

**WEDNESDAY, 13<sup>TH</sup> OCTOBER 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 WEDNESDAY, 20<sup>TH</sup>  
OCTOBER, 2021** FOR THE TRANSACTION OF THE  
BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Wendy Walters*

**CHIEF EXECUTIVE**

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

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

# **POLICY & RESOURCES SCRUTINY COMMITTEE 13 MEMBERS**

## **PLAID CYMRU GROUP – 6 MEMBERS**

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

## **LABOUR GROUP – 3 MEMBERS**

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

## **INDEPENDENT GROUP – 3 MEMBERS**

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

## **NEW INDEPENDENT GROUP – 1 MEMBER**

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

# AGENDA

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM.
3. PUBLIC QUESTIONS (NONE RECEIVED).
4. REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22. 5 - 44
5. ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2020-2021. 45 - 52
6. QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL 2020 TO 30TH JUNE 2021. 53 - 70
7. 2021/22 QUARTER 1 CORPORATE PERFORMANCE REPORT (1ST APRIL TO 30TH JUNE 2021) THAT SPANS ACROSS ALL DEPARTMENTS. 71 - 74
8. 2021/22 DEPARTMENTAL QUARTER 1 PERFORMANCE REPORT (1ST APRIL TO 30TH JUNE 2021) RELEVANT TO THIS SCRUTINY. 75 - 94
9. DIGITAL SCHOOLS STRATEGY ANNUAL REPORT 2021. 95 - 118
10. VACCINATION POLICY. 119 - 128
11. ETHICAL EMPLOYMENT IN SUPPLY CHAINS POLICY AND MODERN SLAVERY, ETHICAL EMPLOYMENT IN SUPPLY CHAINS STATEMENT. 129 - 140
12. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - MAY & JULY 2021. 141 - 156
13. FORTHCOMING ITEMS. 157 - 166
14. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 21ST JULY 2021. 167 - 172

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## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> OCTOBER 2021

### REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22

#### 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 30<sup>th</sup> June 2021, in respect of 2021/22.

**To be referred to the Cabinet for decision: NO**

#### Cabinet Member Portfolio Holders:

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

<b>Directorate:</b> Corporate Services	<b>Designation:</b>	<b>Tel No. / E-Mail Address:</b>
<b>Name of Director of Service:</b> Chris Moore	Director of Corporate Services	01267 224120 <a href="mailto:CMoore@cararthenshire.gov.uk">CMoore@cararthenshire.gov.uk</a>
<b>Report Author:</b> Chris Moore		

**EXECUTIVE SUMMARY  
POLICY & RESOURCES SCRUTINY COMMITTEE  
20<sup>th</sup> OCTOBER 2021**

**Revenue & Capital Budget  
Monitoring Report 2021/22**

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 £508k on the Authority's net revenue budget with an underspend at departmental level of £285k.

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

- additional COVID19 related costs and lost income being largely refunded under the Welsh Government hardship scheme
- some services still paused or impacted by lockdown measures and social distancing during Q1.

**Appendix B**

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

**Capital Budgets**

**Appendix C – Corporate Capital Programme Monitoring 2021/22**

The total forecasted net expenditure is £91,568k compared with a working net budget of £130,490k, giving a **-£38,922k** variance. The variance projected at this time relates mainly to delays with the Pentre Awel development and delays with some school developments because of restrictions associated with the COVID19 pandemic

**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.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES – A list of the main variances is attached to this report.</b>
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**IMPLICATIONS**

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

**Signed: Chris Moore Director of Corporate Services**

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

### 3. Finance

#### Revenue

Overall, the Authority is forecasting an underspend of £508k.

Policy and Resources Services are projecting to be under the approved budget by £809k.

#### Capital

The capital programme shows an in-year variance of -£38,922k against the 2021/22 approved budget.

