part year vacant posts and maximisation of grant income. Reduced forecasted expenditure in February on Assistance to families / client needs - more accurate projections	7
Fostering Services & Support	3,941	0	3,913	-45	-73	Part year vacant posts and maximisation of grant income. Reduced forecasted expenditure in February on boarding out payments - more accurate projections	-2
Adoption Services	532	0	1,106	-479	96	One off payment committed for adoption of sibling group £125k, partially offset by maximising grant income in other areas of the service	90
Out of County Placements (CS)	670	0	482	-31	-219	Reduction in Out of County placements and no current remand placements	-236
Respite Units	987	0	974	-8	-20	Vacant posts - 1 part year which has now been filled and 1 currently being recruited	-11
Childcare	1,453	-897	1,361	-925	-120	Additional in year grants awarded from Welsh Government supporting priorities the service had already identified and have staff working on	-93
Short Breaks and Direct Payments	535	0	686	-264	-113	Additional in year grants awarded from Welsh Government supporting priorities the service had already identified	-20
Family Aide Services	172	0	296	-181	-57	Part year vacant posts and maximisation of grant income	-62
Other Family Services incl Young Carers and ASD	588	-348	747	-564	-57	Part year vacant post (post filled from mid January) and maximisation of grant income	-54
Out of Hours Service	175	0	140	0	-35	Underspend forecast as a result of not yet appointing to proposed to full time posts	-36
Children's Services Mgt & Support (incl Care First)	992	-76	1,062	-251	-104	Further utilisation of grants - £56k, 1 member of staff seconded elsewhere within Dept. £20k, not all staff at top of grade & purchase of extra leave - £11k, staff recruitment savings with most posts advertised on our website - £13k and reduced staff travelling re COVID19 - £4k	-59
School Safeguarding & Attendance	296	-45	527	-348	-72	Part year vacant posts and maximisation of grant income	-73
Educational Psychology	994	-100	1,109	-241	-26	Part year vacant posts and maximisation of grant income	-13
Other Variances					-8		-6

Department for Education & Children - Budget Monitoring - as at 28th February 2021
Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Additional resources for reopening of schools							
Face coverings & PPE	0	0	199	-199	0	Face coverings are now fully funded by WG	199
Grand Total					-1,296		-635

Environment Department
Budget Monitoring - as at 28th February 2021

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget				Forecasted				Feb 21 Forecasted Variance for Year £'000	Dec 20 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Business Support & Performance	166	-212	129	84	122	-240	129	11	-73	-32
Waste & Environmental Services	25,822	-4,632	1,354	22,544	28,937	-7,748	1,354	22,542	-1	195
Highways & Transportation	52,197	-31,384	10,368	31,180	52,143	-31,521	10,368	30,990	-190	24
Property	42,794	-40,787	614	2,621	42,327	-40,452	614	2,488	-133	210
Planning	4,437	-2,051	330	2,715	4,328	-1,865	330	2,793	78	137
GRAND TOTAL	125,416	-79,066	12,795	59,144	127,856	-81,826	12,795	58,824	-320	534

Environment Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Business Support & Performance							
Emergency Planning	74	0	64	0	-11	Due to the additional grant received from Welsh Government for the Local Resilience Forum Covid-response the Authority has not had to make a separate contribution in 2020/21.	-7
Business Support	-119	-35	-171	-36	-52	Posts budgeted at top of scale but majority are not at the top of scale yet; a few posts temporarily vacant during the year.	-40
Operational Training	37	-57	44	-73	-10		6
Departmental - Core	45	0	62	0	17	£7k department's share of the Health and wellbeing co-ordinators' pay costs; £10k efficiency not yet achieved	18
Departmental - Policy	8	0	-9	-0	-17	Vacant post for 5.5 months of the year, should be filled in the new financial year.	-8
Waste & Environmental Services							
SAB - Sustainable Drainage approval Body Unit	121	-115	120	-39	75	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects	74
Reservoirs	11	0	131	0	120	Reactive work, including consultancy costs at Trebeddrod Reservoir.	99
Public Conveniences	376	-9	358	-5	-14	Reduced spend on supplies and services due to COVID19 restrictions	-9
Cleansing Service	2,380	-108	2,472	-106	93	Additional cleansing requirements	29
Waste Services	17,152	-1,316	17,020	-1,440	-257	Grant received from Welsh Government at the latter end of the year thereby resulting in reduction in spend against budgets.	-15
Grounds Maintenance Service and urban parks	3,665	-2,456	3,642	-2,433	0		9
Other variances					-18		8
Highways & Transportation							
Departmental Pooled Vehicles	0	0	15	0	15	Underutilisation of the departmental pooled vehicles during the pandemic.	5
Civil Design	1,096	-1,680	1,052	-1,670	-34	Increased income recovery	-25
Transport Strategic Planning	396	0	335	-0	-62	Project Management Fees charged to various grants	-86
School Transport	11,199	-905	10,995	-1,132	-431	There is underlying demographic growth and tender pressures, however extensive reduced operating days are mitigating these pressures currently.	-272
Traffic Management	559	-43	801	-413	-128	Net increase in additional Traffic Regulation Orders income against additional planned works -£72k and net effect of vacant posts/reduced recharges to grants of -£56k	-120
Street Parks	1,997	-3,271	1,884	-2,552	606	The outturn includes the WG reimbursement for loss of income of £701k for Q1, £277k for Q2, £249k for Q3 and £485k for Q4. The £167k efficiency for the increase in parking charges has not been met in full for the year.	604
Road Safety	184	-30	141	0	-13	Failure to deliver Road Safety education schemes due to COVID19 restrictions.	-8

Environment Department - Budget Monitoring - as at 28th February 2021

Main Variances

POLICY & RESOURCES SCRUTINY 10th JUNE 2021

Division	Working Budget		Forecasted		Feb 21	Notes	Dec 20
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
School Crossing Patrols	121	0	144	0	22	The school crossing patrols section has reviewed all patrol sites to identify where the National Safety threshold/criteria for provisions is not met. Vacancies that arise in the sites that do not require school crossing patrols will not be filled as and when they become vacant.	23
Street Works and Highway Adoptions	426	-364	452	-471	-81	Additional income generated S38 agreements and Streetworks	-62
Technical Surveys	444	0	417	0	-27	Delays in starting surveys due to COVID19	7
Public Rights Of Way	937	-66	878	-54	-47	Reduced spend on supplies and services due to COVID19 restrictions	-45
Other variances					-11		3
Property							
Property Maintenance Operational	26,392	-27,680	27,196	-28,744	-260	Increased income from internal recharges reflecting additional work undertaken during the year in particular on empty properties.	18
Design Services CHS Works	3,988	-4,244	1,122	-1,226	152	Reduced construction work as a result of COVID19 means that there is insufficient turnover to generate the budgeted surplus.	154
Property Design - Business Unit	2,762	-3,045	2,222	-2,572	-67	Increased income from internal recharges reflecting additional work undertaken during the year	0
Design & Professional Services Frameworks	0	0	261	-237	24	Some capital projects have slipped as a result of the current pandemic and fee income has reduced as a result.	18
Facilities Management - Corporate Buildings	388	0	406	0	18	Additional Facilities Assistants' workload as a result of reduced occupancy or closure of buildings that need to be attended in the absence of usual staff on site.	16
Other variances					1		4
Planning							
Planning Admin Account	342	-14	500	-130	42	Additional Arcus software fees	45
Building Regulations Trading - Chargeable	454	-507	393	-364	83	Reduction in income as a result of COVID19	103
Building Control - Other	186	-5	170	-0	-10	Less staff travel & spend on supplies due to COVID19	-10
Minerals	359	-236	329	-190	16	Reduction in income as a result of COVID19	110
Policy-Development Planning	680	-0	578	-2	-103	£56k - part year vacancy and employee on maternity; £47k general underspends on supplies & services due to COVID19	-166
Development Management	1,575	-968	1,546	-851	88	Income shortfall offset by less expenditure due to COVID19	99
Dywi Centre	47	-47	51	-112	-61	Reimbursement for lost income due to COVID19 received from WG	-61
Conservation	404	-17	467	-48	31	One-off consultancy cost	20
Other Variances					-7		-3
Grand Total					-320		534

Policy & Resources Scrutiny Report
Budget Monitoring as at 28th February 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Chief Executive											
Chief Executive-Chief Officer	260	0	-260	-1	201	0	-260	-60	-59	Savings on supplies and services.	-59
Chief Executive Business Support Unit	608	0	-585	23	738	-227	-585	-74	-97	3 vacant posts - All not being filled in this financial year.	-96
The Guildhall Carmarthen	0	0	9	9	0	0	9	9	0		0
Chief Executive Total	868	0	-837	30	939	-227	-837	-126	-156		-155
People Management											
TIC Team	227	-58	-221	-52	236	-62	-221	-47	6	1 x employee regraded with no funding	6
Agile Working Project	3	0	0	4	3	0	0	4	0	£57k expenditure anticipated to be met from Development Fund	0
SCWDP	657	-417	0	240	662	-422	0	240	0		0
Practice Placements	70	-67	0	2	76	-74	0	2	0		0
Health & Social Care Induction Training Pilots	0	0	0	0	70	-70	0	-0	-0		-0
Business & Projects Support	275	0	-275	-0	238	-0	-275	-38	-38	Savings on supplies and services	-38
Payroll	618	-350	-286	-17	613	-339	-286	-12	5		-7
People Services – HR	1,067	-253	-786	28	1,060	-248	-786	27	-1		1
Employee Well-being	756	-333	-423	-1	670	-292	-423	-45	-44	Shortfall in external income generated (£41k) offset by savings due to vacant posts and reduced expenditure on supplies and services during the year (£85k)	-7
Organisational Development	509	-10	-497	2	547	-47	-497	4	2		-0
Employee Services – HR/Payroll Support	130	0	-132	-2	163	-1	-132	29	31	£23k graduate not funded, 2 x employees regraded with no funding £8k	31
DBS Checks	124	0	0	124	83	-3	0	80	-44	Review of DBS checks process and budget to be undertaken.	-34
Resource Link	0	0	0	0	700	0	0	700	700	Provision for renewal of core HR/Payroll system.	0
People Management Total	4,437	-1,489	-2,620	328	5,122	-1,558	-2,620	945	617		-47
ICT & Corporate Policy											
Information Technology	4,796	-881	-3,934	-19	4,902	-986	-3,934	-19	-0		-0
Welsh Language	165	-10	-153	1	108	-10	-153	-56	-57	Vacant post not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-51
Chief Executive-Policy	848	-30	-787	30	723	-28	-787	-93	-123	3 vacant posts not currently being filled due to team review being undertaken. Delayed due to COVID19 but due to be completed by end of 2020/21	-123
Public Service Bodies	10	0	6	16	40	-29	6	17	0		6
Food Procurement Project WG Grant	100	-100	0	0	84	-84	0	-0	-0		0
Armed Forces Covenant Scheme	0	0	0	0	32	-32	0	-0	-0		-0
Armed Forces Veterans Hub	0	0	0	0	59	-59	0	-0	-0		0
Armed Forces and Remembrance	5	0	0	5	0	0	0	0	-5		-2
Other variances	0	0	0	0	0	0	0	0	0		-6
Total ICT & Corporate Policy	5,925	-1,022	-4,869	34	5,947	-1,229	-4,869	-151	-185		-176

Policy & Resources Scrutiny Report
Budget Monitoring as at 28th February 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Admin and Law											
Democratic Services	1,850	-260	2,351	3,941	1,742	-289	2,351	3,805	-137	Underspend on Members pay & travelling costs along with an additional £33k income for work undertaken for the Housing Revenue Account.	-149
Democratic Services - Support	494	0	-494	-1	466	-26	-494	-54	-53	Additional income for work undertaken for the Wales Pension Partnership (£20k), ERW (£5k); £29k supplies and Services underspend.	-54
Corporate Management	0	0	296	296	0	0	296	296	0		0
Civic Ceremonial	23	0	21	44	12	-0	21	33	-11	Less civic ceremonial events taking place due to COVID19.	-10
Land Charges	130	-300	19	-150	76	-232	19	-136	14	A general reduction in search fee income in line with the trend in recent years.(£68k) This is net of the £20k received from WG for income lost specifically due to COVID19. This income shortfall is partially offset by savings on a vacant post and reduction in supplies and services and legal costs of £54k.	33
Police and Crime Commissioner	0	0	0	0	72	-72	0	0	0		-0
Legal Services	1,777	-263	-1,511	3	1,756	-255	-1,511	-11	-14	2 FTE vacant posts during the year. 1 of which has recently been filled.	-33
Central Mailing	44	0	1	44	24	-5	1	20	-24	Underspend on Leasing costs	-0
Admin and Law Total	4,319	-823	683	4,178	4,148	-878	683	3,953	-226		-214
Marketing & Media											
Marketing and Media	501	-285	-213	2	469	-105	-213	151	149	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.	148
Translation	552	-51	-502	-0	435	-41	-502	-108	-108	£20k saving down to staff reducing their hours, £11k on a vacant post, £27k underspend as a result of maternity leave and £13k saving on staff at a lower point on the salary scale than budgeted. Further savings on supplies and services.	-110
Customer Services Centres	1,112	-346	-762	3	1,044	-347	-762	-65	-68	2.5 FTE vacant posts for most of the financial year. In the process of being filled.	-53
Yr Hwb, Rhydaman a Llanelli	187	-92	8	103	49	-48	8	10	-94	Three vacant posts pending divisional realignment offset in part by less income anticipated as a result of COVID19. NNDR relief due to COVID19 of £20k.	-101
Marketing Tourism Development	351	0	18	369	369	-18	18	369	0		-0
Visitor Information	69	-5	18	82	68	-4	18	82	-0		-0
Events	48	-26	2	24	44	-22	2	24	-0		0
Total Marketing & Media	2,820	-805	-1,431	584	2,478	-583	-1,431	463	-121		-116

Policy & Resources Scrutiny Report
Budget Monitoring as at 28th February 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Statutory Services											
Elections-County Council	9	0	129	138	2	0	129	131	-7		-7
Elections-Parliamentary	0	0	0	0	3	-3	0	-0	-0		-0
Elections-European	0	0	0	0	48	-48	0	-0	-0		-0
Registration Of Electors	166	-2	243	407	201	-37	243	407	0		-0
Registrars	430	-301	192	321	491	-383	192	301	-21	Lost income claim due to COVID19 of £96k has been submitted and approved by WG.	109
Coroners	384	0	8	392	273	0	8	281	-111	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner leading to less direct and indirect costs.	-77
Electoral Services - Staff	287	0	-291	-4	237	-0	-291	-54	-49	Vacant Post for full year pending divisional realignment.	-27
Statutory Services Total	1,276	-303	281	1,254	1,257	-472	281	1,066	-188		-1
Regeneration & Property											
Regeneration Management	330	0	39	369	321	0	39	360	-9		-9
Parry Thomas Centre	32	-31	11	11	34	-34	11	11	-0		0
Betws wind farm community fund	87	-87	1	1	85	-85	1	1	-0		-0
Welfare Rights & Citizen's Advice	163	0	2	165	163	0	2	165	0		0
Llanelli Coast Joint Venture	145	-143	5	7	145	-143	5	7	0		-0
The Beacon	150	-138	52	64	160	-148	52	64	-0		-0
Business Grants	0	0	0	0	0	0	0	0	0	£31k business grants provided from CCC funding to date	0
BREXIT	0	0	0	0	59	-59	0	0	0		0
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	380	0	4,908	5,288	389	-9	4,908	5,288	0		-0
Econ Dev-Llanelli, C Hands, Coastal, Business, Inf & Ent	442	0	89	530	447	-5	89	530	-0		0
Community Development and External Funding	469	0	40	509	469	0	40	509	-0		-0
Coronavirus	0	0	0	0	24	-24	0	0	0		0
COVID-19 - Small Business Rent Relief	0	0	0	0	3	0	0	3	3		3
Food Hubs & Banks - Covid 19	0	0	0	0	247	-247	0	0	0	£99k reimbursement received from WG. £148k draw down from reserves.	0
Shielding Parcels	0	0	0	0	256	-256	0	-0	-0		-0
Wellness	25	0	19	44	25	0	19	44	0		0
City Deal	105	-159	77	23	105	-159	77	23	-0		-0
Property	1,241	-67	-1,251	-77	1,147	-14	-1,251	-117	-41	Part year vacant post and part year maternity leave.	-38
Commercial Properties	32	-582	545	-5	66	-513	545	99	104	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.	86

Policy & Resources Scrutiny Report
Budget Monitoring as at 28th February 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Provision Markets	581	-651	378	309	538	-520	378	395	87	Ongoing reduction in Lettings income due to market forces impacting rates achievable. This has been exaggerated by the COVID19 situation and subsequent loss of casual lettings likely to continue to the end of the financial year.	81
Renewable Energy Fund	0	-51	0	-51	0	-26	0	-26	25	Feed in tariff income lower than anticipated as cannot read meters due to current COVID19 restrictions.	-0
Net Zero Carbon Plan	125	0	0	125	65	0	0	65	-60	Post vacant during early part of year (£6k) resulting in a delay in project expenditure of £54k.	-0
Operational Depots	326	0	-335	-9	322	0	-335	-13	-4		-4
Administrative Buildings	2,859	-771	-3,079	-991	2,664	-806	-3,079	-1,221	-230	Savings on Utilities due to working from home along with a one off NNDR rebate of £55k	-130
Industrial Premises	539	-1,520	927	-55	637	-1,771	927	-208	-153	Large reduction in premises related expenditure as anticipated highways work of £30k, signage works of £10k and various other works will not take place in the year due to COVID19. Occupancy levels are still high despite the pandemic, and far fewer hardship claims for rent holidays in quarter 2 materialised than was originally anticipated.	-122
County Farms	74	-335	422	161	42	-308	422	155	-5		9
Livestock Markets	59	-209	4	-145	50	-34	4	20	165	Anticipated shortfall in income collected at Nant Y Ci Mart	131
Externally Funded Schemes	3,397	-3,394	371	375	1,810	-1,806	371	375	-0		
Regeneration & Property Total	11,560	-8,137	3,225	6,648	10,272	-6,967	3,225	6,531	-117		8
Financial Services											
Corporate Services Management Team	485	-63	-422	0	519	-127	-422	-30	-30	Additional income generated from Fire Authority SLA.	-49
Accountancy	1,697	-459	-1,240	-2	1,551	-404	-1,240	-92	-90	Vacant posts not likely to be filled in the short term. A few staff members currently being paid at the lower points of the scale whilst budgeted at the top.	-127
Treasury and Pension Investment Section	258	-191	-70	-3	226	-207	-70	-52	-49	£25k additional income for work undertaken for the Wales Pension Partnership; £24k - part year staff vacancy and three staff members currently at lower points of the salary scale but budgeted at top of scale.	-48
Grants and Technical	319	-109	-218	-8	236	-55	-218	-38	-30	2 vacant posts during the year. Both filled for 2021/22.	-12
Payroll Control	88	0	-88	1	95	0	-88	8	7		7
Payments	531	-76	-457	-2	499	-73	-457	-31	-29	Net £18k part year vacant posts and £11k savings on supplies and services	-27
Pensions	1,277	-1,220	-58	-1	1,236	-1,180	-58	-1	0		0
Wales Pension Partnership	81	-81	0	0	59	-59	0	0	-0		-0
Financial Services Total	4,735	-2,198	-2,553	-16	4,422	-2,106	-2,553	-236	-220		-255