#### Savings Report

The expectation is that at year end £281k of Managerial savings against a target of £451k 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

**CABINET MEMBER 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
2021/22 Budget	Corporate Services Department, County Hall, Carmarthen
2021-26 Capital Programme	Online via corporate website – Minutes of County Council Meeting 3 <sup>rd</sup> March 2021

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## REPORT OF THE DIRECTOR OF CORPORATE SERVICES

## POLICY &amp; RESOURCES SCRUTINY 20th OCTOBER 2021

## COUNCIL'S BUDGET MONITORING REPORT 2021/22

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 2022

Department	Working Budget				Forecasted				June 2021 Forecasted Variance for Year £'000
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Chief Executive	31,739	-12,700	-2,578	16,461	33,674	-14,855	-2,578	16,242	-219
Communities	159,365	-64,847	13,586	108,104	161,510	-66,222	13,586	108,874	769
Corporate Services	77,079	-45,783	-1,686	29,610	76,363	-45,658	-1,686	29,020	-590
Education & Children (incl. Schools)	188,538	-32,238	23,360	179,660	203,792	-47,496	23,360	179,655	-5
Environment	137,624	-88,828	12,819	61,616	144,290	-95,734	12,819	61,375	-241
<b>Departmental Expenditure</b>	<b>594,346</b>	<b>-244,396</b>	<b>45,501</b>	<b>395,451</b>	<b>619,630</b>	<b>-269,965</b>	<b>45,501</b>	<b>395,166</b>	<b>-285</b>
Capital Charges/Interest/Corporate				-20,155				-20,905	-750
<b>Levies and Contributions:</b>									
Brecon Beacons National Park				152				152	0
Mid & West Wales Fire & Rescue Authority				10,737				10,737	0
<b>Net Expenditure</b>				<b>386,185</b>				<b>385,150</b>	<b>-1,035</b>
Transfers to/from Departmental Reserves									
- Chief Executive				0				109	109
- Corporate Services				0				295	295
- Education & Children (incl Schools)				0				2	2
- Environment				0				120	120
<b>Net Budget</b>				<b>386,185</b>				<b>385,677</b>	<b>-508</b>

**Chief Executive Department**  
**Budget Monitoring - as at 30<sup>th</sup> June 2021**

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget				Forecasted				June 2021 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	885	0	-845	40	754	-0	-845	-91	-131
People Management	4,499	-1,558	-2,619	322	4,670	-1,718	-2,619	333	11
ICT & Corporate Policy	5,999	-940	-4,780	279	5,970	-982	-4,780	208	-71
Admin and Law	4,495	-846	703	4,351	4,396	-1,000	703	4,099	-252
Marketing & Media	2,708	-696	-1,430	581	2,613	-656	-1,430	527	-54
Statutory Services	1,286	-310	281	1,258	1,939	-953	281	1,267	8
Regeneration	11,867	-8,350	6,112	9,629	13,333	-9,545	6,112	9,899	271
<b>GRAND TOTAL</b>	<b>31,739</b>	<b>-12,700</b>	<b>-2,578</b>	<b>16,461</b>	<b>33,674</b>	<b>-14,855</b>	<b>-2,578</b>	<b>16,242</b>	<b>-219</b>

## Chief Executive Department - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000		
<b>Chief Executive</b>						
Chief Executive-Chief Officer	237	0	216	0	-20	Savings on supplies and services
Chief Executive Business Support Unit	649	0	537	-0	-111	3 vacant posts not anticipating filling 2 this year, and a staff member on maternity leave.
<b>People Management</b>						
TIC Team	233	-60	247	-59	14	1 x employee regraded with no funding
Business & Projects Support	262	0	231	0	-31	Savings on supplies and services
Employee Well-being	775	-350	775	-304	46	Shortfall on budgeted external SLA income. Referrals have reduced from pre COVID19 levels.
Employee Services – HR/Payroll Support	134	0	160	0	26	£18k graduate not funded, 2 x employees regraded with no funding £8k
DBS Checks	124	0	89	-4	-39	Review of DBS checks process and budget to be undertaken.
Other variances					-5	
<b>ICT &amp; Corporate Policy</b>						
Welsh Language	148	-11	130	-11	-19	Vacant post will be filled once pending team review is completed. Delayed due to COVID19 but due to be completed imminently.
Chief Executive-Policy	854	-31	799	-27	-52	3 Vacant posts will be filled once pending team review is completed. Delayed due to COVID19 but due to be completed imminently.
<b>Admin and Law</b>						
Democratic Services	1,886	-273	1,811	-318	-120	Underspend on Members pay & travelling costs.
Democratic Services - Support	506	0	496	-36	-46	Additional income for work undertaken for the Wales Pension Partnership (£21k), ERW (£5k) and PCC (£8k); Post vacant for part of year, due to be filled.
Land Charges	136	-305	91	-313	-52	Large saving on supplies and services, along with a small anticipated increase in income
Legal Services	1,898	-267	1,875	-261	-17	Savings on supplies and services
Central Mailing	45	0	27	0	-18	Saving on franking machine leasing costs.

## Chief Executive Department - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Marketing &amp; Media</b>						
Marketing and Media	330	-167	437	-167	107	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.
Translation	566	-52	522	-52	-44	Vacant post and number of staff members working reduced hours.
Customer Services Centres	1,141	-353	1,070	-353	-71	A number of vacant posts within the section, due to be filled from September.
Yr Hwb, Rhydaman a Llanelli	191	-94	101	-50	-46	Three vacant posts pending divisional realignment offset in part by less income from rental of office space due to decreased demand.
<b>Statutory Services</b>						
Coroners	372	0	409	0	37	Additional costs associated with jury inquest case.
Electoral Services - Staff	294	0	272	0	-22	Vacant post pending divisional realignment.
Other variances					-7	
<b>Regeneration &amp; Property</b>						
Property	1,273	-88	1,255	-90	-20	Vacant post due to be filled imminently.
Commercial Properties	33	-594	62	-473	150	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.
Provision Markets	596	-660	553	-450	166	General downturn in demand for stalls and consequent reduction in achievable rents.
Administrative Buildings	2,926	-777	2,680	-617	-86	Additional essential maintenance planned during the year. Offset by savings on utilities, as staff continue to work from home.
Industrial Premises	485	-1,482	428	-1,517	-92	Occupancy levels are still high despite the pandemic.
County Farms	76	-342	75	-326	16	Shortfall on rent due to market conditions.
Livestock Markets	61	-213	19	-32	139	Whilst Nant y Ci is due to be re-let this includes a rent-free period.
Other variances					-3	
<b>Grand Total</b>					<b>-219</b>	

**Department for Communities**  
**Budget Monitoring - as at 30th June 2021**

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget				Forecasted				June 2021 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	
<b>Adult Services</b>									
Older People	64,072	-22,865	3,193	44,400	63,187	-23,197	3,193	43,182	-1,218
Physical Disabilities	8,147	-1,875	276	6,547	8,694	-2,389	276	6,580	33
Learning Disabilities	40,418	-10,988	1,282	30,712	41,774	-10,862	1,282	32,194	1,482
Mental Health	10,275	-4,107	228	6,396	10,644	-4,075	228	6,797	401
Support	7,799	-6,593	1,133	2,339	7,672	-6,673	1,133	2,132	-207
<b>Homes &amp; Safer Communities</b>									
Public Protection	3,293	-1,192	532	2,633	3,621	-1,514	532	2,640	7
Council Fund Housing	9,199	-7,996	1,021	2,224	10,640	-9,439	1,021	2,222	-2
<b>Leisure &amp; Recreation</b>									
Leisure & Recreation	16,162	-9,230	5,922	12,854	15,278	-8,074	5,922	13,127	273
<b>GRAND TOTAL</b>	<b>159,365</b>	<b>-64,847</b>	<b>13,586</b>	<b>108,104</b>	<b>161,510</b>	<b>-66,222</b>	<b>13,586</b>	<b>108,874</b>	<b>769</b>