Policy & Resources Scrutiny Report
Budget Monitoring as at 28th February 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Feb 2021 Forecasted Variance for Year £'000	Notes	Dec 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Revenues & Financial Compliance											
Procurement	548	-34	-551	-37	507	-34	-551	-78	-41	Net effect of 1 vacancy not being filled offset by additional staff costs	-38
Audit	482	-19	-464	-0	392	-34	-464	-106	-105	2 vacant posts during the year not to be filled before year end	-97
Risk Management	148	-0	-149	-1	160	-0	-149	10	12	Temporary additional secondment into team	21
Business Support Unit	81	0	-81	-0	76	0	-81	-5	-5		-5
Corporate Services Training	59	0	-59	-1	10	-0	-59	-50	-49	Under utilisation of budget due to current working practices	-44
Local Taxation	939	-741	527	725	799	-741	527	585	-140	A shortfall of £274k in debts recovered through the courts due to COVID19 is anticipated to be reimbursed by WG. £120k underspend due to vacant posts during the year, along with an underspend due to savings on supplies and services.	-192
Housing Benefits Admin	1,639	-752	-877	10	1,342	-752	-877	-287	-297	A few posts have been vacant during the year to date and only some are expected to be filled before year end. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale. Additional one off grants from DWP for additional burdens contributed a net £140k of the underspend.	-214
Revenues	898	-176	-755	-34	850	-129	-755	-34	0		0
Revenues & Financial Compliance Total	4,793	-1,723	-2,409	661	4,135	-1,691	-2,409	35	-626		-569
Other Services											
Audit Fees	316	-92	4	229	288	-92	4	200	-28	A proportion of audit fees chargeable directly to grants	-29
Bank Charges	67	0	1	68	-12	0	1	-11	-79	One off refund in year of £43k as well as a general reduction in bank charges.	-50
Council Tax Reduction Scheme	16,511	0	78	16,589	17,036	-713	78	16,401	-188	Significant increase in caseload as a result of COVID19. Contribution from WG (£713k) has offset the effect of the additional costs.	650
Rent Allowances	46,923	-47,140	1,495	1,278	43,543	-43,611	1,495	1,427	148	DWP who recover elements of overpayments on our behalf, have not actively been collecting overpayments during COVID19. They will continue pursuing the collection of overpayments again from 2021/22.	-209
Miscellaneous Services	7,137	-120	1,795	8,813	7,767	-50	1,795	9,513	700	Underspend on pre LGR pension costs, offset by forecast net increase in council tax bad debt allowance (WG funding but shortfall expected)	500
Other Services Total	70,954	-47,351	3,374	26,977	68,622	-44,466	3,374	27,530	553		862
TOTAL FOR POLICY & RESOURCES	111,686	-63,852	-7,155	40,680	107,342	-60,177	-7,155	40,010	-670		-664

This page is intentionally left blank

Capital Programme 2020/21							
Capital Budget Monitoring - Report for February 2021							
	Working Budget			Forecasted			February
DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for Year £'000
COMMUNITIES							
- Public Housing	39,842	-11,411	28,431	25,948	-13,752	12,196	-16,235
- Private Housing	1,119	-246	873	1,033	-184	849	-24
- Leisure	4,947	-382	4,565	4,058	-357	3,701	-864
- Social Care	1,100	-681	419	668	-691	-23	-442
ENVIRONMENT	30,584	-18,523	12,061	26,459	-16,313	10,146	-1,915
EDUCATION & CHILDREN	19,398	-8,817	10,581	14,115	-7,552	6,563	-4,018
CHIEF EXECUTIVE	3,585	-226	3,359	2,913	-230	2,683	-676
REGENERATION	29,259	-13,428	15,831	10,673	-12,263	-1,590	-17,421
TOTAL	129,834	-53,714	76,120	85,867	-51,342	34,525	-41,595

This page is intentionally left blank

Capital Programme 2020/21

Capital Budget Monitoring - Report for February 2021 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	39,842	-11,411	28,431	25,948	-13,752	12,196	-16,235	
Sewage Treatment Works Upgrading	348	0	348	46	0	46	-302	Works rescheduled for 2021/22.
Telecare Upgrade	20	0	20	1	0	1	-19	
Internal and External Works (Property)	17,934	0	17,934	13174	-658	12,516	-5,418	Includes £8.3m repurposed to deliver voids backlog. This will take up underspends from Internal works that we cannot complete at the moment because of COVID19 restrictions.
Environmental Works (Housing Services)	391	0	391	139	0	139	-251	Delays because of COVID19 restrictions.
Adaptations and Equalities Works (Building Services)	1,620	0	1,620	1,021	-327	694	-926	Delays because of COVID19 restrictions.
Programme Delivery and Strategy	790	0	790	690	0	690	-100	Delays because of COVID19 restrictions.
Housing Development Programme	18,703	-1,346	17,357	10839.97	-2,977	7,863	-9,493	Development delays because of COVID19 and site shut down restrictions.
ICF - Morfa Parent & Baby Centre (20 School Rd, Llanelli)	37	-37	0	37	-37	0	0	
MRA and IHP Grants Income	0	-10,028	-10,028	0	-9,753	-9,753	275	IHP Grant - for Glanmor Terrace Development received in 2020/21 will be carried forward to be applied in 2021/22.
- Private Housing	1,119	-246	873	1,033	-184	849	-24	No major variances.
Disabled Facilities Grant (DFG)	727	0	727	847	-4	843	116	Delays because of COVID19 restrictions.
ENABLE - Adaptations to Support Independent Living	246	-246	0	180	-180	0	0	
Travellers Sites	6	0	6	6	0	6	0	Funded from Revenue
Empty Properties Initiatives	140	0	140	0	0	0	-140	Delays because of COVID19 restrictions. The Welsh Government has made this a two year scheme so the project will be completed in 2021/22.
- Leisure	4,947	-382	4,565	4,058	-357	3,701	-864	
Carmarthen Leisure Centre & Track	1,139	0	1,139	1,164	-25	1,139	0	
Amman Valley Leisure Centre Masterplan	165	0	165	116	0	116	-49	
Oriol Myrddin Redevelopment	30	0	30	3	0	3	-27	
Libraries & Museums	1,650	-202	1,448	1,170	-202	968	-480	Works at Parc Howard delayed because of delays with CADW approval. Slip to 2021/22.
Burry Port Harbour Walls	1,391	0	1,391	1,257	0	1,257	-134	Work to be completed in 2021/22.
Country Parks	572	-180	392	346	-180	166	-225	Pembrey Country Park Cycling Hub - Will be utilised to cover spend on other projects.
- Social Care	1,100	-681	419	668	-691	-23	-442	To be slipped to 2021/22.
ENVIRONMENT	30,584	-18,523	12,061	26,459	-16,313	10,146	-1,915	
Highways & Infrastructure	24,677	-18,523	6,154	19,759	-14,693	5,067	-1,088	Cross Hands Economic Link Road -£486k variance because of ongoing negotiations for land access and land acquisition, -£368k variance because of delays with bridge maintenance. -£97k slippage on Towy Valley Path.
Property	5,907	0	5,907	6,701	-1,620	5,080	-826	£159k delays with Agile working / New ways of Working. £504k slippage of the timetable of works to County Hall. £130k slippage of works against the Refit Cymru retro-fit programme which will be delivered in 2020/21.

Capital Programme 2020/21

Capital Budget Monitoring - Report for February 2021 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
EDUCATION & CHILDREN	19,398	-8,817	10,581	14,115	-7,552	6,563	-4,018	
Band A Projects	6,715	0	6,715	4,663	0	4,663	-2,053	Delays owing to COVID19 restrictions.
Band B Projects	5,561	0	5,561	3,954	0	3,954	-1,607	Delays owing to COVID19 restrictions and ongoing MEP review.
Education - Equality Act Works	0	0	0	87	0	87	87	Ongoing commitment to Equalities Act works.
Infant Class Size	1,774	-1,774	0	965	-965	0	0	
Welsh Language Immersion Centre (Maes y Gwendraeth)	1,405	-905	500	650	-650	0	-500	To be Slipped to 2021/22. On-site will be completed next year.
School Buildings - Education Capital Maintenance Grants	2,677	0	2,677	2,677	0	2,677	0	
Flying Start Capital Expansion Programme	30	-30	0	33	-33	0	0	
Childcare Offer Places	918	-918	0	608	-608	0	0	
Play Opportunities Grant Projects	158	-158	0	158	-158	0	0	
MEP Income - 21 st Century Schools Grant	0	-5,032	-5,032	0	-5,068	-5,068	-36	Additional income this year compared with budget. Projects on profile overall.
Other Projects with Minor Variances	159	0	159	319	-70	249	90	Minor projects and provision expenditure.
CHIEF EXECUTIVE	3,585	-226	3,359	2,913	-230	2,683	-676	
IT Strategy Developments	1,191	0	1,191	1,129		1,129	-62	Slip to 2021/22.
Purchase of Grillo Site, Burry Port	1,487	0	1,487	1,487	0	1,487	0	
Glanamman Industrial Estate Redevelopment	750	-226	524	202	-226	-24	-548	Slip to 2021/22. £226k of new grant has enabled CCC funding of the same amount to be repurposed for flood recovery grants for businesses.
Other Projects with Minor Variances	157	0	157	95	-4	91	-66	No major variances.
REGENERATION	29,259	-13,428	15,831	10,673	-12,263	-1,590	-17,421	
Swansea Bay City Region Projects	10,134	-3,427	6,707	3,483	-3,447	35	-6,672	Project under development. Little spend expected in current year. Slip to 2021/22.
Rural Enterprise Fund	540	0	540	405	0	405	-135	Slip to 2021/22. Delays owing to COVID19 restrictions.
Transformation Commercial Property Development Fund	43	0	43	318	0	318	275	Acceleration of 2021/22 budget. Total project on schedule.
Garmarthen Town Regeneration - Jacksons Lane	89	-81	8	89	-81	8	0	
Pendine Iconic International Visitors Destination	2,839	-172	2,667	1,643	-1,339	304	-2,363	Slip to 2021/22.
TAIS - Pendine Attractor Sand Area	30	-24	6	30	-24	6	0	
Llandeilo Market Hall	1,127	0	1,127	508	-112	396	-731	Balance to slip into next financial year, completion expected Sept 2022.

Capital Programme 2020/21

Capital Budget Monitoring - Report for February 2021 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
TRI Strategic Projects - Market Street North	1,881	-1,231	650	108	-1,297	-1,189	-1,839	All income drawn down in advance as per revised offer letter from WG. The project will be delivered in 2021/22.
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,931	-1,726	205	84	-1,759	-1,675	-1,880	All income drawn down in advance as per revised offer letter from WG. The project will be delivered in 2021/22.
Cross Hands East Strategic Employment Site Phase 1	605	0	605	605	0	605	0	
Cross Hands East Phase 2	2,486	-994	1,492	2,159	-994	1,165	-327	Works to be completed in 2020/21.
Cross Hands East Plot 3 Development	6,537	-5,250	1,287	63	-1,814	-1,751	-3,038	Late start to project following negotiations with ABC legal team. WG grant will be received in advance and carried forward.
Carmarthen Western Gateway & Wetlands	173	-80	93	173	-80	93	0	
Ammanford Regeneration Development Fund	50	0	50	4	0	4	-46	Progress delays on third party schemes. Slipped to 2021/22
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	17	-17	0	17	-17	0	0	
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements	280	-280	0	280	-280	0	0	
Arfor Innovation Fund	0	0	0	253	-253	0	0	New grants to advance and support the use of the Welsh Language in local businesses.
Other Projects with Minor Variances	497	-146	351	451	-766	-315	-665	
TOTAL	129,834	-53,714	76,120	85,867	-51,342	34,525	-41,595	

This page is intentionally left blank

Chief Executive

Capital Budget Monitoring - Scrutiny Report for February 2021.

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Cross Hands West JV	Ongoing	52	0	52	52	0	52
Cross Hands West Infrastructure Development		52	0	52	52	0	52
Acquisitions and Disposals of County Buildings		1,510	0	1,510	1,510	0	1,510
Purchase of Grillo Site, Burry Port	Purchase Complete	1,487	0	1,487	1,487	0	1,487
Cwm Y Nant, Llanelli Dispersements		15	0	15	15	0	15
Capel Hendre Industrial Estste - Dispersements		8	0	8	8	0	8
St David's Park	complete	3	0	3	4	0	4
St David's Block 2 7 14		3	0	3	4	0	4
IT Strategy Developments	Ongoing	1,191	0	1,191	1,133	-4	1,129
Upgrade to County Backbone Network		507	0	507	560	0	560
Digital Transformation		224	0	224	232	0	232
Ongoing PSBA Network Transformation		47	0	47	15	0	15
Evolving Threats and Essential Compliance Work		25	0	25	26	0	26
Strategic Digital Initiatives		36	0	36	36	0	36
WLGA Schools ICT Grant		55	0	55	65	0	65
Corporate Wifi Environment/Meraki Broadband Hardware		13	0	13	80	0	80
UPS 15KVA		0	0	0	0	0	0
Voice Infrastructure		0	0	0	0	0	0
ICT Grant for Schools		284	0	284	119	-4	115
Rural Estates Capital Schemes	Ongoing	79	0	79	12	0	12
House Improvements - Farms		79	0	79	12	0	12
Industrial Redevelopments	Ongoing	750	-226	524	202	-226	-24
Glamorgan Industrial Estate Redevelopment		750	-226	524	202	-226	-24
NET BUDGET		3,585	-226	3,359	2,913	-230	2,683

Variance	Comment
0	
0	
0	
0	
0	
0	
0	
1	
1	
-62	Slip to 2021/22
53	
8	
-32	
1	
0	
10	
67	
0	
0	
-169	
-67	
-67	Lower Court & Hendy Farm. Slip balance to 2021/22.
-548	
-548	
-676	

Regeneration

Capital Budget Monitoring - Scrutiny Report for February 2021.

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Llanelli JV Projects	Ongoing	170	0	170	170	0	170
Llanelli JV Projects		170	0	170	170	0	170
Swansea Bay City Region Projects		10,134	-3,427	6,707	3,483	-3,447	36
SB City Region - Pentre Awel - Phase 1	Ongoing	427	-427	0	447	-447	0
SB City Region - Digital Project	Ongoing	0	0	0	33	0	33
SB City Region - Yr Egin	Ongoing	3,000	-3,000	0	3,000	-3,000	0
Swansea Bay City Region - Llanelli Leisure Centre - New Development	Ongoing	6	0	6	3	0	3
Swansea Bay City Region - Older People's Accommodation (including Llanelli Area)	Ongoing	6,701	0	6,701	0	0	0
County Wide Regeneration Funds		583	0	583	723	0	723
Rural Enterprise Fund	Mar '22	540	0	540	405	0	405
Transformation Commercial Property Development Fund	Mar '22	43	0	43	318	0	318
Llanelli, Cross Hands & Coastal Belt Area		9,773	-6,389	3,384	2,299	-2,827	-528
Cross Hands East Strategic Employment Site Ph1	complete	605	0	605	53	0	53
Cross Hands East Plot 3 Development	Dec '22	6,537	-5,250	1,287	63	-1,814	-1,751
Cross Hands East Phase 2	Dec '22	2,486	-994	1,492	2,159	-994	1,165
Valleys Town Centre - Digital Infrastructure	June '21	115	-115	0	19	-14	5
Valleys Town Centre - Other	June '21	30	-30	0	5	-5	0
Ammanford, Carmarthen & Rural Area		4,384	-358	4,026	2,492	-1,613	879
Ammanford Town Centre Regeneration	ongoing	52	0	52	70	-25	45
Coastal Communities - Parry Thomas Centre, Pendine	complete	23	0	23	23	0	23
Carmarthen Town Regeneration - Jacksons Lane (81086)	Phase 1 Mar '21	89	-81	8	41	-33	8
Pendine Iconic International Visitors Destination	Nov '21	2,839	-172	2,667	1,643	-1,339	304
Carmarthen Western Gateway & Wetlands (RCDF 81192)	Mar '21	173	-80	93	173	-80	93

Variance	Comment
0	
0	
-6,671	
0	
33	
0	
-3	
-6,701	Slip to 2021/22
140	
-135	Slip to 2021/22
275	Negative Slippage to 2021/22
-3,912	
-552	Part1 Claim c/fwd
-3,038	Project delayed and also grant funding received in advance
-327	Works to be completed in 2020/21.
5	
0	
-3,147	
-7	
0	
0	
-2,363	Slipped forward to 2021/22
0	

Regeneration

Capital Budget Monitoring - Scrutiny Report for February 2021.