## Department for Communities - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Adult Services</b>						
<b>Older People</b>						
Older People - LA Homes	8,237	-3,891	8,148	-4,338	-536	Reduced costs associated with fewer beds occupied plus additional income from Hardship Fund
Older People - Private/ Vol Homes	26,705	-13,479	26,281	-13,479	-424	Reduced costs associated with fewer beds occupied plus additional income from Hardship Fund
Older People - Extra Care	788	0	860	0	72	Cwm Aur contract - savings proposals in previous years only partially delivered
Older People - Direct Payments	1,235	-305	1,107	-305	-128	Demand led - fewer requests for Direct Payment for Older People
Older People - Private Day Services	276	0	76	0	-200	Reduced provision of day services due to COVID19 restrictions
Older People - Other variances					-2	
<b>Physical Disabilities</b>						
Phys Dis - Private/Vol Homes	1,693	-306	1,348	-306	-345	Demand led - Reduced use of residential respite care due to COVID19
Phys Dis - Group Homes/Supported Living	1,120	-170	1,252	-170	131	Rightsizing in Supported Living ongoing but delayed due to COVID19. Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to COVID19.
Phys Dis - Community Support	204	0	133	0	-71	Reduction in provision of community based services due to COVID19 restrictions
Phys Dis - Direct Payments	2,809	-589	3,126	-589	317	Demand for Direct Payments increasing as a consequence of fewer alternatives during COVID19 restrictions e.g. community support and respite
Phys Dis - Other variances					1	
<b>Learning Disabilities</b>						
Learn Dis - Commissioning	974	0	900	0	-75	Staff vacancies and travelling
Learn Dis - Private/Vol Homes	10,767	-4,373	11,636	-4,373	869	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped as many of the initiatives require face to face contact with service users and providers.
Learn Dis - Direct Payments	3,832	-558	4,704	-558	872	Direct Payments increasing due to demand
Learn Dis - Group Homes/Supported Living	10,171	-2,254	10,547	-2,254	376	Rightsizing in Supported Living ongoing but delayed due to COVID19. Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to COVID19.
Learn Dis - Day Services	2,515	-405	2,304	-328	-134	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.

## Department for Communities - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
Learn Dis - Private Day Services	1,351	-82	872	-82	-479	Day Services significantly reduced. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget.
Learn Dis - Other variances					53	
<b>Mental Health</b>						
M Health - Private/Vol Homes	6,203	-3,294	6,401	-3,294	198	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped as many of the initiatives require face to face contact with service users and providers.
M Health - Group Homes/Supported Living	1,265	-410	1,507	-410	242	Rightsizing in Supported Living ongoing but delayed due to Covid-19. Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to Covid.
M Health - Direct Payments	148	-44	266	-44	118	Direct Payments increasing due to demand
M Health - Community Support	822	-76	723	-76	-99	No payment to Hafal Dom care grant scheme
M Health - Other variances					-57	
<b>Support</b>						
Adult Safeguarding & Commissioning Team	1,454	-37	1,452	-100	-66	Part year vacancies
Holding Acc-Transport	1,462	-1,735	1,326	-1,741	-143	Provision of additional services to support Hywel Dda
Other Variances - Support					1	
<b>Homes &amp; Safer Communities</b>						
<b>Public Protection</b>						
PP Business Support unit	155	0	136	0	-19	Vacant Posts.
Air Pollution	129	-36	124	-19	11	Underachievement of licensing income.
Animal Safety	162	0	142	0	-20	Vacant Posts.
Food Safety & Communicable Diseases	506	-38	526	-35	23	Overspend on Agency costs.
Other Variances					11	
<b>Council Fund Housing</b>						
On HRA Re-Housing (Inc Chr)	168	0	158	0	-10	Vacant Posts.
Other Variances					9	

## Department for Communities - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Leisure &amp; Recreation</b>						
Discovery Centre	6	-88	6	-76	13	Forecasting to not fully achieve budgeted income
Pendine Outdoor Education Centre	534	-346	443	-227	28	Forecast includes a £80k investment in a Climbing Tower
Pembrey Beach Kiosk	0	-42	0	-61	-20	Forecasting to exceed budgeted income
Pembrey Ski Slope	386	-422	330	-379	-13	In year vacancies -£64k offset by income shortfall
Newcastle Emlyn Sports Centre	295	-158	315	-140	38	Forecasting to not fully achieve budgeted income due to restrictions at location
Carmarthen Leisure Centre	1,670	-1,782	1,607	-1,676	43	Forecasting to not fully achieve budgeted income due to restrictions at location
St Clears Leisure Centre	151	-43	149	-22	19	Forecasting to not fully achieve budgeted income due to restrictions at location
Amman Valley Leisure Centre	930	-848	832	-704	46	Forecasting to not fully achieve budgeted income due to restrictions at location
Llanelli Leisure Centre	1,367	-1,165	1,114	-865	47	Forecasting to not fully achieve budgeted income due to restrictions at location
Pembrey Country Park Restaurant	422	-326	429	-302	31	Forecasting to not fully achieve budgeted catering income due to restrictions at location
Carmarthen Museum, Abergwili.	182	-19	203	-8	33	Car park development costs not budgeted
Museum of speed, Pendine	86	-26	85	0	25	Museum Development consultancy fees not budgeted
Museums General	150	0	211	-23	38	Unable to fully achieve vacancy factor
Archives General	141	-3	167	-3	25	Part year effect of new Archive Assistant not budgeted
Arts General	16	0	0	0	-16	Vacant post being held pending restructure
St Clears Craft Centre	107	-38	74	-18	-13	In year vacancy
Laugharne Boathouse	151	-114	138	-87	14	Forecasting to not fully achieve budgeted income due to restrictions at location
Leisure Management	398	0	364	-1	-35	In year vacancy
Other Variance - Leisure & Recreation					-31	
<b>Grand Total</b>					<b>769</b>	



**Corporate Services Department**  
**Budget Monitoring - as at 30th June 2021**

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget				Forecasted				June 2021 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	13,562	-2,538	-856	10,169	13,072	-2,599	-856	9,617	-551
Revenues & Financial Compliance	63,517	-43,246	-830	19,442	63,291	-43,059	-830	19,403	-39
<b>GRAND TOTAL</b>	<b>77,079</b>	<b>-45,783</b>	<b>-1,686</b>	<b>29,610</b>	<b>76,363</b>	<b>-45,658</b>	<b>-1,686</b>	<b>29,020</b>	<b>-590</b>

## Corporate Services Department - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Financial Services</b>						
Accountancy	1,748	-467	1,732	-487	-37	£15k part year net vacancies, due to be filled during the year. £20k net additional external SLA income over budget and other smaller variances.
Treasury and Pension Investment Section	302	-233	264	-250	-55	£33k part year vacancies, due to be filled during the year. £17k external SLA income from the WPP and other smaller variances.
Grants and Technical	343	-111	286	-81	-27	£27k part year net vacancies, due to be filled during the year.
Payments	557	-77	526	-74	-28	£15k part year vacancies, due to be filled during the year. £13k savings on supplies and services
Audit Fees	322	-93	280	-93	-42	A proportion of audit fees are chargeable directly to grants
Bank Charges	68	0	40	0	-29	Charges reduced since introduction of new contract
Miscellaneous Services	8,182	-84	7,790	-20	-328	£328k underspend on pre LGR pension costs.
Other variances					-5	
<b>Revenues &amp; Financial Compliance</b>						
Procurement	611	-35	581	-34	-30	£30k part year vacancies, due to be filled during the year.
Business Support Unit	156	0	141	0	-15	£15k part year vacancy, due to be filled during the year.
Housing Benefits Admin	1,684	-752	1,451	-624	-105	A number posts have been vacant during the year to date. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale. (£187k). £46k saving on supplies and services costs anticipated. This is offset by the ongoing annual reduction in admin grant received from DWP.
Rates Relief	328	0	190	0	-138	Low take-up anticipated in 2021/22
Council Tax Reduction Scheme	16,828	0	17,400	0	572	Increased demand since COVID19. WG contribution received for the shortfall in 2020/21, but no confirmation to date whether that will be replicated in 2021/22
Rent Allowances	41,323	-41,540	40,961	-41,472	-294	Predicted underspend based on anticipated payments due, anticipated reimbursement from DWP and recovery of overpayments.
Other variances					-29	
<b>Grand Total</b>					<b>-590</b>	