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Ammanford Regeneration Development Fund		50	0	50	4	0	4
TAIS - Pendine Attractor Sand Area	complete	30	-24	6	30	-24	6
Llandeilo Market Hall	Ongoing	1,127	0	1,127	508	-112	396
Town Centre Loan Scheme		92	0	92	92	0	92
Town Centre Loan Scheme (TCLS) - Llanelli	Mar '21	17	0	17	17	0	17
Town Centre Loan Scheme (TCLS) - Ammanford	Complete	75	0	75	75	0	75
Targeted Regeneration Initiative (TRI) Strategic Projects		4,124	-3,254	870	1,161	-4,123	-2,962
TRI Property Enhancement Development Grant (PEDG)	ongoing	0	0	0	243	-243	0
TRI Sustainable Living Grant (SLG)	ongoing	0	0	0	278	-278	0
TRI Strategic Projects - Market Street North	ongoing	1,881	-1,231	650	108	-1,297	-1,189
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	ongoing	1,931	-1,726	205	84	-1,759	-1,675
TRI Strategic Projects - Llanelli Goods Shed	ongoing	1	0	1	150	-249	-99
TRI Strategic Project General	ongoing	14	0	14	1	0	1
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	ongoing	17	-17	0	17	-17	0
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements	ongoing	280	-280	0	280	-280	0
Arfor Innovation Fund		0	0	0	253	-253	0
Arfor Innovation Fund	Mar '21	0	0	0	253	-253	0
NET BUDGET		29,259	-13,428	15,831	10,673	-12,263	-1,590

Variance	Comment
-46	Progress delays on third party schemes. Slipped to 2021/22.
0	
-731	Balance to slip into next financial year, completion expected Sept 2022
0	
0	
0	
-3,832	
0	
0	
-1,839	All income drawn down in advance as per revised offer letter
-1,880	All income drawn down in advance as per revised offer letter
-100	Part income drawn down in advance as per revised offer letter
-13	
0	All income drawn down in advance as per revised offer letter
0	All income drawn down in advance as per revised offer letter
0	
-17,421	

This page is intentionally left blank

2020/21 Savings Monitoring Report
Policy & Resources Scrutiny Committee
10th June 2021

1 Summary position as at : 28th February 2021

£125 k variance from delivery target

	2020/21 Savings monitoring		
	2020/21	2020/21	2020/21
	Target	Delivered	Variance
	£'000	£'000	£'000
Chief Executive	492	387	105
Corporate Services	205	185	20
	697	572	125

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

Managerial
Policy

£125 k Off delivery target
£0 k ahead of target

	MANAGERIAL			POLICY		
	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21
	Target	Delivered	Variance	Target	Delivered	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	492	387	105	0	0	0
Corporate Services	205	185	20	0	0	0
	697	572	125	0	0	0

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

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

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		
Managerial - off Target							
Chief Executive							
Regeneration division	2,806	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	75	0	75	£50k increase in commercial income; £25k net effect of running costs following vacation of Nantyci Rural Development centre;	There was a reduction in Commercial property income even before the effect of COVID19 therefore this efficiency is undeliverable in the current year; Nantyci not yet sold/ leased so most running costs are still relevant. Other non related underspends within admin buildings as a result of COVID19 mean that the undeliverable efficiencies are covered in this financial year.
Marketing & Media	1,921	Business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	30	0	30	£30k Customer Services realignment;	Service review due to be undertaken to identify the proposed savings. This has been delayed due to COVID19 but should be resolved in the coming months.
Chief Executive Total			105	0	105		
Corporate Services							
Financial Services							
Accountancy	1,291	The provision of a decentralised accounting and financial management service, covering: • Technical Accounting (Preparation of final accounts, corporate accounting and taxation), • Management Accounting (Month end close, maintenance of financial records and budgeting) • Strategic Finance functions (projects, planning and financial advice to members)	20	0	20	Additional income from receivership work £20k.	This has been deferred to 2023/24.
Corporate Services Total			20	0	20		

Policy - off Target

NOTHING TO REPORT

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	
Managerial - on Target						
Chief Executive						
Chief Executive	253	Office of the Chief Executive and secretariat	4	4	0	Reduction in supplies / postages
Information Technology	3,716	ICT Services underpins and contributes towards all that the Council delivers both internally as an organisation and externally to service users and communities, independently or in partnership. It is a vital function providing innovative opportunities for improving services and achieving our priorities in an efficient and effective way. IT Services is pivotal as an enabler of change and a vehicle for driving forward transformational improvement to all services. As we continually strive to deliver our solutions in an efficient manner and in line with our key Digital Strategies (Digital Transformation Strategy, Digital Technology Strategy, Digital Schools Strategy) our major savings in future years however will have to be found from our staffing budget. The work the service does significantly contribute to financial savings being delivered from revenue budgets held across the Authority by other service areas.	121	121	0	Over the years the BT technology has been superseded with modern Internet Protocol based solutions. ICT Services will be replacing this aging infrastructure in order to utilise the latest technology which in turn will deliver the £100k revenue efficiencies. £21k will be delivered by reducing costs on annual maintenance agreements.
Corporate Policy	762	Policy & Partnership team deal with Council policy (in relation to Welsh language, sustainable development, equalities and tackling poverty), consultation & engagement with elected members and public, data & information, and public service collaboration through the Local Service Board and related strategic partnerships	39	39	0	£35k will be delivered by taking a different approach to the way work is undertaken within Corporate Policy; £4k reduction in staff travelling.
Statutory services/Coroners	401	The Coroner is an independent Judicial Officer and discharges his duties in accordance with the Coroners Act 1988. He has a duty to investigate deaths reported to him where he has reasonable cause to suspect that the death was violent, unnatural or of unknown cause or which occurs in prison.	19	19	0	Reduction in staffing costs.
Legal and Administration	1,383	The function of Legal Services is to provide a comprehensive legal service to the Council, including advocacy and representation in Courts and Tribunals and Inquiries in the course of civil and criminal proceedings and provision of advice at Committee Meetings. The Service also prepares legal documentation and gives legal advice across the whole range of Council functions. The Head of Administration and Law is also the Council's Monitoring Officer. The Service also co-ordinates responses to the Public Services Ombudsman for Wales, in relation to complaints related to the carrying out of the Council's functions and part of the South West Wales Legal Service.	41	41	0	Reduction of budgets following the introduction of paperless working. Review of support provision within Land charges.
Regeneration division	2,806	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	43	43	0	£35k reduction within Economic Development activity (£15K from Community Development and External Funding budget, £10K from Rural Carmarthen, Ammanford Town Centres budget and £10k from Econ Dev Llanelli, Cross Hands, Coastal, Business infrastructure budget) £8k reduction in electricity within the Industrial estate.
People Management division	2,753	Includes Payroll, People Services, Organisational Development, Employee Wellbeing, HR Development Team, Business and Project Support	88	88	0	£38k service review; £25k admin review; £25k review of SLAs.
Marketing & Media	1,921	Business unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	32	32	0	£20k reduction in external services; £12k reduction in spend on tourism promotion.
Chief Executive Total			387	387	0	

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

Corporate Services**Financial Services**

Accountancy	1,291	The provision of a decentralised accounting and financial management service, covering: <ul style="list-style-type: none"> • Technical Accounting (Preparation of final accounts, corporate accounting and taxation), • Management Accounting (Month end close, maintenance of financial records and budgeting) • Strategic Finance functions (projects, planning and financial advice to members) 	85	85	0	£15K reduction in subscriptions; restructuring £70k;
Rent Allowances recovered		Expenditure, which is subsidised by the Department for Work & Pensions, in respect of reductions in rent, granted to council and private tenants (i.e. tenants of private landlords and Registered Social Landlords) that are on low income	50	50	0	Increase income target to reflect the high efficiency of overpayment recovery
Revenues & Benefits	Various cost centres within Division	Revenue Services Unit is responsible for the administration, billing and collection of Council Tax and Non Domestic Rates from householders and businesses, respectively. The unit also undertakes on behalf of all the Authority's departments, the billing, collection and recovery of miscellaneous income (known as Sundry Debts) as well as having responsibility for operating the Councils full time cash offices with the associated back-office income functions. In addition to these income collection functions, the unit is responsible for the administration of Council Tax Reduction scheme (formerly Council Tax Benefit) and Housing Benefit schemes which help low income households meet their rent and /or Council Tax. Although the Housing Benefits Fraud Investigation function formerly undertaken within the unit transferred the Department for Work & Pensions in 2015/16 the service continues to investigate Council tax Reduction fraud.	50	50	0	Further evaluation and potential realignment of division following implementation of Universal Credit

Corporate Services Total**185 185 0****Policy - on Target****NOTHING TO REPORT**

POLICY AND RESOURCES SCRUTINY COMMITTEE 10 JUNE 2021

COUNCIL CCTV POLICY

To consider and comment on the following issues:

To consider and scrutinise the content of the Council CCTV Policy

Recommendations / key decisions required:

1. To approve the new corporate policy relating to council-owned CCTV systems in public places
2. Heads of Service to review the departmental leads to assist with implementation of the policy
3. To recommend to schools that they should adopt the principles of this policy.

Reasons:

There is a need for effective governance arrangements to be in place to ensure the Council's use and management of its public space CCTV camera systems is compliant with the Protection of Freedoms Act (POFA) 2012.

It is also important to embed a consistent approach across the Council in relation to all aspects of its CCTV systems.

To be referred to the Executive Board for decision: YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:

Cllr Ann Davies (Communities and Rural Affairs)

<p>Directorate: Chief Executive's</p> <p>Name of Head of Service: Noelwyn Daniel</p> <p>Report Author: Kate Harrop</p>	<p>Designations:</p> <p>Head of ICT and Corporate Policy</p> <p>Community Safety Manager</p>	<p>Tel / Email addresses:</p> <p>01267 224202</p> <p>khharrop@carmarthenshire.gov.uk</p>
---	---	---

EXECUTIVE SUMMARY
POLICY AND RESOURCES SCRUTINY COMMITTEE
10 JUNE 2021

Council CCTV Policy

The Council has in excess of 90 CCTV systems with over 600 cameras in premises plus 79 vehicles with around 250 cameras and also approximately 25 body worn cameras. Departments use surveillance camera devices for various purposes including cameras within its premises and car parks as well as on the highway, body worn video camera equipment, and automatic number plate recognition.

The Council has a duty, under the Protection of Freedoms Act (PoFA) 2012, to pay due regard to the [Home Office Surveillance Camera Code of Practice](#) in 2013 which relates to CCTV cameras in public places. The Surveillance Camera Commissioner's Code has 12 guiding principles to ensure there is a clear rationale for all cameras, that their use is proportionate and transparent, that systems are run effectively and can provide good quality images:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints
4. There must be clear responsibility and accountability for all surveillance cameras system activities including images and information collected, held and used
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support

public safety and law enforcement with the aim of processing images and information of evidential value

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

The Surveillance Camera Commissioner requires each Local Authority to identify a Senior Responsible Officer to deliver a corporate approach to their responsibilities under the POFA. This role is being undertaken by Noelwyn Daniel, Head of ICT and Corporate Policy.

A corporate review in 2015 aimed to audit council camera systems in public places, review levels of compliance with the Code, identify any areas of improvement, optimise service cost and delivery and develop any guidance needed by departments. An officer working group was then established in 2017, consisting of leads from departments with CCTV systems, to implement the review's recommendations. Significant work has been undertaken to put in place the required documentation to comply with the Code of Practice including Self-Assessment Templates (SATs) and Data Protection Impact Assessments (DPIAs).

This policy has been developed to ensure both compliance with the Code of Practice by all relevant services and to ensure a consistent approach to the gathering, storage, use and disposal of CCTV system recorded data. This policy covers all overt CCTV systems used by the Council but does not cover Carmarthenshire schools.

In addition to implementing the Council policy for CCTV, future areas of work include:

- standardising and updating SATs for each system, ensuring these are published on the council's website alongside the DPIAs, with annual reviews of all documents
- introduction of corporate signage
- common approach introduced for the planning and commissioning of new systems and amendments to existing ones, including a public consultation approach
- ensuring details of all CCTV systems, policy documents, legislation, procedures and templates are available on the intranet
- applying for third-party certification to demonstrate the council is adhering to the highest standards and that the cameras are being used proportionately, effectively and efficiently.

A bid for a 12 month dedicated resource to lead on the delivery of this work, in liaison with departmental leads, is to be made to the Risk Management Steering Group.

DETAILED REPORT ATTACHED?

YES
Council CCTV Policy

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 and Corporate Policy

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

Policy, Crime & Disorder and Equalities

By implementing the CCTV Policy and ensuring a corporate approach to meet the requirements of the Surveillance Camera Commissioner, the council will continue to utilise surveillance camera devices to reduce crime and disorder locally, in line with Section 17 of the Crime and Disorder Act 1998.

Legal

The Council has a duty, under the Protection of Freedoms Act 2012, to pay due regard to the Home Office Surveillance Camera Code of Practice 2013 which relates to CCTV cameras in public places. A failure on the part of any person to act in accordance with any provision of this code does not of itself make that person liable to criminal or civil proceedings. This code is, however, admissible in evidence in criminal or civil proceedings, and a court or tribunal may take into account a failure by a relevant authority to have regard to the code in determining a question in any such proceedings and could ultimately result in the Council having to pay compensation.

Staffing Implications

Meeting the Code of Practice's requirements has involved additional staff resources to date. Implementation of the policy and the additional areas identified will involve a further commitment to be undertaken by relevant officers in the Council and also a dedicated resource if made available.

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT and Corporate Policy

- 1. Scrutiny Committee - NA
- 2. Local Member(s) - NA
- 3. Community / Town Council - NA
- 4. Relevant Partners - NA
- 5. Staff Side Representatives and other Organisations - NA

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

YES

Cllr Davies is aware of the background to this report and the new policy

Title of Document	Locations that the papers are available for public inspection
Home Office Surveillance Camera Code of Practice 2013	https://www.gov.uk/government/publications/surveillance-camera-code-of-practice Or available through Kate Harrop khharrop@carmarthenshire.gov.uk 01267 224202

This page is intentionally left blank

CLOSED CIRCUIT TELEVISION POLICY

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Contents

Introduction	1
Objectives	1
Legislation	2
Responsibilities	2
CCTV Operations	4
Purchasing and Deployment of CCTV Cameras	4
Monitoring	5
Viewing Images	6
Signage	7
Storage and Retention	7
Inspections	8
Health and Safety	8
Complaints	8

1. Introduction

- 1.1 The following policy relates to surveillance camera equipment and the gathering, storage, use and disposal of Closed Circuit Television (CCTV) system recorded data. The Council uses surveillance camera devices for various purposes. These include CCTV systems within council premises and car parks as well as on the highway, body worn video camera equipment, and automatic number plate recognition. In this policy, such devices shall be referred to as 'CCTV systems'.
- 1.2 Use of cameras and other electronic recording devices in public places has escalated over recent years and the advance of technology has meant that the variety of devices available has expanded. Whilst these perform a useful role in preventing and detecting crime and keeping people and property safe, such use has led to much greater intrusion into the private lives of individuals going about their lawful business. This policy aims to set out standards relating to the use of such equipment that maximises effectiveness whilst at the same time minimises interference with the privacy of individuals whose images are captured by the devices.
- 1.3 This policy covers all overt CCTV systems used by the Council but does not cover Carmarthenshire schools.
- 1.4 Carmarthenshire County Council is referred to as 'the Council' throughout this policy.
- 1.5 This document should be read in conjunction with relevant codes of practice from both the Biometrics and Surveillance Camera Commissioner and the Information Commissioner.
- 1.6 Details of all CCTV systems, policy documents, legislation, procedures and templates will be made available on the council's intranet.
- 1.7 Officers undertaking covert surveillance with or without recording devices must comply with the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA) and the Codes of Practice issued pursuant to that legislation. This policy does not apply to such activities.

2. Objectives

- 2.1 It is important that everyone and especially those charged with operating the CCTV systems on behalf of the Council understand exactly why each of the CCTV systems and each camera used as part of a CCTV system has been introduced and what the cameras should and should not be used for.
- 2.2 Each CCTV system will have its own site or task specific objectives. These could include some or all the following:
 - Protecting areas and premises used by council officers and the public.
 - Detering and detecting crime and anti-social behaviour.
 - Assisting in the identification of and apprehension of offenders.

- Deterring violent or aggressive behaviour towards council officers.
- On-site traffic and car park management.
- Monitoring traffic movement.
- Identifying those who have contravened parking regulations. Assisting in traffic regulation enforcement.
- Protecting council property and assets.
- Assisting in grievances, formal complaints and investigations.

3. Legislation

3.1 CCTV systems are subject to legislation under:

- The Data Protection Act 2018 (DPA)
- UK General Data Protection Regulation (UK GDPR)
- The Human Rights Act 1998 (HRA)
- The Freedom of Information Act 2000 (FOIA)
- The Protection of Freedoms Act 2012 (POFA)
- The Criminal Procedures and Investigations Act 1996
- The Regulation of Investigatory Powers Act 2000 (RIPA).

4. Responsibilities

Senior Responsible Officer (SRO)

- 4.1 The SRO ensures the delivery of a corporate approach to the Local Authority's responsibilities arising from POFA. The SRO has strategic responsibility for the integrity and efficacy of the processes in place within the Local Authority which ensure compliance with POFA and in respect of all surveillance cameras operated by the Local Authority.
- 4.2 The SRO will submit an annual report to CMT providing an update on CCTV, including detailing how effective, in the previous year, CCTV systems have proved to be, in meeting the objectives listed in Section 2.
- 4.3 The SRO will ensure the publication of all Self-Assessment Templates (SATs) and Data Protection Impact Assessments (DPIAs) on the website and that these are reviewed on an annual basis.
- 4.4 The SRO will lead on third-party certification to provide evidence of compliance with the Surveillance Camera Commissioner's Code of Practice.

CCTV Single Point of Contact

- 4.5 The CCTV SPOC is the operational lead for all matters relating to surveillance cameras. They are responsible for ensuring all those involved in the use of CCTV systems are aware of current

legislation and guidance relating to CCTV systems. This will be done through the Council's intranet.

The Responsible Officer

- 4.6 The day-to-day operational responsibility for each CCTV system rests with the designated Responsible Officer for each system. A list of all CCTV systems and their Responsible Officer will be recorded and made available in a CCTV register on the Council's CCTV intranet page. Responsible Officers shall ensure the register is kept updated. This will also be the case when a third party under the direction or control of the Council operates the CCTV system.
- 4.7 The Responsible Officer shall ensure that council officers involved in the operation of the CCTV system are trained in the use of the equipment and are aware of this policy and the procedures in place to manage CCTV systems at the council.
- 4.8 The Responsible Officer should act as the first point of contact for all enquiries relevant to the CCTV system and should ensure that only authorised council officers are able to operate or view images.
- 4.9 The Responsible Officer shall investigate any reported misuse of a CCTV system and report it immediately to the CCTV SPOC.
- 4.10 The Responsible Officer shall ensure the CCTV system is operational and take steps to deal with any faults as appropriate.

Heads of Service

- 4.11 The overall responsibility for CCTV systems rests with the relevant Head of Service. This includes ensuring all relevant staff are appropriately trained and all systems are used in accordance with this policy.
- 4.12 Heads of Service will nominate a designated lead officer for CCTV who will liaise with the Responsible Officers for the system.

Lead Officers

- 4.13 Lead Officers will have oversight of all CCTV systems managed by the service and will be a central point of contact and advice in relation to queries from staff on CCTV. They will be responsible for ensuring that SATs are in place for all systems, that the corporate DPIAs cover all systems and that these documents are reviewed on an annual basis and available for publication.
- 4.14 Lead officers will ensure that the necessary steps are taken before installing a new system or making changes to existing ones, including the completion of the Passport to Compliance and consultation.

5. CCTV Operations

- 5.1 Council officers operating CCTV systems are responsible for operating the equipment in accordance with all requirements set out in current legislation, this policy document, relevant guidelines, codes of practice and local operational manuals.
- 5.2 Council officers operating CCTV systems must be familiar with the requirements of the UK GDPR and DPA and should complete the Council's eLearning course which provides an introduction to the legislation.
- 5.3 Council officers involved in the use of CCTV systems shall report any misuse to the Responsible Officer and shall cooperate with any investigation by the Responsible Officer. The Responsible Officer shall report it immediately to the CCTV SPOC and investigate any reported misuse of a CCTV system.
- 5.4 Council officers operating CCTV systems shall be responsible for bringing any equipment faults to the Responsible Officer's attention immediately.
- 5.5 A number of council owned CCTV systems are located in premises occupied by third parties. In these cases, it is important that there is a clear understanding between the Council and the organisation(s) concerned as to who is responsible for each aspect of the CCTV system. This should be recorded and signed by both parties. A copy of this document should be given to the council's CCTV SPOC.

6. Purchasing and Deployment of CCTV Cameras

- 6.1 Permission must be obtained prior to the procurement of any systems from the Senior Responsible Officer – Head of ICT and Corporate Policy.
- 6.2 Arrangements are being put in place for the procurement of all systems and the maintenance of those systems to be undertaken with the assistance of the Council's Procurement team.
- 6.3 Those responsible for introducing and operating CCTV systems must ensure that the use of cameras is proportionate to the intended objective and that individuals' right to privacy is respected at all times. The Passport to Compliance must be completed with a clear operational objective for the CCTV system and the relevant DPIA checked to ensure it covers the system.
- 6.4 Care must be taken to ensure that cameras do not capture images or sounds of private spaces such as private houses.
- 6.5 Covert cameras are not permitted to be deployed under the auspices of this policy. Such activities fall under the ambit of RIPA or shadow RIPA and authorisation must be obtained for such activity under the relevant RIPA procedures. CCTV systems should normally be clearly visible with unobstructed signage situated close to the device informing those in the vicinity that they are being monitored and/or recorded. The content of such a sign or notice may differ according to the nature of the device being used, the area it is being used in and the purpose of its use.