**Department for Education & Children**  
**Budget Monitoring - as at 30th June 2021**

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget				Forecasted				June 2021 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	
<b>Schools Delegated Budgets</b>	141,173	<b>-19,375</b>	12	121,810	146,764	<b>-18,850</b>	12	127,926	6,116
<b>Reserve utilisation</b>				0		<b>-6,116</b>		<b>-6,116</b>	<b>-6,116</b>
Director & Strategic Management	2,399	0	-109	2,290	1,488	0	-109	1,379	-911
Education Services Division	6,902	-2,218	17,981	22,665	8,228	-3,365	17,981	22,844	179
Access to Education	3,019	0	1,410	4,429	8,934	-5,769	1,410	4,575	146
School Improvement	2,380	-510	460	2,330	2,704	-793	460	2,371	41
Curriculum & Wellbeing	8,061	-3,963	895	4,993	9,069	-4,840	895	5,123	130
Children's Services	24,605	-6,172	2,711	21,143	26,605	-7,763	2,711	21,553	409
<b>TOTAL excluding schools</b>	<b>47,365</b>	<b>-12,863</b>	<b>23,348</b>	<b>57,850</b>	<b>57,028</b>	<b>-22,531</b>	<b>23,348</b>	<b>57,846</b>	<b>-5</b>
<b>GRAND TOTAL</b>	<b>188,538</b>	<b>-32,238</b>	<b>23,360</b>	<b>179,660</b>	<b>203,792</b>	<b>-47,496</b>	<b>23,360</b>	<b>179,655</b>	<b>-5</b>

## Department for Education & Children - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Director &amp; Strategic Management</b>						
Director & Management Team	1,993	0	1,097	0	-897	£390k previous year efficiency deferred to next year being held centrally to cover one off in year pressures. £500k to be allocated to service pressures detailed below following Director review
Other variances					-14	
<b>Education Services Division</b>						
School Redundancy & EVR	1,925	0	2,007	0	82	Forecast based on known redundancies year to date & £100k contingency for late notifications
Special Educational Needs	3,233	-1,299	4,505	-2,521	51	Staffing costs for additional class in attached unit
Sensory Impairment	358	0	405	0	47	Increased staffing required to meet demand, recruitment to be progressed once funding identified
Other variances					-0	
<b>Access to Education</b>						
School Modernisation	166	0	249	-37	46	£37k closed schools & £9k additional transport costs following school reorganisations
School Meals & Primary Free Breakfast Services	2,548	0	8,370	-5,732	90	Primary school free breakfasts voluntary income shortfall.
Other variances					11	
<b>School Improvement</b>						
National Model for School Improvement	684	0	753	-42	27	One off costs re ERW £70k partially offset by 3 part year vacant posts
Other variances					14	
<b>Curriculum and Wellbeing</b>						
Music Services for Schools	1,036	-727	1,199	-846	43	Forecast SLA income not sufficient to cover projected staffing costs - vacant posts to be reviewed for affordability
Education Other Than At School (EOTAS)	2,186	-20	2,617	-395	56	Increase in demand resulting in additional staffing in PRUs
Other variances					31	