- 6.6 The Council does not deploy ‘dummy’ cameras as part of its CCTV systems as these can provide a false sense of security.
- 6.7 The Council does not generally operate cameras that can monitor conversation or be used to talk to individuals as this is seen as an unnecessary invasion of privacy. This does not apply to body worn camera devices.
- 6.8 Upon the introduction of a static CCTV system, a map showing the location of the camera should be sent to the CCTV SPOC for inclusion in the Council’s central register of CCTV systems.
- 6.9 Use of CCTV systems should be considered as part of planning a building construction or refurbishment. Advice should be obtained from the Designing Out Crime Officer from Dyfed Powys Police by contacting 101. Authorisation for the deployment of CCTV systems should be shared at an early stage in building design with the Head of Service for whom the building is being constructed. This is so that this policy can be applied and either an alternative method adopted or an acceptable CCTV system built into the designs. Information about the CCTV system should be retained as part of the file relating to the completed building.

7. Monitoring

- 7.1 CCTV system monitors sited in reception areas are intended to provide live monitoring of reception areas by council officers. The ability to view the CCTV system monitors must be restricted to those authorised to see them. Monitors must not be visible to all entering the premises.
- 7.2 Monitoring of CCTV systems where required will only be carried out by persons authorised by the relevant Responsible Officer.
- 7.3 CCTV will only be subject to the UK GDPR Act if the footage captured “relates to living individuals who can be identified” from it.
- 7.4 If the GDPR Act does apply, the CCTV operator will be required to do a number of things:
 - Put up signs notifying people that CCTV is in use (see section 9)
 - Give any individual who requests it, copies of footage of themselves (Subject Access Request) in consultation with the Data Protection Officer (see 8.2)
 - Ensure that any footage stored is kept for no longer than necessary for the purposes for which it is obtained
 - Ensure that footage is not disclosed to anyone unless it is permitted under an exemption contained under the Data Protection Act 2018 and UK GDPR.
- 7.5 In addition to the obligations under the Data Protection Act 1998, the Human Rights Act requires any public authority using CCTV cameras to do so compatibly with Article 8 of the convention.

- 7.6 The Council uses body worn cameras in order to protect council officers dealing with members of public in situations where they are particularly vulnerable to abuse or where there is an ongoing need to capture images or speech for evidential purposes. Usage is in accordance with the Standard Operating Procedure.
- 7.7 Details of CCTV systems data collection are included in the Council's privacy notice for CCTV.

8. Viewing Images

- 8.1 The casual viewing or trawling of images or sounds captured by a CCTV system is strictly forbidden. Viewings must only be carried out for a specific, legitimate purpose.
- 8.2 Under Article 15 of the GDPR, data subjects have the right to access information held about them by the Council and to have a copy of that personal data. Individuals also have the right to access images of themselves recorded on CCTV systems controlled by the Council. Such requests must be made in writing to the Data Protection Officer, County Hall, Carmarthen, SA31 1JP dataprotection@carmarthenshire.gov.uk. Please see our website for further details: <https://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/>
In the event of a request being received by another officer, that officer should contact the Data Protection Officer to discuss the request.
- 8.3 On occasion, council services may wish to access images and recordings captured on CCTV systems as part of a legitimate investigation into criminal activities, civil claims, potential disciplinary matters, complaints, grievances or health and safety issues. Viewings and images will only be released to a properly authorised investigating council officer upon the submission of a formal request to the Responsible Officer. The viewing request should include:
- The name of the authorising officer
 - The name and contact details of the person viewing images
 - The reason for viewing the images.

Viewing Requests should be made in a timely manner as the retention period for most CCTV systems in operation in the council is one month. Council officers who are subject to council disciplinary, complaints or grievance procedures have the right to see and retain footage of themselves and can request copies as a Subject Access request as outlined in 8.2.

- 8.4 On occasion, police officers may request to view images taken from CCTV systems during the investigation of criminal activity. This is generally permitted under an exemption found in the UK GDPR Act.
- 8.5 Occasionally insurance companies or solicitors will request footage, generally over disputes regarding damage to cars in car parks. As the footage may identify the individual drivers or vehicles involved it is classed as personal information. Copies of personal information can be requested making a Subject Access Request to the Information and Data Protection Officer – see 8.2 for details.

- 8.6 Any viewing or disclosure of images must be recorded on the 'Access and disclosure recording' form.
- 8.7 A record of all disclosures is kept by the Data Protection Officer for a period of five years after administrative use is concluded. Details of any disclosures will also be recorded on the template held relating to the system which records all occasions when images are viewed.

9. Signage

- 9.1 All areas where fixed site CCTV is in use should be clearly signed. Such signs warn people that they are about to enter an area covered by a CCTV system or to remind them that they are still in an area covered by a CCTV system. Signs will also act as an additional deterrent. CCTV system signs should not be displayed in areas that do not have CCTV cameras.
- 9.2 Where body worn cameras are in use, officers using them must wear the appropriate council uniform and display a clear notice that this is the case on their person or on the device to confirm that they are operating a body worn camera. Officers will always advise that an individual is being recorded as soon as the device is activated.
- 9.3 Signs should be an appropriate size depending on context. For example, whether they are viewed by pedestrians or car drivers.
- 9.4 Signs should be more prominent and frequent in areas where people are less likely to expect that they will be monitored by a CCTV system. This is particularly important when an ANPR system is being used that covers a large area.
- 9.5 Corporate signage will be made available which will:
- Be clearly visible and readable
 - Confirm that the system is operated by the Council and include contact details for the Contact Centre
 - Confirm if the system is recorded or monitored or both
 - State the purpose for having a surveillance system in place.

10. Storage and Retention

- 10.1 CCTV system images are stored generally for 30 days and then overwritten.
- 10.2 Access to CCTV footage will be kept secure.
- 10.3 All images will be stored securely.
- 10.4 All images remain the property and copyright of the Council.
- 10.5 Each new recording disc will have a unique reference number.

- 10.6 All images are time and date stamped.
- 10.7 Image resolution should be relevant to purpose.
- 10.8 All media will be confidentially disposed of when no longer needed.
- 10.9 Recorded material will not be sold or used for commercial purposes.

For further information, please see the Council's 'Handling Personal Information Policy and Procedure'

<https://www.carmarthenshire.gov.wales/media/1213588/handling-personal-information-policy-v30.pdf>

11. Inspections

11.1 CCTV systems at the council can be inspected at any time by:

- The CCTV SPOC.
- The CCTV SRO
- The relevant Responsible Officer
- The relevant Head of Service or their nominated representative
- A member of the relevant regulatory body.

12. Health and Safety

12.1 The relevant Responsible Officer should ensure that officers are made aware of and comply with all council policies on health and safety, in particular, working with electrical equipment, Visual Display Unit regulations and working with heights.

13. Complaints

13.1 Any complaints regarding CCTV systems at the Council will be dealt with in accordance with the Council's complaints procedure.

POLICY AND RESOURCES SCRUTINY COMMITTEE

10 JUNE 2021

CARMARTHENSHIRE PUBLIC SERVICES BOARD WELL-BEING PLAN ANNUAL REPORT 2020-2021

To consider and comment on the following issues:

To consider and scrutinise the content of the Carmarthenshire Well-being Plan Annual report for the period 2020-2021.

Reasons:

Carmarthenshire PSB published its first Well-being Plan in May 2018, as required through the Well-being of Future Generations (Wales) Act. The Act also notes the requirement that a designated local government scrutiny committee is appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny committee.

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

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Emlyn Dole

<p>Directorate</p>	<p>Designations: Head of ICT and Corporate Policy</p>	<p>Tel Nos. 01267 224659</p>
<p>Name of Head of Service: Noelwyn Daniel</p>	<p>Corporate Policy and Partnership Manager Community Safety Manager</p>	<p>E Mail Addresses: GAyers@carmarthenshire.gov.uk KHHarrop@carmarthenshire.gov.uk</p>
<p>Report Author: Gwyneth Ayers and Kate Harrop</p>		

EXECUTIVE SUMMARY
POLICY AND RESOURCES SCRUTINY COMMITTEE
10 JUNE 2021

Carmarthenshire Public Services Board Well-being Plan Annual Report 2020-2021

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

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

In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny. This is the third Carmarthenshire Well-being Plan annual report and covers progress for the period 2020-21 after the Plan was first published in May 2018. While it is recognised that less activity has been possible in the last year as a result of the pandemic, significant progress has been made in a number of areas. It is also recognised that all important relationships built up through the work of the PSB, contributed greatly at a time where multi-agency working and response was essential. The Board has reviewed its priorities to consider opportunities arising from the lessons learnt from organisations' experiences of dealing with the coronavirus pandemic and the enhanced collaborative working that developed as a result.

The report provides information on:

- PSB structure
- Regional working
- Five ways of working
- Delivery Group progress reports
- Safer Communities Partnership
- Development areas.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Noelwyn Daniel Head of ICT and Corporate Policy

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

1. Policy, Crime & Disorder and Equalities

In the 'Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards' issued by Welsh Government in August 2017 it notes: 'Under the provisions contained in the Act, overview and scrutiny committees have extensive powers to review the PSB's governance arrangements as well as any decisions made or actions taken by the PSB. In addition, overview and scrutiny committees are provided with considerable reporting powers as they are required to share copies of any reports or recommendations made in connection with the board's function or governance arrangement with the Welsh Ministers, the Future Generations Commissioner for Wales and the Auditor General for Wales.'

CONSULTATIONS

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

Signed: Noelwyn Daniel Head of ICT and Corporate Policy

1. Local Member(s) N/A

2. Community / Town Council N/A

3. Relevant Partners Through the Public Services Board

4. Staff Side Representatives and other Organisations N/A

EXECUTIVE BOARD PORTFOLIO HOLDER AWARE/CONSULTED

Cllr. Emlyn Dole

YES

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
SPSF 3 – Guidance on the collective role through public services boards		<p>Cymraeg https://llyw.cymru/sites/default/files/publications/2019-02/spsf-3-rol-gydweithredol-byrddau-gwasanaethau-cyhoeddus.pdf</p> <p>English https://gov.wales/sites/default/files/publications/2019-02/spsf-3-collective-role-public-services-boards.pdf</p>
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		<p>Cymraeg https://llyw.cymru/sites/default/files/publications/2019-02/canllawiau-ar-graffu-ar-fyrddau-gwasanaethau-cyhoeddus%20.pdf</p> <p>English https://gov.wales/sites/default/files/publications/2019-02/guidance-on-the-scrutiny-of-public-services-boards.pdf</p>

Carmarthenshire PSB's Well-being Plan 2018-2023

3rd Annual Report

May 2020/May 2021

Foreword

I am pleased to present the third annual report of the Carmarthenshire PSB following the publication of our Well-being Plan in May 2018. This last year has been an unprecedented and challenging time. Covid-19 has impacted on all of us – public services, businesses and our communities and we have come together to help people needing both practical and emotional support. Enhanced communication between our partner organisations has been critical to respond to the ever-changing landscape and impact on service delivery.

Public service partners have had a short-term focus on supporting the recovery from the pandemic and working together to develop plans for medium and long-term recovery. I firmly believe that this alliance has been assisted by the strong partnership relationships that exist, having been built over the years through the work of the PSB. We continue to share what we have learnt and will continue to learn from how we adapted whilst also looking at the opportunities to work collaboratively going forward, improving service delivery.

Many of our public services have been working differently, with staff working from home, meetings held virtually. As a PSB, we have continued to meet regularly to drive forward our important agenda – and with meetings held online, we have seen some positives, with significant reductions in travelling time and mileage, the impact on the environment has been beneficial, and we will continue to consider how best to work effectively in the future.

The PSB brings together senior representatives from public services working in Carmarthenshire to improve the economic, social, environmental and cultural well-being of our residents. We work together to add value to each other's services and there continue to be huge

opportunities to develop innovative approaches, learning from our experience over the last year. We are working to address what may not have seemed possible before, different ways to meet the needs of our communities. The work of our Delivery Groups is ongoing, progressing work collaboratively to implement key actions to meet the Board's objectives. Partners are looking at how we can do things differently and build on local engagement with our communities.

I am proud of the recent collaborative efforts, despite the challenging circumstances, and being able to say that we are starting to make some real progress in Carmarthenshire, working to reshape public services for the better. This annual report outlines many of our key achievements over the last year, a year which has reinforced the importance of public services to our day to day lives.

Once again, I thank all those involved who continue to do all they can to deliver our Well-being Plan. By working together, we will continue to see how we can make a better future for our future generations.

**Barry Liles, Chairman of PSB &
Pro Vice-Chancellor (Skills & Lifelong Learning), University of Wales Trinity Saint David**

PSB Well-being Plan

The Plan outlines how the PSB partners will work together to address some of the key issues affecting the well-being of the citizens and communities of the County. These partners are: **ADD LOGOS**

The Plan focuses on the delivery of four well-being objectives, identified following extensive engagement with frontline staff, residents and other key stakeholders:

- **Healthy Habits** – People have a good quality of life and make healthy choices about their lives and environment
- **Early Intervention and Prevention** – To make sure that people have the right help at the right time; as and when they need it
- **Strong Connections** – strongly connected people, places and organisations that are able to adapt to change
- **Prosperous People and Places** – To maximise opportunities for people and places in both urban and rural parts of our county.

PSB Structure

The structure in place has been developed to ensure the effective delivery of the Well-Being Plan. This consists of a series of Delivery Groups in order to make progress against the short-term actions within the PSB's well-being objectives. Each group has an Expert Lead, Vice Chair and Lead Officer. **STRUCTURE CHART**

The Delivery Groups have been meeting since mid-2018 and have, in the last year, been progressing their project plan to deliver against the Well-being Plan. These Delivery Groups are administered by the Council's PSB Support Team and the team also acts as a conduit between the Delivery Groups in order to identify areas of possible collaboration and avoid duplication.

The Safer Communities Partnership, a statutory, long-standing multi-agency group, continues to be accountable to the PSB and reports on a regular basis to the Board. It meets on a quarterly basis and is fully aligned with two other county-based groups linked to community safety – the CONTEST (counter-terrorism) Board and Serious Violence and Organised Crime Board. Information about the work of these groups is included later in this report.

The PSB structure will be regularly reviewed to ensure that it best supports the work of the Board, including the delivery of progress against the Well-being Plan.

PSB Areas of Progress

Several areas have been progressed or supported by the PSB, in addition to the work done by the Delivery Groups to meet the PSB's objectives:

- The on-going collaboration taking place with the seven Carmarthenshire Town and Community Councils subject to the Well-being of Future Generations Act continues to develop and benefit from closer working. Representatives from those councils (Llanelli Town, Llanelli Rural, Pembrey and Burry Port, Llanedi, Llannon, Cwmaman and Carmarthen) now attend each PSB meeting as a voice for the town and community council sector. The PSB Support Team have continued to work with the Clerks and Development Officers of the councils during the year. Regular discussions with these local councils have enabled greater collaboration in locally led initiatives which will continue going forward. During the year the councils have worked with the PSB on a tree planting project, funded through NRW

(further information available in the Healthy Environment Delivery Group update). Under the Well-being of Future Generations Act, the councils are required to report on progress made in meeting the local Well-being Plan's objectives. The local councils presented their annual reports at PSB meetings during the year. A number of issues and initiatives were raised by partners during these discussions and links made for future development and collaboration. Going forward, it has been agreed that an annual event will be held with the Town and Community Councils to identify good practice and share annual reports.

- Significant progress has been made by PSB members working collaboratively to further develop the ongoing work with partners and the community to regenerate the Tyisha ward in Llanelli. This ward is one of the most deprived communities in Carmarthenshire and partners have developed a transformational plan to address this deprivation and the priorities identified by the community including community safety concerns, the social and physical environment. This work links to the development of other planned initiatives in the area such as regeneration of the town centre and the development of Pentre Awel, the Life Science and Well-being Village.

Over the last year, initiatives have included:

- Recruitment of two dedicated community wardens to tackle anti-social behaviour, encourage neighbourhood watch schemes and promote cohesion, two dedicated housing officers to lead on issues involving Council tenants and promote community engagement and a project development officer to engage with young people and focus on delivering a new hub for the area.
- Embedded four dedicated workstreams - Crime and Disorder, Housing and Regeneration, Environment and Transport, and Children, Families and Communities – to lead on various aspects of the project
- Supported the set-up of a new foodbank for the area
- Developed new family housing for the area and improved other stock
- Decanted a number of tenants living in the redundant Ty's blocks and provided them with alternative and more suitable accommodation.
- Moving both youth projects out of the area and finding a range of different options which will provide more opportunities and aspirations.
- Decommissioning and recommission our temporary accommodation and looking to disperse units across Llanelli rather than confined to one area.
- Improving housing standards in the Private Rented Sector with a dedicated Environmental Health Officer undertaking proactive and reactive work and leading on public health, noise, and waste complaints
- Working with private landlords to set up a forum to build relationships and improve communication

- Assisting residents of Tyisha in conjunction with Dyfed Powys Police in setting up two Neighbourhood Watch Schemes, with the aim to build safer communities and helping to prevent crime
- Dedicated waste team cleansing the rear lanes and streets improving the environment and taking enforcement action where needed.
- A workshop is being planned for PSB partners across the region to progress opportunities for collaboration regarding carbon reduction. This follows the Council’s declaration of a Climate Emergency which commits to make the Council a net zero carbon local authority by 2030 and to work with the PSB to develop opportunities to make carbon savings. The workshop will outline current and planned activity within partner organisations to respond to climate change and facilitate discussion around future joint working.

The PSB has reviewed its priorities following extensive discussions during the year to consider opportunities arising from the lessons learnt from organisations’ experiences of dealing with the coronavirus pandemic and the enhanced collaborative working that developed as a result. As a result of the challenges faced, partners discussed opportunities to rethink how they work together and how services are delivered.

The following priority projects going forward were identified to ensure future action by the PSB focuses on agreed key collaborative opportunities and supporting the county’s recovery:

Well-being Plan Objective	Project
Healthy Habits	Social & Green Solutions for Health (regional and link to RPB)
	Environmental Risk Assessment Newcastle Emlyn Climate Resilience Plan
	Opportunities for collaboration to respond to climate emergency
Prevention & Early Intervention	NEW Focus on developing means of sharing organisational intelligence on vulnerability in order to build a better profile of needs in Carmarthenshire to plan and focus service provision. Building on work being undertaken by Dyfed Powys Police through the Serious Violence & Organised Crime Board.

Well-being Plan Objective	Project
Strong Connections	Volunteering (link to RPB)
Prosperous People & Places	Work with Regional Learning & Skills Partnership to further develop areas of priority for Carmarthenshire going forward
	Public sector procurement – initially through the Foundational Economy Challenge Fund project
	Progressive procurement regional cluster with Pembrokeshire, Swansea and Neath Port Talbot
Safer Communities	Work towards compliance with Counter-Terrorism duties by partners ensuring appropriate staff training provided
	Continue to develop partnership working to tackle serious organised crime including County Lines activity
	Develop usage of ‘Internet of Things’ technology to tackle local crime and disorder problems
	Raising awareness of cyber crime among partners
	Learning from themes identified by domestic homicides
Collaboration opportunities	Work to bring together communities while identifying any tensions affecting community cohesion
	NEW Multi-agency/multi-sector town centre or community hub developments – as we ease out of working from home arrangements, there is a need to establish new ways of working by reducing the need for numerous organisational headquarters and look at opportunities to develop a multi-agency approach to more localised community access to services, agile working areas for staff and/or locations for outreach staff to touch-base without having to return to main office.
	10 rural towns
	Tyisha regeneration programme
	Well-being Assessment

The two new priorities agreed were multi-agency/sector town centre or community hubs and developing information sharing arrangements to enable organisational intelligence on vulnerability to be better utilised.

The PSB promoted the initiative, ‘**Circular Economy Innovation Communities**’ to its members, encouraging participation of managers and leaders of public services and third sector organisations in a 10-month programme run by Swansea University. The Welsh Government-funded programme aims to assist teams to support the development of new service solutions to enhance productivity and deliver Circular Economy benefits by keeping resources and materials in use for as long as possible and avoiding all waste. There are seven cohorts across the

Swansea Bay region including one consisting of Carmarthenshire PSB partners working on the town centre hub initiative which will complement the ongoing partnership work.

A presentation was given to the PSB in July 2020 on the **Swansea Bay City Deal's Digital Infrastructure programme**. Many PSB partners have been involved in the conception of this £55 million programme which has now received Ministerial approval from both the UK and Welsh Governments. Delivery of the individual projects within the programme will now begin and take place over the next four years. These projects include interventions to improve rural digital connectivity, investment in full fibre infrastructure across urban and economic growth zones and investment in next generation wireless networks across the region. PSB partners will be invited to participate in the next step which will be workshops to develop the specific details of the individual interventions.

The PSB has also been kept informed of latest developments and opportunities relating to the significant **Pentre Awel** project being taken forward in Llanelli. Many PSB members, including the Health Board, University and Coleg, are already directly involved in the project being led by the Council as part of the **Swansea Bay City Deal**. Progress achieved during the year means that £40million of Swansea Bay City Deal funding can be drawn down to help deliver the landmark scheme on the 83-acre site at Delta Lakes, Llanelli. Pentre Awel will be the first development of its scope and size in Wales and will bring together life science innovation, community healthcare and modern leisure facilities all at one location along the Llanelli coastline. The research and development will help to push the boundaries of understanding of what it means to live well. Pentre Awel will be home to big science and small start-ups, established businesses and new kids on the block. All working in partnership with universities and colleges and the health board to make life better. The exciting project includes integrated care and physical rehabilitation facilities to enable the testing and piloting of life science technologies aimed at enhancing independent and assisted living. A well-being skills centre will focus on health and care training, along with a clinical delivery centre to deliver multi-disciplinary care closer to home. The new leisure centre will bring state-of-the-art sports and fitness facilities to the people of Llanelli and the surrounding area with include a 25-metre eight-lane swimming pool, new top-of-the-range gym, eight-court sports hall and an adventure play area for young children. The development will bring a wide range of employment opportunities creating almost 2,000 jobs including apprenticeships and is expected to boost the local economy by a staggering £467million.

The PSB began to consider the implications of a number of key strategic documents published during the year and these discussions are ongoing. These have included: **ADD HYPERLINKS**

- ‘Review of Strategic Partnerships’ by the Welsh Government and Welsh Local Government Association – this review considered the broad partnership landscape and identified key areas where there was felt to be unnecessary complexity or duplication, working with partners to identify opportunities for simplification and rationalisation. The review identified action which could be taken immediately by the relevant partnerships or Welsh Government to rationalise partnerships/improve alignment and action which would require legislative change through the Local Government and Elections Act.
- ‘Future Generations Report 2020’ by the Future Generations Commissioners – this report is the first of its kind, meeting the statutory duty on the Commissioner to publish this report every five years. The report analyses the progress of all public bodies, including Welsh Government, in implementing the Well-being of Future Generations (Wales) Act since it became law in 2015. A workshop is to be planned to further consider the Commissioner’s report.
- Senedd’s Public Accounts Committee's Report 'Delivering for Future Generations: The story so far' - this inquiry focused on the barriers to implementation of the Well-being of Future Generations (Wales) Act 2015 and how it can be implemented successfully in future.

Additional projects progressed by the Delivery Groups

Although the Delivery Groups have not been able to make as much progress as was hoped due to the pandemic, with some of the groups not being able to meet during the year due to officers being focused or redeployed to support COVID-19 response, a number of projects have been developed and progressed.

A priority for the **Healthy Environment Delivery Group** continues to be to tackle climate change. The regional work on severe weather events commissioned by NRW, working closely with the PSBs in Carmarthenshire, Ceredigion and Pembrokeshire, in 2019, resulted in a more targeted approach focusing on two of the identified at-risk communities - Newcastle Emlyn in Carmarthenshire and Fishguard in Pembrokeshire. This work was commissioned in February 2020 and was completed in December. The project involved online engagement with key stakeholders to develop a plan for building climate resilience through identifying the direct impact of climate risks on their situation and place and seeking

their responses on how to build resilience. The final report, its findings and recommendations have been considered by the Delivery Group and recommendations will be put forward to the PSB for consideration.

The PSB was awarded £25,000 from NRW to deliver projects linked to the Well-being Plan before the end of March 2021. The Delivery Group put forward two projects which were approved by the PSB and then successfully delivered:

- 1) a tree planting initiative, led by the seven town and community councils, engaging safely with local community members getting involved in the planting, benefitting from spending time in natural spaces and improving residents' ownership of, and sense of pride in, their communities. Almost 2,350 trees were planted with eight new woodland and tree planted sites created. Four community groups were established or enhanced, who are now working with the town and community councils in the long-term management of the new and existing green spaces. This project was later expanded to include habitat improvements following an underspend on the second project – a Green Infrastructure (GI) initiative - due to the delivery timetable.
- 2) investigating how GI can be incorporated into the redevelopment of Jackson's Lane, Carmarthen to address key issues such as air quality, health and well-being, and climate resilience, as well as economic regeneration and green recovery from Covid-19, and also in Newcastle Emlyn town centre, with the aim of maximising climate resilience, economic regeneration and health and well-being. Moving forward, stakeholder workshops will be held with participants, identified from the stakeholder database, to discuss the initial findings of the report. This knowledge gathering and sharing will then be used to finalise a GI masterplan for each site which will inform the future development.

The **Strong Connections Delivery Group** made a successful partnership bid to the Welsh Government Coronavirus Recovery Grant for Volunteering for £152,991.45 to progress priorities identified, including a - Carmarthenshire Volunteering Strategy, an online portal for volunteers/volunteering and digitising training. The funding will be used to sustain volunteering and community action witnessed throughout the pandemic and to ensure more sustainable models of volunteering moving forward. The work will include mapping existing volunteering provision across PSB partners, developing a crisis response plan and investigating ways in which volunteers can be shared across partners and third sector groups, exploring opportunities for shared processes such as recruiting and training volunteers and establishing a framework for local Volunteering Teams.

The **Safer Communities Partnership** continues to be involved in successful work to tackle 'County Lines' including the sharing of information and participating in campaigns such as targeted weeks of action. County Lines is a term used for illegal drug-dealing networks, usually controlled by a person using a telephone number – the 'county line'. They distribute drugs via 'runners' who are vulnerable children and adults recruited to transport drugs and cash all over the UK. This crime is often associated with other serious crimes such as sexual exploitation, violence, money laundering and human trafficking.

A new 'INTACT' Strategy for 2021-24 has been developed by partners to tackle Serious Violence and Organised Crime across Dyfed Powys. A work plan has been produced, information and awareness sessions arranged for staff of partner organisations and clear prevention messages are being promoted widely to the public, with a new theme per month. A new Early Intervention and Prevention Team started in April consisting of 10 community support officers across the region and an analyst. This team aims to prevent children, young people and vulnerable adults from engaging in, or becoming victims of Serious Violence and Organised Crime. The team will develop and deliver early intervention activities, identifying opportunities for diversion activities, undertake targeted vulnerability patrols and support partners when working with young people.

Partner organisations are working closely together to tackle the drug, alcohol and anti-social behaviour issues in Tyisha, aiming to make the area a safer place to live. A survey has been completed by 217 residents in Tyisha – 10% of households - to give information on how they feel about policing, reassurance and safety in their neighbourhood. The results are being analysed and an action plan will be developed to tackle local concerns.

Two community wardens have been recruited by the Council and are working in Tyisha and Glan-y-môr to provide reassurance and support to the local community and raise awareness of crime prevention measures. The community wardens are setting up Neighbourhood Watch schemes and are working with partners to reduce crime relating to drug and alcohol use and to tackle anti-social behaviour including the use of CCTV and video doorbells provided by the Safer Communities Partnership using Home Office 'Safer Streets' funding secured through the Dyfed Powys Police and Crime Commissioner. The Council are also working in partnership with neighbourhood policing teams and local housing associations to tackle anti-social behaviour within tenancies and deliver robust action plans to prevent it from reoccurring.

Funding from the Police and Crime Commissioner has been used to support two initiatives. The first contributes towards a project which uses the 'Internet of Things' and LoRaWAN technology to tackle local crime and disorder problems. This is part of a wider project to develop a network of SMART towns across the county which aligns with current work across the ten rural towns focusing on economic growth. Gateways are being installed in our rural towns - St Clears, Whitland, Laugharne, Llanybydder, Llandovery, Newcastle Emlyn, Llandeilo,

Cwmamman, Kidwelly and Cross Hands – and Ammanford and Burry Port. SMART towns use different types of electronic methods and sensors to collect data. Insights gained from that data are used to manage assets, resources and services efficiently; in return, that data is used to improve the operations across the town. This joint pilot project is to be funded by the county's Local Action Group, Grŵp Cefn Gwlad, who are responsible for the delivery of the LEADER programme, as well as Valley's Taskforce Programme.

The second project is a partnership between the Council's Trading Standards team and Police Rural Crime Team to protect our rural farming communities. 'No cold calling' signs have been purchased to be put on farm gates to help prevent burglary by acting as a deterrent for potential offenders. Support and advice is also being given to farmers on security.

Although the **Prosperous People and Places Delivery Group** has not been able to meet during the year, progress has continued to be made.

Foundational Economy Challenge Fund project looking at public sector food procurement

The PSB secured £100k funding to take this project forward which focused on two key elements, those being public sector procurement arrangements and local food supply chains. Despite the challenging circumstances it was felt even more important to progress this work as part of the economic recovery planning and development work. The Centre for Local Economic Strategies (CLES) were commissioned to work with the Council, Health Board, University and Coleg to review current procurement arrangements and food spend/supply. Due to the pandemic the remit of the work for the Council was extended to cover all procurement spend areas. The findings and recommendations of the CLES work have been considered and approved by the PSB partners involved in the project with a view to embedding progressive procurement across those organisations. As part of the second element of the project looking at local food supply chains, the project engaged with two food experts to better understand the supply and demand challenges facing the food sector and to consider ways of addressing these going forward. Two stakeholder events were held in March, both as virtual meetings that attracted a significant amount of interest and generated a lot of discussion and ideas for further for development. The first session was focused on setting the strategic direction and outlining the opportunities for innovation through public sector collaboration and the second event was focused on the supply and production side of things in order to consider opportunities for local development of the supply chain in order to potentially fulfil public sector requirements.

Securing the dedicated funding has enabled the PSB to bring the key stakeholders together and outline the possibilities for development, giving a practical way forward for partners to work together. Further work will be taken forward within the PSB partners on the procurement and economic recovery elements and discussion are on-going, with opportunities for further project development on the food supply chain of

things. The PSB project has opened the door on a number of significant opportunities in this area of work and these will be progressed over coming months.

Skills

Regular updates have been provided to PSB partners from the Regional Learning and Skills Partnership on the impact of Covid-19 on the economy of Carmarthenshire. Labour market data is analysed regularly to provide information regarding the economy, labour market, people and skills and bi-monthly data is provided to the Welsh Government. Information received directly from local businesses is also considered in analysing the effects of the pandemic. Updates have been provided on levels of furloughed workers, claimant levels, take up of the Self-employment Income Support Scheme, redundancy rates, vacancies data, areas of growth and demand and skills demands. Consideration has been given to how the Carmarthenshire statistics compare to other areas in the region, Wales and the UK. The main findings relating to skills by sector has shown a demand for IT skills across all sectors due to the new ways of working.

Issues discussed by the PSB have included the effect on young people, impact on apprenticeships and opportunities for developing engineering apprenticeships, the significant increase in claimant levels of Universal Credit and Job Seeker's Allowance, although proportionally the increases seen in the county and region are lower than those seen across Wales and the UK and the increased demand for skills in certain sectors.

The **Prevention and Early Intervention Delivery Group** has unfortunately not been able to meet during the year due to key members of the group from Public Health Wales and the Health Board focusing their whole attention, rightly so, on responding to the pandemic. It is intended that progress on priorities such as developing the Social and Green Solutions for Health initiative will be a priority for 2021-22 as this will be a key area as part of COVID-19 recovery.

Carmarthenshire County Council in partnership with Hywel Dda University Health Board, supported by the PSB, successfully secured funding through the Early Years Integration and Transformation Programme – Pathfinder Co-production Grant in February 2020. The grant aims to develop integrated working across professions and organisations working with families during the early years of their children's lives. The funding enabled a dedicated officer to lead on the strategic development of Early Years Integration through the development of a Regional Maternity and Early Years Strategy and associated Operational Plans. Welsh Government have allocated this funding for 2021/2022 to continue this work.

This 2020/21 funding also enabled the setting up of the Pilot Cwm Gwendraeth Early Years Integration Team. All staff funded via this grant – an Early Years Integration Co-ordinator, Performance and Finance Officer, Community Connector and two Family Support Workers - were recruited into the team by September 2021 and the team became fully operational. Health Visitors and Midwives also form part of the team structure. The team have been testing innovative ways of working with families during the pandemic by developing a dedicated webpage for Cwm Gwendraeth Families and an app for accessing information alongside virtual delivery of programmes. The Team are also testing ways of working across Health, Family Support and third sector partners that will improve the early identification of need and the quality of referrals being made to various agencies. This funding has been confirmed in principle to continue for a further year to end of March 2022.

Regional Working

There have continued to be significant developments in working regionally during the last year:

1. between PSB lead officers from Carmarthenshire, Ceredigion and Pembrokeshire,
2. with the three PSBs and West Wales Regional Partnership Board (RPB),
3. a joint Regional meeting of Carmarthenshire, Ceredigion, Pembrokeshire and Powys PSBs and the RPBs for West Wales and Powys in November 2020.

PSB lead officers

The close working with the PSB leads for Ceredigion and Pembrokeshire has continued with regular meetings held between the officers and the main areas of work during the last year have been:

- ongoing development of the innovative regional Digital Information System jointly commissioned by the three PSBs using regional funding from Welsh Government and with a contribution also from the West Wales RPB's Transformation Fund. The RPB is also involved in the ongoing development and implementation of the system. The online platform is near completion – testing commenced

at the end of April 2021 and the system is expected to go live by June 2021. The system will help with future well-being assessments, assessing performance, reporting arrangements and engagement opportunities. It will provide a central repository for all PSB members, stakeholders and citizens to the ongoing recording and analysis relating to well-being. The system aims to bridge the five-year gap between the publication of the assessments, to ensure that information on well-being is continuously utilised as and when new evidence is made available.

- the agreement of a joint approach again to undertaking the Assessment of Local Well-being. As previously, each PSB will again produce its own Well-being Assessment, completed by May 2022, dovetailing where possible with the process for the RPB's Population Needs Assessment, but these will be developed using a consistent methodology across the region. A regional working group has been established and has produced a Joint Methodology Framework between the PSBs which outlines this collective approach. It sets out how the Boards will work together across the four stages (data review, analysis, engagement and next steps), the different types of groups to be engaged with and the types of engagement techniques that will be used. A Regional Engagement Framework is being developed which will outline the approach to conducting engagement and consultation on the assessment.
- The three PSBs have been successful in bidding to the Welsh Government to utilise its regional allocation of funding for a Project Coordinator to assist with the preparation and production of the Assessments of Local Well-being. Ceredigion County Council will lead on managing the Project Co-ordinator post on behalf of the three PSBs.
- The three PSBs have applied, as a cluster, to benefit from support in relation to their implementation of co-production and involvement, with an initial focus on well-being assessments from Co-production Network for Wales. The Co-production Network has secured 5 years of funding from the National Lottery Community Fund to work with three 3 PSBs or a cluster of PSBs, building on the first round of well-being assessments to deepen engagement and involvement practice. It is hoped that the application will be successful with the work beginning in June 2021.

Links with the West Wales Regional Partnership Board **RPB logo**

- The Head of Regional Collaboration, as the Regional Partnership Board (RPB) officer lead, is a member of the PSB and provides regular updates to PSB meetings on the Healthier West Wales Transformation Programme. These updates particularly focus on the areas where

there are clear links between the priorities of both Boards to ensure close alignment. Discussions are taking place to collaboratively progress projects receiving Welsh Government Transformation Fund money which support PSB objectives such as the promotion of volunteering and resilient communities, engagement with our communities and social and green solutions for health.

Specific discussions have taken place this year relating to the 'Proactive Technology – Enabled Care' (Connect) and 'Creating Connections for All' Programmes. The 'Connect' programme provides proactive care for people, using appropriate technology to promote and support chronic condition management, reduce loneliness & isolation, reduce hospital admissions & use of emergency services and 'Creating Connections for All' is engaging with communities to develop health and well-being.

Regular meetings continue to take place between the PSB leads for Carmarthenshire, Ceredigion and Pembrokeshire with the Head of Regional Collaboration to progress collaborative working.

Specific areas of integrated working which have continued to be progressed during the last year included:

1. citizen engagement arrangements at regional and locality level – the Health Board is co-ordinating this work to develop a public sector approach to involvement and engagement. Following discussion with PSB partners on collaborative opportunities to engage with our communities, the Health Board have commissioned digital systems that can support greater citizen engagement. A number of PSB member organisations are involved in the project with a view to creating a consistent engagement approach across a number of different public sector bodies. It is planned to use the 'Engagement HQ' platform during the engagement phase of the Well-being Assessment.
2. the development of the Digital Information System as outlined above.

Regional meeting of Carmarthenshire, Ceredigion, Pembrokeshire and Powys PSBs and RPBs

The annual regional meeting of the Carmarthenshire, Ceredigion, Pembrokeshire and Powys PSBs and the RPBs for West Wales and Powys took place on 4 November 2020, hosted by Ceredigion PSB. There were a series of presentations relating to key current regional matters:

- Digital Information System update
- RPB Working Together – an RPB perspective

- Strategic priorities and links to PSB – Hywel Dda Health Board
- Social and Green Solutions for Health Summit – January 2020 report
- Local Resilience Forum and the response to Covid-19
- Report from Police and Crime Commissioner

Five Ways of Working - images and description of 5 WOW

The PSB has embedded the five ways of working into its planning and working arrangements, aiming to consider the Five Ways of Working in all it does. This is evident in the projects which have been developed during the year.

The town centre/community multi-agency/sector hubs initiative is looking at how better use can be made of the premises that PSB partners have. With likely changes to ways of working in the future, as it has been demonstrated how staff can successfully work from home during the pandemic, partners are **collaboratively** reviewing the buildings needed for their staff to work out of and to deliver services from. **Integration** is being discussed, looking at options to bring staff together from different organisations to work out of the same buildings, saving space and running costs.