## Department for Education & Children - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Children's Services</b>						
Commissioning and Social Work	7,481	0	7,775	-136	157	Increased staffing costs forecast at this stage in the year (£311k) and overspend forecast on legal costs (£246k) - more external providers being used as a result of increased sickness levels internally and also complexity of cases, partially offset by part year vacancies across the dept (-£400k)
Corporate Parenting & Leaving Care	1,032	-135	1,229	-289	44	Additional staff costs forecast in relation to LAC Education Support Team
Fostering Services & Support	4,100	0	4,130	0	31	Additional costs forecast within Fostering assuming more normal activity continues to resume following pandemic e.g. school transport costs
Adoption Services	551	0	628	-50	27	Overspend forecast mainly in relation to panel member costs
Short Breaks and Direct Payments	703	-75	761	-77	56	Overspend mainly due to increased Direct Payments demand since change in legislation & further increase linked to COVID19
Other Variances					95	
<b>Grand Total</b>					<b>-5</b>	

**Environment Department**  
**Budget Monitoring - as at 30th June 2021**

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget				Forecasted				June 2021 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	43	-93	130	79	71	-118	130	83	3
Waste & Environmental Services	26,589	-4,598	1,364	23,355	27,109	-5,116	1,364	23,357	2
Highways & Transportation	62,660	-40,624	10,372	32,407	61,549	-39,444	10,372	32,476	69
Property	43,698	-41,699	624	2,622	51,222	-49,438	624	2,408	-214
Planning	4,635	-1,813	330	3,152	4,338	-1,618	330	3,051	-101
<b>GRAND TOTAL</b>	<b>137,624</b>	<b>-88,828</b>	<b>12,819</b>	<b>61,616</b>	<b>144,290</b>	<b>-95,734</b>	<b>12,819</b>	<b>61,375</b>	<b>-241</b>

## Environment Department - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000		
<b>Business Support &amp; Performance</b>						
Business Support	-126	-35	-138	-35	-12	Few vacant posts to be filled imminently
Operational Training	39	-58	27	-29	17	COVID19 restrictions still impacting on training delivery £10k - H & Wellbeing posts not budgeted for; £10k previous year efficiency not yet delivered.
Departmental - Core	45	0	65	0	20	
Departmental - Policy	9	0	-4	0	-13	Vacant post - to be filled imminently
Other variances					-9	
<b>Waste &amp; Environmental Services</b>						
Flood Defence & Land Drainage	608	-0	578	-0	-31	Two posts vacant for 1st qtr, filled July 2021
SAB - Sustainable Drainage approval Body Unit	127	-130	126	-67	63	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects
Waste Services	17,623	-1,260	17,687	-1,306	19	Reduction in sales of cullet and textiles against budget
Green Waste Collection	555	-435	545	-461	-35	Increased customer base
Other variances					-14	
<b>Highways &amp; Transportation</b>						
Section 106 Transport schemes	0	0	0	-14	-14	Income received in 2021/22 for expenditure incurred in previous years
Traffic Management	581	-70	1,029	-530	-13	Net increase in Traffic Regulation orders income
Car Parks	2,068	-3,134	2,025	-2,974	117	Volume of anticipated ticket sales does not match budgeted levels.
Nant y Ci Park & Ride	82	-34	120	-56	16	Reduced demand on the service
Road Safety	184	0	153	-0	-31	Underspend due to vacant post being filled part way during the year and an officer working part time
Other variances					-6	
<b>Property</b>						
Property Maintenance Operational	26,918	-28,233	32,039	-33,514	-159	Increased income from internal recharges reflecting work projected during the year.
Property Design - Business Unit	2,848	-3,176	3,284	-3,636	-24	Increased income from internal recharges reflecting work projected during the year.
Facilities Management - Building Cleaning	4,137	-3,691	4,740	-4,310	-16	Vacant post to be filled during the year
Other variances					-15	