A **long-term** approach is being considered to change the behaviour and culture of organisations and communities in **collaborative** approaches to opportunities in responding to the climate emergency. This is also a **preventative** approach to stop matters getting worse. This includes the climate resilience plan for Newcastle Emlyn that has been developed and is being progressed and the planned carbon reduction workshop.

The work in Tyisha **involving** the local community to address key issues of concern that matter to the local community continues and is beginning to have an impact on the regeneration of the area. Local people will benefit from living in a safer, more enjoyable place.

The tree planting initiative **involved** local members of the community volunteering to plant almost 2,350 trees, creating new woodland sites for all to enjoy now and in the **long-term** as the areas continue to develop.

The Early Years Integration Team is delivering a **preventative** approach, developing **integrated** working across professions and organisations working with families during the early years of their children's lives.

The Green Infrastructure **involved** key stakeholders including the business community in the discussions

Preventative action is being taken to tackle anti-social behaviour and crime to stop vulnerable people from becoming victims in a multi-agency, **collaborative**, targeted approach.

Development areas for coming year

Other priority areas to be progressed:

- To prepare the next well-being assessment, aided by the new digital information system and engagement platform, by May 2022.
- To begin work to develop the new Well-being Plan, incorporating the learning from the Future Generations report.
- To ensure the delivery of our new priorities and actions as reviewed during the year and to continue working together as public sector partners to tackle the key issues facing Carmarthenshire as part of COVID-19 recovery.
- To review and ensure alignment and closer working with other regional strategic partnerships to ensure all opportunities are taken to engage and work with other regional partnerships.
- To continue to further integrate our work with the RPB with collaborative working to rationalise delivery arrangements and maximise the opportunities to implement both Plans.
- To develop the PSB's website to ensure it is an effective tool to give an insight into the working of the PSB and promote the collaborative efforts taking place and successes in delivering the Well-being Plan
- To develop a proposal for wider PSB communication channels to raise awareness among our communities of the work of the PSB, the actions being progressed and achievements to date.

This page is intentionally left blank

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
10 June 2021

**Carmarthenshire Public Services Board (PSB) Minutes –
December 2020, February & March 2021**

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

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

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

The minutes of the December 2020 Carmarthenshire PSB meeting were approved by the PSB at its 2 February 2021 meeting, the minutes of the February 2021 meeting were approved by the PSB at its 23 March 2021 meeting and the minutes of the March 2021 meeting were approved by the PSB at its 4 May 2021 meeting.

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

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy

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

1. Policy, Crime & Disorder and Equalities

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

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

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy

1. Scrutiny Committee Policy & Resources Scrutiny Committee – 10 June 2021

2. Local Member(s) N/A

3. Community / Town Council

Representatives from one of the seven Carmarthenshire Town & Community Councils subject to the Well-being of Future Generations Act in their own right, attend PSB meetings on a rota basis.

4. Relevant Partners Through the Public Services Board meeting

5. Staff Side Representatives and other Organisations N/A

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED

YES

Include any observations here

Cllr Emlyn Dole attends PSB meetings on behalf of the Council

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
SPSF 3 – Guidance on the collective role through public services boards		<p>Cymraeg http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf English http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf</p>
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		<p>Cymraeg http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-cy.pdf English http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-en.pdf</p>



9.30am, Tuesday 15 December 2020
Microsoft Teams Meeting

MINUTES

Present

Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr Emlyn Dole	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Prof. Jean White	Welsh Government
Ruth Mullen	Carmarthenshire County Council
Martyn Palfreman	West Wales Regional Partnership Board
Cllr Jan Curtice	Mid & West Wales Fire and Rescue Service Authority
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	National Probation Service
Menna Davies	Department for Work and Pensions
Maria Battle	Hywel Dda University Health Board
Anna Bird	Hywel Dda University Health Board

In attendance

Name	Organisation
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Lisa Lewis	Carmarthenshire County Council
David Davies	Llannon/Llanedi/Cwmaman councils
Cllr Dot Jones	Llannon Community Council
Ruth Taylor-Davies	Llanedi Community Council
Sue James	Llannon Community Council
Rob Venus	Cwmaman Town Council

1. Welcome and Apologies

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

Apologies

Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kevin Jones	Mid & West Wales Fire and Rescue Service
Ros Jervis	Hywel Dda University Health Board

Beth Cossins	Public Health Wales
Supt Ifan Charles	Dyfed Powys Police
Carys Morgans	Office of the Police and Crime Commissioner
Julian Atkins	Brecon Beacons National Park Authority
Andrew Cornish	Coleg Sir Gâr
Rhian Dawson	Hywel Dda University Health Board

2. Town & Community Council Annual Reports

Cwmaman Town Council

Rob Venus, Community Development Officer (CDO), stressed the importance of the need for current localised data and how their assets could be used to meet PSB objectives with PSB partners supporting them in developing and implementing projects. He outlined a collaborative approach involving the sharing of ideas, information sharing and identifying solutions. It was requested that he prepare a formal proposal on this approach to be considered by the PSB at a future meeting.

Huwel Manley and Anna Bird expressed interest in further discussions with the CDOs.

Llanedi Community Council

Ruth Taylor-Davies, CDO, provided an overview of work undertaken and challenges faced.

Strengthening the collaboration between the PSB and T&CCs and raising awareness of the PSB and its work in communities was discussed and it was agreed that this would be further considered by the Chair and PSB support team.

Challenges highlighted included transport, services being accessed in neighbouring counties such as health and education.

Anna Bird will link in with the CDO's to discuss the community outreach development team and access to social prescribing. Maria Battle agreed communication is a continuing challenge and confirmed that each GP surgery will provide social prescribing in future.

Llannon Community Council

Sue James, CDO, provided an overview of work undertaken in the last year. This included setting up a food bank and developing a holistic approach to support families.

A request was made for the sharing of resources/expertise, particularly in terms of setting up a chamber of trade, suggestions for funding opportunities and project management.

A discussion was held on employability training and lack of public transport from rural areas.

David Davies summarised that the key issues highlighted by the three town and community councils (TCCs) were information sharing and suggested that this be considered on a regular basis, social prescribing and green infrastructure. It was agreed that a presentation on the Nature Partnership be provided at a future meeting.

Barry Liles thanked the TCCs for their contribution and said he would attend a future meeting with them.

ACTION	
Prepare a formal proposal on new collaborative approach to be considered by the PSB at a future meeting	Rob Venus
Discuss opportunities regarding green infrastructure and identify SPOC for the Community Development Officers (CDO's)	Rob Venus & Huwel Manley
Link in with CDO's to discuss community outreach development team and access to social prescribing	Anna Bird
Barry Liles and the PSB Support Team to meet early in the new year to consider the discussions that have taken place with the town and community councils	Barry Liles & PSB Support Team
Attend future meeting of the Town and Community Council Liaison Group	Barry Liles
Consider if can provide support requested by Llannon Community Council – setting up Chamber of Trade, suggestions for funding opportunities and project management support	All
Provide details on the food bank to Menna Davies particularly opening hours over Christmas	Sue James
Send contact details of Job Centre Plus Managers to PSB Support Team for sharing with the town and community councils	Menna Davies
Consider information to be cascaded to town and community councils on a regular basis	Barry Liles & PSB Support Team
Presentation on the Nature Partnership to be provided at a future meeting	PSB Support Team

3. Minutes and Matters Arising:

29 September 2020

The minutes were accepted as a true and accurate record.

Action Log

Updates were provided on the previous actions.

ACTION

Provide updates to PSB Support Team on any outstanding actions from previous meetings	All
---	-----

4. Carmarthenshire Well-being Plan Updates & Future Priorities

Foundational Economy Challenge Fund Public Sector Food Procurement Project

CLES are concluding their work and a report with recommendations will then be presented. Food expert advisors have been appointed and will be looking at how to develop the food supply chain element. It was agreed that this item be a standing agenda item.

Natural Resources Wales funding update

The two projects previously discussed – green infrastructure and tree planting - have been approved and are to be delivered before the end of March. Funding will also be available for next two years.

Future Priorities

These have been discussed at recent meetings and it was agreed the objectives would remain but the delivery groups focus on the key issues identified.

An application for Welsh Government funding will build on the work of the Strong Connections Group to develop closer collaborative working between PSB partners in the use of volunteers.

It was suggested that the new Socio-economic duty be considered by the PSB in the future.

As Jan Curtice left the meeting at 11am, the Board was not quorate for the remainder of the meeting. Any decisions would have to be ratified following the meeting.

ACTION	
Foundational Economy Challenge Fund to be standing agenda item	PSB Support Team
Delivery groups to focus on the newly agreed future priorities	Delivery Groups
Future consideration to be given by the PSB regarding the new Socio-economic Duty	PSB Support Team

5. Regional Partnership Board update

A presentation was provided updating on the current position relating to the Transformation Fund, the independent evaluation undertaken and achievements.

A discussion was held on the means of communicating the provision within Carmarthenshire.

ACTION	
RPB presentation slides to be shared	PSB Support Team
Liaise regarding raising awareness and broadening engagement of services	Rob Venus & Martyn Palfreman

6. Circular Economy Innovative Communities Programme

The PSB can play a key role in embedding this approach and a request was made for members to share this information with key officers or learning development departments. Expressions of interest are due mid-January. Four cohorts of 30 people will be selected with a commencement date of March. This is a 10-month work based learning programme taking approximately 1 day per month. It was agreed that a cohort of Carmarthenshire PSB would be beneficial. Further information can be provided if required by the programme manager.

ACTION	
Members to share information on the Circular Economy Innovative Communities Programme with relevant officers with expressions of interest being submitted before mid-January	All

7. Any Other Business

There was no other business raised.



2.00pm, Tuesday 2 February 2021
Microsoft Teams Meeting

MINUTES

Present

Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr Emlyn Dole	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Prof. Jean White	Welsh Government
Supt Gary Phillips	Dyfed Powys Police
Carys Morgans	Office of the Police and Crime Commissioner
Ruth Mullen	Carmarthenshire County Council
Andrew Cornish	Coleg Sir Gâr
Kevin Jones	Mid & West Wales Fire and Rescue Service
Martyn Palfreman	West Wales Regional Partnership Board
Huw Thomas	Huwel Dda University Health Board
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	National Probation Service
Menna Davies	Department for Work and Pensions

In attendance

Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Noelwyn Daniel	Carmarthenshire County Council
Amy Richmond-Jones	Mid and West Wales Fire & Rescue Service
Alun Harries	Carmarthen Town Council
Cllr Gareth John	Carmarthen Town Council
Mark Galbraith	Llanelli Rural Council
Darren Rees	Llanelli Rural Council
Clare Hale	Hywel Dda University Health Board
Phil Rowe	Dyfed Powys Police

1. Welcome and Apologies

Barry Liles, Chair, PSB welcomed everyone to the virtual meeting and introduced two new members, Supt Gary Phillips and Huw Thomas.

Apologies	
Name	Organisation
Cllr Jan Curtice	Mid & West Wales Fire and Rescue Service Authority
Maria Battle	Hywel Dda University Health Board
Ros Jervis	Hywel Dda University Health Board
Anna Bird	Hywel Dda University Health Board
Beth Cossins	Public Health Wales
Julian Atkins	Brecon Beacons National Park Authority
Rhian Dawson	Hywel Dda University Health Board

2. Minutes and Matters arising

15 December 2020

The minutes were accepted as a true and accurate record.

Action Log

Updates were provided on the previous actions.

3. Well-being Assessment Development Plan

The next Well-being Assessment is due to be published by May 2022. The first assessment was developed with Ceredigion and Pembrokeshire in 2016. There was also partnership working with the Regional Partnership Board to undertake a Population Assessment.

All Members agreed with the proposed regional approach, to utilise the WG funding for an officer post and collaboration with the Regional Partnership Board.

4. Carmarthenshire Well-being Plan Updates

Foundational Economy Challenge Fund Public Sector Food Procurement Project

The funding is ending at the end of March and is progressing well.

- Procurement – Reports with recommendations have been completed by CLES and provided to the organisations. They will have an opportunity to consider these prior to relevant officers reconvening to identify possible areas for collaboration. Feedback will then be presented to the PSB, with an opportunity for other Members to join discussions going forward.
- Food supply chain – The current focus is mapping organisational demand against the local supply currently available, particularly fresh food. Also looking at best practice elsewhere where public sector procurement has influenced local supply. Two large stakeholder events will be held in March and these dates will be shared.

WG recently announced that there will be additional funding for the scaling up of current Challenge Fund projects.

A discussion was had on TOMs (Themes, Outcomes & Measures) and it was agreed for that to be added to the Foundational Economy Challenge Fund Workplan.

Natural Resources Wales funding update

Two projects had been approved for the allocated funding. The tree planting project is progressing well. However, it is not feasible to complete the Green Infrastructure master planning work for Jacksons Lane and Newcastle Emlyn before the end of March deadline. As

a result, only elements of the project will be delivered and it is hoped that, if funding is available, the work will continue next year.

Partners were invited to contact Jean White to follow up on funding constraints with WG. Ruth Mullen added that she will also be responding to correspondence received requesting feedback on the barriers and challenges resulting in the low numbers of applications for NRW/WG funding relating to the National Forest and Sustainable Ecology. Both have tight timescales and difficult criteria.

Coronavirus Volunteering Recovery fund project

Approval was received mid-January with funding to be spent by end of March. The tendering process had been completed prior to confirmation, resulting in appointments being made quickly for the on-line portal and training which are progressing well. Unfortunately, it has not been possible to appoint a consultant for the Volunteering Strategy work which has now be separated into three pieces of work: PSB development part of project, crisis volunteering, and local volunteering. The project was endorsed by all Partners.

Workplan

This has been developed to keep track of the numerous projects and initiatives that the PSB are involved in. This will be a standing agenda item and updated as appropriate.

The Progressive Procurement project is a regional project, on the Swansea Bay City Deal footprint, funded by WG. An initial workshop will be held on 11 February, facilitated by CLES and supported by Wales Co-op. WG have commissioned CLES to work with PSBs over the next 10 months to challenge the thinking on progressive procurement principles. An element will duplicate the Foundational Economy project with the advantage of working with other organisations and collaborating on a different footprint.

ACTION	
Circulate invites to the Foundational Economy Challenge Fund Stakeholder Events – 16 March pm and 18 March am	PSB Support Team
CLES Procurement Report to be brought to a future meeting	PSB Support Team
Themes, Outcomes & Measures (TOM's) to be added to the Foundational Economy Challenge Fund Workplan	PSB Support Team
Provide update on the NRW Funding at the next meeting	Kate Harrop / Huwel Manley
Partners invited to contact Jean White to follow up on funding constraints with WG	All
Workplan to be standing agenda item	PSB Support Team

5. New priorities focus – outline of arrangements

Vulnerabilities

Vulnerability accounts for 80% of police demand. The Vulnerability Hub was established at HQ to ensure a consistent approach across the force area. A whole system approach to vulnerability was developed and the Safeguarding Board ethos of 'the right help at the right time' was adopted. The Hub has been running for 12 months and is currently being evaluated. One of the key developments is the introduction of the Triage and Assessment Desk. In terms

of vulnerability and safeguarding there are no concerns around information sharing but improvements are needed for corporate intelligence sharing.

The strong links with the Safeguarding Board were welcomed, however the PSB has a role in terms of preventing the lower-level issues from escalating. It was agreed to link with the Safeguarding Board in terms of the adoption of the approach, similar to the Powys cluster approach to information sharing with schools. It was also agreed to hold a strategic workshop to review corporate intelligence sharing and agree next steps.

Town Centre Public Services Hubs

A meeting was recently held between MAWWFRS, DPP, HDUHB and CCC to share information on new and smarter ways of working post COVID. It was agreed to undertake initial scoping in terms of workforce, ICT, communication, accommodation and property. The aim is to identify opportunities for collaboration for town centre hubs and potential visibility in rural towns. An invitation was extended to all members to join the conversations.

ACTION	
Link with Safeguarding Board in terms of the Powys cluster approach to information sharing with schools	Gary Phillips / PSB Support Team
Hold a strategic workshop to review corporate intelligence sharing and agree next steps	PSB Support Team
Partners to contact Gwyneth Ayers to become involved in the Town Centre Public Service Hub work	All
Town Centre Public Service Hubs to be standing agenda item	PSB Support Team
Ensure links between Welsh Government Community Hubs work and the Town Centre Public Service Hubs	PSB Support Team

6. Regional Partnership Board update

The delivery plans for the Transformation Fund programmes are being progressed and funding has been received for a further transitional year. Confirmation has also been received on the Integrated Care Fund allocation for next year and conversations are ongoing with WG about successor funding. An overview was provided on the Rebalancing Care and Support White Paper, which was recently published. The consultation closes on 6 April.

ACTION	
Share briefing paper on the Rebalancing Care and Support White Paper and RPB consultation response with members	Martyn Palfreman
Provide update on outcomes from the Technology and Connected Communities Project and planned activity during the transitional year	Martyn Palfreman
Corporate Joint Committee briefing to be provided at the next meeting	Gwyneth Ayers

7. Town & Community Council Annual Reports

Llanelli Rural Council

Darren Rees, Community Development Officer provided an overview of how they met the Carmarthenshire Well-being Objectives. The initiatives progressed during the year include: Litter Picking Hub, Street Buddies, Time Credits and the Llwynhendy Hub project where a

feasibility study is being undertaken. Mark Galbraith, Clerk, provided an overview of the plans for Swiss Valley Reservoir where the short-term focus will be on installing a pontoon and the refurbishment of the toilet block.

Carmarthen Town Council

Alun Williams, Clerk, provided an overview of the developments during the COVID pandemic which provided challenges in ways of working. The focus has been on looking after the vulnerable, many of which were reached through a new Facebook page. The Town Council has also supported the provision of 150 hanging baskets, 500 safety visors (in conjunction with the Round Table), and hand sanitisers. Key element of community well-being is Carmarthen Park which has a range of facilities and holds various events such as the Winter Wonderland which attracted 62,000 people to the town.

ACTION	
Link with Huwel Manley for discussion on funding opportunities	Mark Galbraith / Darren Rees

8. Any Other Business

Census

21 March 2021 is Census day and any organisations who want to be involved in promoting the Census should contact Gwyneth Ayers.

Race Equality Action Plan

The Race Equality Action Plan will be out to consultation shortly and is to be shared when published.

Public Health Wales Daily Update

It was agreed to recirculate the link to the Public Health Wales daily COVID update document.

ACTION	
Organisations who wish to be involved in the promotion of the Census to contact Gwyneth Ayers	All
Share Race Equality Action Plan Consultation when published	PSB Support Team
Recirculate link to sign-up for the Public Health Wales Daily COVID Update	PSB Support Team

This page is intentionally left blank



2.00pm, Tuesday 23 March 2021
Microsoft Teams Meeting

MINUTES

Present	
Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr Emlyn Dole	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Supt Gary Phillips	Dyfed Powys Police
Carys Morgans	Office of the Police and Crime Commissioner
Ruth Mullen	Carmarthenshire County Council
Andrew Cornish	Coleg Sir Gâr
Kevin Jones	Mid & West Wales Fire and Rescue Service
Cllr Jan Curtice	Mid & West Wales Fire and Rescue Service Authority
Martyn Palfreman	West Wales Regional Partnership Board
Anna Bird	Hywel Dda University Health Board
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	National Probation Service
Menna Davies	Department for Work and Pensions
Helen Roderick	Brecon Beacons National Park Authority
Prof Jean White	Welsh Government

In attendance	
Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Noelwyn Daniel	Carmarthenshire County Council
Jane Lewis	Carmarthenshire County Council
Rebecca Llewellyn	West Wales Regional Partnership Board
Jessica Svetz	West Wales Regional Partnership Board
Beth Cossins	Public Health Wales
Amy Richmond-Jones	Mid and West Wales Fire & Rescue Service
Gary Jones	Llanelli Town Council

1. Welcome and Apologies

Barry Liles, Chair, welcomed everyone to the virtual meeting and guests were introduced. This was the last meeting for Jean White, Menna Davies and Julian Atkins will be leaving the BBNPA at the end of the month. Thanks were conveyed for their contributions to the PSB.

Apologies

Name	Organisation
Maria Battle	Hywel Dda University Health Board
Ros Jervis	Hywel Dda University Health Board
Huw Thomas	Hywel Dda University Health Board
Rhian Dawson	Hywel Dda University Health Board
Julian Atkins	Brecon Beacons National Park Authority

ACTION

Write to members that are leaving the PSB to thank for their representation	PSB Support Team
---	------------------

2. Minutes and Matters arising

2 February 2021

The minutes were accepted as a true and accurate record.

Action Log

Updates were provided on previous actions.

6. New priorities focus – outline of arrangements

Town Centre Public Services Hubs

Noelwyn Daniel stated that the Working Group has met to discuss the new ways of working and the opportunities around the Town Centre Hubs. Organisations currently involved are Coleg Sir Gâr, Police, Fire and Rescue Service and Health Board. A broad charter and a set of principles were agreed with a brief outline provided. The next meeting arranged for mid-April will focus on the three main towns identified in the 10 Towns project, to identify assets in each area and the potential for collaborative working.

ACTION

Liaise with DWP and HMPPS on future opportunities on the Town Centre Public Services Hubs	Noelwyn Daniel
Discuss UWTSD representation on the Town Centre Public Services Hubs	Barry Liles / Andrew Cornish
Update on Town Centre Public Services Hubs to be provided at a future meeting	Noelwyn Daniel

3. Learning & Skills Update

Jane Lewis provided a presentation covering levels of furloughed workers, claimant levels, Self-employment Income Support Scheme, redundancies, vacancies data and skills demands. The main findings relating to skills by sector has shown a demand for IT skills across all sectors due to the new ways of working. The next report to Welsh Government is due mid-May which will include new skills and outline what is happening in the marketplace.

There was a discussion around skills that were not included in the presentation but are included in the report such as HGV drivers, logistics, drone technology and apprenticeships.

ACTION	
Provide update on Learning & Skills at a future meeting	Jane Lewis
Discuss opportunities for Engineering Apprenticeships	Huwel Manley /Andrew Cornish

4. Regional Partnership Board: A Healthier West Wales Update

Martyn Palfreman and Rebecca Llewellyn provided a presentation on the Healthier West Wales Transformation Programme, in particular, the 'Proactive Technology – Enabled Care' (Connect) and 'Creating Connections for All' Programmes.

The Connect programme provides proactive care for people, using appropriate technology to promote and support chronic condition management, reduce loneliness & isolation, reduce hospital admissions & use of emergency services. Covid-19 has resulted in over 2,000 sign-ups to the programme between March 2020 and February 2021, 12,030 proactive calls have been made and 42,152 call monitoring conversations with clients; 7% of which were referred on for statutory assessments. The priorities for 2021-22 are to expand the programme to support more clients across the region, develop an effective sustainability plan for the programme and engagement with statutory services and other providers to increase referrals both to and from Connect.

Creating Connections for All is engaging with communities to develop health and well-being. Covid-19 resulted in the digital delivery of engagement being done on an individual focused approach. The achievements and outcomes to date were provided which included the accelerated launch of the Connect Platform, kindness pledges on the connect to kindness website, grant funding to 11 intergenerational projects, volunteers engaged in the delivery of community activities and establishment of Local Action Hubs. Priorities for the coming year are to extend the use of the Connect to platforms, focus on organisations and workforce for the Connect to Kindness, engagement for Connector Plus, building skills and confidence, re-establish the Local Action Hubs and incentivising volunteering.

The Connect To Wellbeing app has been developed and will go live on 1 April.

Both were congratulated on the work to date and a discussion was held around engagement.

ACTION	
Make link between Martyn Palfreman and Mydrian Harries to discuss Fire & Rescue Service engagement from Home Care/Safety angle	Kevin Jones
Consider how can engage and support the work of the RPB	All

5. Carmarthenshire Well-being Plan Updates

Foundational Economy Challenge Fund Public Sector Food Procurement Project: CLES Procurement Report

An overview was provided by Gwyneth Ayers which covered the two sessions held last week, one focusing on strategic direction and the other focusing on developing the local food supply chain. The events attracted a lot of interest. Funding comes to an end at the end of March

2021; however discussions are on-going regarding continuation for a second phase of the project. Specific recommendations from the CLES report were put forward for agreement in principle but as the Health Board member had left the meeting, leaving the PSB not quorate, the report is to be circulated by email for member approval.

Natural Resources Wales funding update

Two projects were supported for £25,000 – a Green Infrastructure (GI) project covering Newcastle Emlyn and Jackson’s Lane in Carmarthen and a tree planting and habitat improvement project led by the seven town and community councils. The tree planting initiative had been extended to include habitat improvement such as nesting boxes, benefitting from the underspend on the GI project. Confirmation is awaited on whether funding will be available for the next financial year.

Coronavirus Volunteering Recovery fund project

The online portal and digital training are progressing well.

Workplan

The workplan is a live document with updates provided in bold.

ACTION	
CLES report to be circulated for member approval	PSB Support Team

7. Well-being Assessment Update

The Well-being Assessment is due to be published by 5 May 2022. Members have previously agreed to support a regional approach and a working group has been established to progress this. Initial discussions have been held which included reflection on feedback from the Future Generations Commissioner and Welsh Government on the last assessment. A joint letter has been received from the Commissioner and Minister for Housing and Local Government and provides clear expectations. This will be a standing item at future PSB meetings.

8. Any Other Business

Future Generations Commissioner report workshop

It was agreed to arrange a date for the workshop and that the content should also cover other topics as appropriate to inform the Well-being Assessment.

Senedd Public Accounts Committee

A response was submitted to the Committee enquiry on how the Well-being of Future Generations Act has been embedded. The Committee’s report was published last week and will be circulated to members for reference.

UK Government funding opportunities

UK Government announced two funds last week: Levelling Up and Community Renewal. The local authority has been appointed as the lead organisation for Carmarthenshire with a potential for up to £3m worth of bids to be submitted for the Community Renewal Fund. PSB partners have been requested to be involved in an advisory group for consideration of projects and to submit applications themselves. Projects would need to focus on skills, local businesses, communities and places and support to employment.

Town and Community Councils

Following a meeting with the Town and Community Councils, it has been proposed to hold an annual event with the PSB to identify good practice and share annual reports. This was agreed in principle by the PSB. Further information to be provided in due course.

Brecon Beacons National Park Management Plan

A Management Plan for the park is being developed and a vision and objectives document is currently out for consultation.

ACTION	
Circulate copy of Senedd Public Accounts Committee	PSB Support Team
Provide further information and arrange meeting to discuss UK Government funding opportunities	PSB Support Team
Arrange a date for the Annual Meeting for the Town and Community Councils	PSB Support Team
Brecon Beacons National Park Management Plan to be brought back to a future meeting	PSB Support Team

This page is intentionally left blank

**POLICY & RESOURCES SCRUTINY COMMITTEE
10TH JUNE 2021**

**POLICY & RESOURCES SCRUTINY COMMITTEE
ANNUAL REPORT 2020/21**

To consider and comment on the following issues:

- That members consider and approve the Policy and Resources Scrutiny Committee's annual report for the 2020/21 municipal year.

Reasons:

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

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

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

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

EXECUTIVE SUMMARY POLICY & RESOURCS SCRUTINY COMMITTEE 10TH JUNE 2021

Policy & Resources Scrutiny Committee – Annual Report 2020/21

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

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

The report provides an overview of the workings of the Policy and Resources Scrutiny Committee during the 2020/21 municipal year and includes information on the following topics:

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

DETAILED REPORT ATTACHED?	YES
----------------------------------	------------

IMPLICATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

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

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

CONSULTATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

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

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Policy & Resources Scrutiny Committee Reports and Minutes	Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=170

This page is intentionally left blank

Policy and Resources Scrutiny Committee

Annual Report

2020 - 2021

Scrutiny
in Carmarthenshire



carmarthenshire.gov.uk

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Contents

Section	Item	Page
	Chair's Foreword	2
1	Introduction	4
2	Overview of the work of the Committee 2020/21	4
3	Other Scrutiny Activity	7
4	Challenges	7
5	Future Work	7
6	Support for the Scrutiny Function	8
7	Attendance	8

Chair's Foreword

As the Chair of this Committee, I am pleased to present this Annual Report for the Policy & Resources Scrutiny Committee for the 2020/21 municipal year. This report provides a comprehensive summary of the work undertaken by the Committee during this period and provides an opportunity to reflect on this work.



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

Although a number of meetings at the start of the year were cancelled due to the lockdowns imposed the Local Authorities (Coronavirus) (Meetings) (Wales) (Amendment) Regulations 2020 came into force on the 22nd April 2020 allowing the Authority to make arrangements for meetings to take place remotely. This obviously had its own challenges but we were able to discuss and scrutinise a wide variety of topics. These included the standard and regular monitoring reports as well as new policies and strategies being introduced by the County Council.

The forthcoming year will no doubt be equally challenging, but I am confident that we will continue to focus on how to improve services effectively and efficiently. This will obviously involve new ways of working and meeting as we take on board the ramifications of the pandemic.

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

As Chair of the Committee I also Chair the Chairs and Vice Chairs of Scrutiny Forum which discusses improvements to the scrutiny function for consideration by the Council's Constitutional Review Working Group and acts as a forum for sharing and disseminating scrutiny good practice. As a result of the Covid19 pandemic much of the anticipated Scrutiny work planned for 2020/21 was put on hold as delegated decisions were taken by officers during this emergency period. As far as Scrutiny Committees were concerned the opportunity was taken over the summer – in agreement with the Executive Board, to re-set Scrutiny and to webcast Scrutiny meetings. The revised process puts the Executive Board Members centre front in terms of accountability. In anticipation of the new scrutiny arrangements, we also agreed a series of virtual Scrutiny training sessions for members which were hosted by the Centre for Governance and Scrutiny. These training sessions concentrated

on the essential skills required to undertake scrutiny effectively and also skills for on-line meetings as we moved to webcast scrutiny for the first time. Although Scrutiny Committee meetings were inevitably suspended for some months, arrangements were put in place to ensure that the political groups were aware of Council business, one of these initiatives being the scheduling of weekly on-line meetings between the 4 Political Groups' Leaders, and the standard "call in" and questions without notice facility remained fully operational for Executive Board meetings from June 2020 onwards.

It has been a challenging time for both elected members and officers in changing how we work and getting to grips with new technology in order for meetings to be held remotely. The Chairs and Vice-Chairs of Scrutiny Forum agreed that the first round of virtual meetings had gone well and that virtual meeting feedback and improvements would be a standing item on our Forum agenda for the foreseeable future'.

On a final note I would like to thank all members of the Committee and officers for their contributions and dedication during 2020/21.

Cllr. Giles Morgan
Chair of Policy and Resources Scrutiny Committee

1. Introduction

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

The main aims of the report are to highlight the work that has been undertaken by the Policy and Resources Scrutiny Committee during 2020/21. It outlines the potential future work of the Committee. The document may also facilitate discussions on other items that could be included within future work programmes.

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

This report provides an overview of the work of the Policy and Resources Scrutiny Committee during 2020/21 municipal year. It gives Members the opportunity to reflect on the achievements during the year and to identify what worked well and where improvements could be made. This analysis is instrumental in developing scrutiny.

2. Overview of the work of the Committee 2020/21

2.1 Number of Meetings

The Scrutiny Committee held 6 meetings in the 2020/21 Civic Year. The meetings scheduled between April - October 2020 were cancelled due to the Coronavirus pandemic.

2.2 The Work Programme

The Scrutiny Committee develops its own Forward Work Programme (FWP) which, for 2020/21, was not confirmed by the Committee until its meeting on 2nd December 2020 due to the cancelled meetings.

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

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

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

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

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

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

2.3 Covid 19 – Service Update Reports

At its meeting in December 2021, the first since the imposition of lockdown restrictions in March 2020, the Committee received update reports detailing the reaction and performance of services within its remit to the challenges arising from the COVID-19 pandemic.

2.4 Revenue & Capital Budgets

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

As well as monitoring the current budget the Committee was also consulted on the Revenue Budget Strategy 2021/22 to 2023/24. The report provided the Committee with the current proposals for the Revenue Budget for 2021/22 together with the indicative figures for the 2022/23 and 2023/24 financial years.

Members accepted the report and endorsed the Charging Digest.

The Committee was consulted on the Five -Year Capital Programme 2021/22 - 2025/26.

Outcome:

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

2.5 Treasury Management and Prudential Indicator Reports

The Committee received updates outlining the activities within the Treasury Management Function, in line with the requirements of the Treasury Management Policy and Strategy approved by the County Council on the 3rd March 2020.

2.6 2020/21 Departmental and Corporate Performance Monitoring Reports

One of the principal roles of scrutiny committees is to monitor the performance of services and functions within its remit. They undertake this work mainly through the consideration of half-yearly performance monitoring reports and various action plan monitoring reports. The performance monitoring report provides a balanced picture of performance across the relevant service areas. The Committee considered the performance reports for its remit at its meetings in February 2021.

2.7 Sickness Absence Monitoring

In March 2021 the Committee considered a report on Sickness Absence Monitoring which detailed half-year [Quarter 2] departmental sickness absence data for 2020/21 along with benchmarking and performance ranking tables. The report also included a breakdown of the key causes for absence to enable the Committee to scrutinise the council's performance in relation to managing attendance. One of the outcomes of the report was the arranging of a Members Development Session which focussed on the covid 'live feed' staff sickness absence monitoring system.

2.8 Carmarthenshire Public Services Board (PSB)

In December 2020 and February 2021 the Committee, as the designated scrutiny committee appointed to scrutinise the work of the PSB, considered the minutes of meetings of the Carmarthenshire Public Services Board.

2.9 Annual Report 2019/20 on the Welsh language

In March 2021 the Committee considered the Annual Report in relation to the Welsh language and compliance with the Welsh Language Standards during 2019-20. The Report had been produced in order to comply with the Welsh Language Commissioner's monitoring arrangements.

2.10 Digital Transformation Strategy 2021-24

In April 2021 the Committee considered and endorsed the Digital Transformation Strategy 2021-24.

2.11 Strategic Equality Plan Annual Report 2019-20 and Action Plan 2020-24

In March 2021 the Committee considered the Strategic Equality Plan Annual Report 2019-20, together with the Action Plan for 2020-24, which detailed how the Council had implemented its Strategic Equality Plan and fulfilled its duties under the Equality Act 2010 and the Specific Duties for Wales.

2.12 Corporate Complaints Policy

In March 2021 the Committee endorsed the Corporate Complaints Policy in accordance with the requirements of the Complaints Standards Agency/Public Services Ombudsman for Wales.

2.13 Swansea City Deal / Llanelli Wellness and Life Science Village

The Committee received an update on the Swansea City Deal portfolio and its constituent programmes / projects including the proposed Llanelli Wellness and Life Science Village at its meeting in February 2021.

2.14 Departmental Business Plans

In April 2021 the Committee considered the Chief Executive and Corporate Services Departmental Business Plans 2021-22 which outlined the priorities for the departments and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015. The Committee also considered extracts of the Environment Departmental Business Plan 2021-22 relating to the Property Division which were relevant to the Committee's remit.

3. Other Scrutiny Activity

3.1 Task and Finish

The Committee did not undertake a task and finish review during 2020/21.

3.2 Site Visits

The Committee did not undertake any site visits during 2020/21.

3.3 Development Sessions

The following member development sessions / member seminars were held during 2020/21:

- Microsoft Teams Training for online meetings – numerous sessions June 2020
- Zoom Training for online meetings – December /January
- Mod.Gov New App training (Delivered by Civica) – October
- Scrutiny Training (Delivered by Centre for Governance and Scrutiny) October
- On-Line Scrutiny (Delivered by Centre for Governance and Scrutiny) November
- Section 106 Agreements and Unilateral Undertakings – February
- Covid Vaccination Briefing (Hywel Dda University Health Board) - February
- Introduction to Ash Dieback Disease and the County Council's Roles and Responsibilities – March
- Growing Carmarthenshire: Progressive Procurement, food supply chains and Future Opportunities – March
- Rural Enterprise Dwellings – March
- One Planet Developments - April

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2021/22 Revenue Budget and the five-year capital programme.

4. Challenges

In undertaking its work the Committee has faced several challenges, which have included items not being reported in line with the FWP, level of detail in reports – sometimes too much detail sometimes too little and the time lapse in receiving financial reports though the latter was being addressed insofar as financial procedures permitted.

5. Future Work

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

6. Support for the Scrutiny Function

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

- Providing support and constitutional advice to the Council's Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned
- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive members of the Council and its officers;
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum, and the Scrutiny Chairs and Vice-Chairs Executive Board Forum;
- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published;
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny members;
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews;
- Managing the Scrutiny member development programme;
- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

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

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

7. Attendance

Attendance by members of the Policy and Resources Scrutiny Committee during the 2020/21 year is shown in the table below. A total of 6 virtual meetings were held between December 2020 and April 2021 – with 4 scheduled meetings between April and October 2020 being cancelled due to the Coronavirus pandemic.

Scrutiny Committee Member	No. of meetings attended out of possible	%
	6	
Cllr. S.M. Allen	6	100%

Cllr. K. Broom	5	83%
Cllr. D. Cundy	6	100%
Cllr. H. Davies	5	83%
Cllr. T.A.J. Davies up to 3/2/21	1 [out of 2]	50%
Cllr. W.R.A. Davies from 2/3/21	4 [out of 4]	100%
Cllr. J. Edmunds	5	83%
Cllr. J. K. Howell	6	100%
Cllr. G.H. John	6	100%
Cllr. A.C. Jones	6	100%
Cllr. K. Madge	4	66%
Cllr. A.G. Morgan	6	100%
Cllr. J. G. Prosser	4	66%
Cllr. D.E. Williams	5	83%
Substitutes	No. of meetings attended	
Cllr. W.T. Evans	2	
Cllr. K. Lloyd	1	
Cllr. B.D.J. Phillips	1	
EBM	No. of meetings attended	
Cllr. C. Campbell	2	
Cllr. E. Dole	2	
Cllr. P. Hughes-Griffiths	1	
Cllr. David Jenkins	5	
Cllr. M. Stephens	3	

8. Glossary of Terms

CIPFA - The Chartered Institute of Public Finance and Accountancy

PSB - Public Service Board

FWP - Forward Work Programme

TIC - Transform, Innovate & Change

WBFG – Wellbeing of Future Generations Act (Wales) 2015

POLICY AND RESOURCES SCRUTINY COMMITTEE 10th JUNE 2021

EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT

ITEM	RESPONSIBLE OFFICER	EXPLANATION	REVISED SUBMISSION DATE
EOY Sickness Management Information	Paul Thomas	Management information is currently being collated and analysed by officers. The report will be ready to present to the committee in July.	21 ST July 2021

This page is intentionally left blank

POLICY & RESOURCES SCRUTINY COMMITTEE
10TH JUNE 2021

FORTHCOMING ITEMS FOR NEXT MEETING
TO BE HELD ON 21ST JULY 2021

In order to ensure effective Scrutiny, Members need to be clear as to the purpose of requesting specific information and the outcome they are hoping to achieve as a consequence of examining a report. Limiting the number of agenda items may help to keep meetings focused and easier to manage.

Proposed Agenda Item	Background	Reason for report What is Scrutiny being asked to do? <i>e.g. undertake a full review of the subject? Investigate different policy options? Be consulted on final proposals before decision making? Monitor outcomes /implementation?</i> If the item is for information or for noting, can the information be provided in an alternative format i.e. via email?
Draft Carmarthenshire County Council's Annual Report for 2020/21	The report provides an overview of 2020/21 Performance	Under the Local Government (Wales) Measure 2009 the Council must publish an Annual Report on past performance by the end of October each year.
Strategic Equality Plan Annual Report 2020-21	To report on the implementation of the Council's Strategic Equality Plan and Equality Objectives	To consider, comment and approve the Strategic Equality Plan Annual Report for 2020-21
Annual Report on the Welsh Language 2020-21	To receive the annual report in relation to the Welsh language and compliance with the Welsh language Standards during 2020-21.	It is a statutory responsibility for the Authority to implement the Welsh language Standards. As part of the Standards, we must publish an Annual Report which outlines the implementation work.
Annual Treasury Management and Prudential Indicator Report 2020-2021	The Council adopted the Treasury Management Policy and Strategy and the five-year capital programme for 2017-2018 on the 21 st February 2018. This Annual Report lists the activities that took place in 2020-2021	The Committee has a key role to play in scrutinising the Treasury Management function within the Authority.
Policy & Resources Scrutiny Committee Actions and Referrals update	These quarterly updates provide details on progress made in relation to actions and requests which arose at previous meetings.	To enable the Committee to scrutinise progress made in relation to actions and requests arising from previous meetings.

Annual Digital Transformation [and Technology] Strategy Report 2021-24	A revised Digital Transformation Strategy is required that sets out the Council's strategic digital priorities and aspirations and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire over the next 3 years.	The Digital Transformation Strategy is aligned to delivering key outcomes of the Corporate Strategy and the Authorities Future Generations Well Being Plan. Embedded within the action plans for delivering the key projects are the five sustainable development principles.
Digital Schools Strategy Annual Report 2021	This annual progress report provides an update on Carmarthenshire County Council's Digital Schools Strategy	The Digital Schools Strategy 2018-2021 was approved in May 2018 by the Executive Board and CMT. A commitment was given within that strategy to produce an annual report to inform the Authority of the progress made against the key priorities and approved projects.
Sickness Absence Monitoring Report - end of year 2020/21	This report provides the committee with sickness absence data for the 2020/21 financial year.	The Committee has requested that half yearly reports are provided to its members to allow them to fulfil their scrutiny role.

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

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

Topics are not suitable for scrutiny when:

- **the issue is already being addressed elsewhere and change is imminent**

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

This page is intentionally left blank

Policy & Resources Scrutiny Committee – Forward Work Programme 2020/21

30 TH April 2020	10 th June 2021	21 st July 2021	20 th October 2021	10 th December 2021	January 2022	March 2022
Policy & Resources Scrutiny Committee FWP 2021/22	Carmarthenshire Well-Being Plan Annual Report 2020-21 & PSB Update	Draft Carmarthenshire County Council's Annual Report for 2020/21	Revenue & Capital Budget Monitoring Report 2021/22	Sickness Absence Monitoring Report - Half Year Q2 2021/22	Revenue Budget Strategy Consultation 2021/22 to 2024/25	Quarterly Treasury Management and Prudential Indicator Report 1st April 2021 to 31st December 2021
Chief Executive's Departmental Business Plan 2020/2023	PSB minutes	Strategic Equality Plan Annual Report 2020-21	Quarterly Treasury Management and Prudential Indicator Report 1st April 2021 to 30th June 2021	TIC Annual Report 20/21	Five Year Capital Programme 2022/23 - 2026/27	Revenue & Capital Budget Monitoring Report 2021/22
Corporate Services Departmental Business Plan 2020/2023	Sickness Absence Monitoring Report – end of year 2020/21 Moved to July meeting	Annual Report on the Welsh Language 2020-21	May & July 2021 PSB minutes	Revenue & Capital Budget Monitoring Report 2021/22	Treasury Management Policy & Strategy 2022/23	Policy & Resources Scrutiny Committee Actions and Referrals Update
Digital Transformation Strategy	Revenue & Capital Budget Monitoring Report 2020/21	Annual Treasury Management and Prudential Indicator Report 2020-2021	Revenue & Capital Budget Monitoring Report 2020/21	Mid-Year Treasury Management and Prudential Indicator Report 1st April 2021 to 30th September 2021	Revenue and Capital Budget Monitoring Report 2021/22	
	Policy & Resources Scrutiny Committee Annual Report 2020/21	Policy & Resources Scrutiny Committee Actions and Referrals update	Quarter 1 performance management report	Policy & Resources Scrutiny Committee Actions and Referrals Update	November 2021 PSB minutes	
	CCTV Policy	Annual Digital Transformation [and Technology] Strategy Report		September 2021 PSB minutes		
		Digital Schools Strategy Annual Report 2021				

Policy & Resources Scrutiny Committee – Forward Work Programme 2020/21

		Sickness Absence Monitoring Report - end of year 2020/21				
--	--	---	--	--	--	--

Exec. Board Meetings: 10th May; 24th May; 1st June; 7th June; 21st June; 5th July; 26th July; 13th September; 27th September; 11th October;
25th October; 8th November; 22nd November; 30th November; 6th December; 20th December;

Council Meetings: 12th May; 19th May [AGM]; 9th June; 14th July; 15th September; 13th October; 10th November; 8th December;

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 23/03/2021 (For the period March 21 – February 22)

Introduction

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

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

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 23/03/2021 (For the period March 21 – February 22)

CHIEF EXECUTIVES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
INTEGRATED IMPACT ASSESSMENT AND COVER SHEET	Wendy Walters, Chief Executive/Gwyneth Ayres	Deputy Leader	No	May 2021
ANNUAL REPORT	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	VARIOUS IN JULY	27/09/21
WELLBEING OBJECTIVES	Wendy Walters Chief Executive	Communities and Rural Affairs		
WELSH GOVERNMENT CONSULTATION DOCUMENTS	Wendy Walters Chief Executive	Deputy Leader	If applicable	If applicable
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Chief Executive	Resources		As and when required
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	As And When Required
CITY DEAL UPDATE (INCLUDING PENTRE AWEL)	Wendy Walters Chief Executive	Leader		As & When Required
CARMARTHEN WEST RESIDENTIAL	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
BURRY PORT RELEASE OF LAND	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
8/12 VAUGHAN STREET, LLANELLI	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Chief Executive/Gwyneth Ayres	Culture, Sport & Tourism	Yes	March 2022
CORPORATE STRATEGY	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	March 2022
STRATEGIC EQUALITY REPORT	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	March 2022
NET ZERO ACTION PLAN - REVIEW	Jason Jones, Head of Regeneration	Communities and Rural Affairs	Date to be confirmed	March 2022

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 23/03/2021 (For the period March 21 – February 22)

COMMUNITY SERVICES				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
DEVELOPMENT OF A NEW TENANT TYPE CHALLENGE PANEL	Jonathan Morgan – Head of Homes and SCr/Les James	Housing		24 TH May 2021
UNIVERSAL CREDIT AND RENTS UPDATE RENT ARREARS POSITION STATEMENT	Jonathan Morgan – Head of Homes and Safer Communities/ Jonathan Willis	Housing		26 th April 2021
ANTI SOCIAL BEHAVIOUR POLICY	Jonathan Morgan – Head of Homes and Safer Communities /Les James / Sue Watts/Robert David Williams	Culture, Sports & Tourism	E&PP Scrutiny 18/05/2021	07/06/21
CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN	Jonathan Morgan – Head of Homes and Safer Communities/ Rachel Davies/ Gareth Williams	Housing	January 2022	February 2022 (Budget)
DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2019/20	Jake Morgan – Director of Communities/Silvana Sauro	Social Care & Health		TBC
DOG BREEDERS LICENCE UPDATE (Change of Policy / Legislation – awaiting WG confirmation)	Jonathan Morgan – Head of Homes and Safer Communities/ Roger Edmunds	Public Protection		TBC

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 23/03/2021 (For the period March 21 – February 22)

CORPORATE SERVICES

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

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
-as at 23/03/2021 (For the period March 21 – February 22)

EDUCATION & CHILDREN				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
PROPOSAL TO RELOCATE YSGOL HEOL GOFFA AND TO INCREASE ITS CAPACITY (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	17/03/21 (stage 3)	12 th April 2021
PROPOSAL TO DISCONTINUE YSGOL GYNRADD BLAENAU AND TO INCREASE THE CAPACITY AND CHANGE THE NATURE OF PROVISION AT YSGOL GYNRADD LLANDYBIE (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO DISCONTINUE YSGOL RHYDYGORS (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE AGE RANGE AT YSGOL SWISS VALLEY (TBC) (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO DISCONTINUE YSGOL GYNRADD MYNYDD Y GARREG (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE NATURE OF PROVISION AT YSGOL Y FELIN (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children		TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE NATURE OF PROVISION AT MODEL VA PRIMARY SCHOOL (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children		TBC (Stage 2) TBC (Stage 3)
SCHOOL UPDATE REPORT- COVID 19, SCHOOLS CAUSING CONCERN AND FINANCE	Gareth Morgans – Director of Education and Children	Education & Children	N/A	
LA EDUCATION SERVICES SELF EVALUATION	Aneirin Thomas – Head of Education and Inclusion	Education & Children	tbc	TBC
POST 16 EDUCATION	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	TBC
RESULTS OF 2021 EXAMINATIONS”	Aneirin Thomas – Head of Education and Inclusion	Education & Children	tbc	N/A
CHILDREN’S SERVICES PAPER- TBC	Stefan Smith - Head of Children’s Services	Education & Children	N/A	tbc
CARMARTHENSHIRE 10 YEAR STRATEGY FOR EDUCATION	Gareth Morgans – Director of Education and Children	Education & Children	tbc	TBC
NEW 10 YEAR WELSH IN EDUCATION STRATEGY	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	TBC

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
 –as at 23/03/2021 (For the period March 21 – February 22)

ENVIRONMENT

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
PUBLIC REALM	Steve Pilliner / Richard waters	Environment		26/4/21
LDO	Llinos Quelch / Ian R Llewellyn	Environment		10/5/21
BUS REFORM	Steve Pilliner	Environment		24/5/21
PACE MAKING CHARTER	Llinos Quelch / Ian R Llewellyn	Environment		24/5/21
HIGHWAYS MAINTENANCE MANUAL	Steve Pilliner - Head of Transportation & Highways/ Chris Nelson/ Richard Waters	Environment	EPP 4/10/21	25/10/21
EQUESTRIAN STRATEGY	Steve Pilliner - Head of Transportation & Highways/ /Caroline Ferguson	Environment	EPP 4/10/21	25/10/21
GRAFFITI POLICY	Ainsley Williams	Environment	EPP 4/10/21	25/10/21
FLOOD RESPONSE	Ainsley Williams	Environment	4/10/21	25/10/21
LEQ	Ainsley Williams	Environment	EPP 4/10/21	25/10/21
ELECTRIC VEHICLE STRATEGY	Steve Pilliner / Simon Charles	Environment	EPP 12/11/21	6/12/21
PUBLIC CONVENIENCES	Ainsley Williams. Head of Waste & Environmental Services Rhys Davies	Environment	EPP 16/12/21	January 22

Policy & Resources Scrutiny Committee

Friday, 30 April 2021

PRESENT: Councillor A.G. Morgan (Chair);

Councillors:

S.M. Allen, K.V. Broom, D.M. Cundy, W.R.A. Davies, H.L. Davies, J.S. Edmunds, J.K. Howell, G.H. John, C. Jones, J.G. Prosser and D.E. Williams;

Also in attendance:

Councillor E. Dole, Leader of the Council;
Councillor D.M. Jenkins, Executive Board Member for Resources;
Councillor L.M. Stephens, Deputy Leader of the Council;

The following Officers were in attendance:

C. Moore, Director of Corporate Services;
N. Daniel, Head of I.C.T. and Corporate Policy;
J. Fearn, Head of Property;
R. Hemingway, Head of Financial Services;
J. Jones, Head of Regeneration;
H. Pugh, Head of Revenues and Financial Compliance;
L.R. Jones, Head of Administration and Law;
P.R. Thomas, Assistant Chief Executive (People Management & Performance);
J. Williams, Applications Development Manager;
D. Hockenhull, Marketing and Media Manager;
A. Kenyon, Senior Performance Management Officer;
N. Evans, Business Support Manager;
T. Thomas, Principal Business Development Officer;
S. Rees, Simultaneous Translator;
E. Evans, Principal Democratic Services Officer;
E. Bryer, Democratic Services Officer;
M.S. Davies, Democratic Services Officer.

Virtual Meeting: 10.00 am - 12.50 pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K.Madge and H.A.L. Evans, Executive Board Member – Environment.

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

Councillor	Minute Number	Nature of Interest
S.M. Allen	4 - Chief Executive's Departmental Business Plan 2021/22 -10 Towns initiative;	Local Member for Whitland;
H.L. Davies	4 - Chief Executive's Departmental Business Plan 2021/22 -10 Towns initiative;	Local Member for Llandovery.

3. PUBLIC QUESTIONS

No public questions had been received.

4. CHIEF EXECUTIVE'S DEPARTMENTAL BUSINESS PLAN 2021/22

The Committee considered the Chief Executive's Departmental Business Plan 2021-22 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015. Due to the Coronavirus COVID-19 pandemic this was an abbreviated plan, usually it would include a review section but this had been covered in the Service COVID-19 Impact Assessments previously submitted to the Committee.

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

ICT and Corporate Policy

- It was noted that the experiences and feedback from staff and Members over the past year in terms of home working etc would contribute to the development of the future work programme and 'new ways of working';
- It was clarified that the highest risk score possible under 'Key Divisional Risks' would be 25 with the matrix utilized;
- In response to a concern over the reporting of 'Key Measures of Success' as percentages rather than targets it was clarified that this was set at an all-Wales level and monitored by Welsh Government. The 'high level' Departmental Plan was in fact underpinned by operational divisional business plans which contained significantly more detail and operational performance measures. These were reported to Committee on a quarterly basis. It was suggested that a refresher session on the PIMS system be arranged for the Committee;

Legal and Administration

- In regard to 'pooled budgets' with other authorities it was clarified that presently each authority retained control of its own proportion of the budget but that discussions on its spending were undertaken on a partnership basis;
- The Head of Legal and Administration, in response to a question, commented that the Legal Section was currently under-resourced and some legal work associated with social care and education in particular was having to be outsourced and paid for by the relevant services. Discussions were taking place with client departments with a view to identifying funding which would allow the in-house legal team to retain more work in-house;

People Management

- In response to a query the Assistant Chief Executive agreed to relook at the omission of the TIC team's performance from the 'Key Measures of Success' particularly in view of the efficiency savings identified to date and the possibilities for building upon that success in untapped areas such as commerciality;
- Reference was made to the current difficulties experienced by new employees due to the lack of in-person engagement with their colleagues and the need to create a team ethos. It was highlighted that Heads of Service could allow staff to return to the office for reasons associated with welfare issues, lack of space or broadband at home, training/induction and support for apprenticeships and new staff, or work requirements e.g. paper based working or the need to meet the public in-person;

Regeneration - Property

- In response to a query as to whether there was anything the authority could do to ensure any property it sold was actually utilised for the purpose originally proposed by the purchaser the Head of Regeneration commented

that whilst this was difficult there were, in some circumstances, ways in which future use could be influenced such as the retention of freehold of land until development was completed satisfactorily;

- In terms of quantifying the benefits to tourism from regeneration the Committee was advised that the County-wide economic recovery plan was based on 11 key themes which included tourism/events etc..

UNANIMOUSLY RESOLVED to note the Plan.

5. CORPORATE SERVICES DEPARTMENTAL BUSINESS PLAN 2021/2022

The Committee considered the Corporate Services Departmental Business Plan 2021-22 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015.

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

- In regard to the two maximum risk scores of 25 within the Revenues and Financial Compliance division it was stated that these were in high priority areas but controls were in place to ensure service delivery which included continuance monitoring;
- In response to a question it was stated that the Corporate Risk Register submitted to the Audit Committee detailed the initial risk and the reassessed risks which took account of controls put in place.

UNANIMOUSLY RESOLVED to note the Plan.

6. ENVIRONMENT DEPARTMENTAL BUSINESS PLAN 2021/22

The Committee considered extracts of the Environment Departmental Business Plan 2021-22 relating to the Property Division which were relevant to the Committee's remit. The Plan extracts outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015.

The Head of Property, in response to a question, agreed to explore opportunities to add to the list of key measures of success.

UNANIMOUSLY RESOLVED to note the Plan.

7. DIGITAL TRANSFORMATION STRATEGY 2021-2024

The Committee considered the proposed Digital Transformation Strategy 2021-2024 which detailed the Council's strategic digital priorities and aspirations and outlined what it planned to do to achieve its vision for a Digital Carmarthenshire over the next 3 years. It was noted that the reliance on technology to deliver critical frontline services throughout the covid 19 pandemic had demonstrated how pervasive digital technology was across all sectors and fully integrated in many aspects of life. It was considered that Carmarthenshire County Council needed an innovative, exciting, Digital Transformation Strategy because digital technology had the proven potential to transform the County and the lives of residents while generating long-term savings for the council.

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

- It was commented that the report made no reference to the percentage of 'not spot' areas referred to in previous meetings and the question was

asked as to whether the pace of reducing this percentage was likely to increase substantially. In response the Committee was advised that the authority worked closely with officers involved in the City Deal and this would play a key role in terms of helping to improve broadband access / connectivity in these areas;

- The Head of ICT & Corporate Property emphasised the significant work being undertaken to improve connectivity for all including the voucher scheme available to communities which were experienced problems with broadband. It was emphasised that whilst the Council was able to offer wi-fi connectivity in some of its public buildings such as libraries and leisure centres it was not an internet service provider as this was a private sector initiative. It might, however, be possible in the future for communities to benefit from connectivity to rural schools.

UNANIMOUSLY RESOLVED that the content of the Digital Transformation Strategy 2021-2024 be endorsed.

8. POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME FOR 2021/22

The Committee considered its Forward Work Programme for 2021/2022 which had been prepared in accordance with the Council's Constitution which required Scrutiny Committees to develop and publish annual forward work programmes identifying issues and reports to be considered at meetings during the course of the municipal year.

UNANIMOUSLY RESOLVED that the Policy and Resources Scrutiny Committee's 2021/22 Forward Work Programme be endorsed.

9. FORTHCOMING ITEMS

UNANIMOUSLY RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting to be held on the 10th June, 2021 be received.

10. MINUTES - 29TH MARCH 2021

UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 29th March 2021 be signed as a correct record.

CHAIR

DATE