## Environment Department - Budget Monitoring - as at 30th June 2021

### Main Variances

POLICY & RESOURCES SCRUTINY 20th OCTOBER 2021

Division	Working Budget		Forecasted		June 2021	Notes
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year	
	£'000	£'000	£'000	£'000	£'000	
<b>Planning</b>						
Planning Admin Account	352	-16	255	-16	-97	Savings on supplies and services and vacant posts including the part-year effect of the Head of Service vacancy
Building Regulations Trading - Chargeable	441	-492	422	-367	106	Shortfall in income anticipated
Minerals	324	-195	336	-196	11	Shortfall in income anticipated
Policy-Development Planning	706	-2	578	-2	-129	£51k underspend due to staff vacancies and £78k savings on consultants fees due to COVID19-related delay in the LDP process
Development Management	1,693	-935	1,600	-812	30	Shortfall in income anticipated
Conservation	471	-13	490	-52	-20	Vacant post to be filled from Sept
Other Variances					-3	
<b>Grand Total</b>					<b>-241</b>	



**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 30th June 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Chief Executive</b>										
Chief Executive-Chief Officer	237	0	-260	-24	216	0	-260	-44	-20	Savings on supplies and services
Chief Executive Business Support Unit	649	0	-585	64	537	-0	-585	-47	-111	3 vacant posts not anticipating filling 2 this year, and a staff member on maternity leave.
<b>Chief Executive Total</b>	<b>885</b>	<b>0</b>	<b>-845</b>	<b>40</b>	<b>754</b>	<b>-0</b>	<b>-845</b>	<b>-91</b>	<b>-131</b>	
<b>People Management</b>										
TIC Team	233	-60	-221	-47	247	-59	-221	-34	14	1 x employee regraded with no funding
Agile Working Project	0	0	0	0	64	-64	0	0	0	
SCWDP	672	-417	1	256	672	-417	1	256	-0	
Practice Placements	70	-67	0	3	74	-72	0	2	-1	
Health & Social Care Induction Training Pilot	0	0	0	0	94	-95	0	-1	-1	
Business & Projects Support	262	0	-275	-14	231	0	-275	-45	-31	Savings on supplies and services
Payroll	634	-357	-285	-8	612	-343	-285	-16	-7	
People Services – HR	1,073	-268	-786	19	1,059	-252	-786	21	2	
Employee Well-being	775	-350	-423	2	775	-304	-423	48	46	Shortfall on budgeted external SLA income. Referrals have reduced from pre COVID19 levels.
Organisational Development	522	-39	-498	-15	495	-10	-498	-13	2	
Employee Services – HR/Payroll Support	134	0	-132	2	160	0	-132	29	26	£18k graduate not funded, 2 x employees regraded with no funding £8k
School Staff Absence Scheme	0	0	0	0	98	-98	0	-0	-0	
DBS Checks	124	0	0	124	89	-4	0	85	-39	Review of DBS checks process and budget to be undertaken.
<b>People Management Total</b>	<b>4,499</b>	<b>-1,558</b>	<b>-2,619</b>	<b>322</b>	<b>4,670</b>	<b>-1,718</b>	<b>-2,619</b>	<b>333</b>	<b>11</b>	
<b>ICT &amp; Corporate Policy</b>										
Information Technology	4,987	-899	-3,841	247	4,922	-834	-3,841	247	-0	
Welsh Language	148	-11	-153	-16	130	-11	-153	-34	-19	Vacant post will be filled once pending team review is completed. Delayed due to COVID19 but due to be completed imminently.
Chief Executive-Policy	854	-31	-786	37	799	-27	-786	-15	-52	3 Vacant posts will be filled once pending team review is completed. Delayed due to COVID19 but due to be completed imminently.
Public Services Board	5	0	0	6	5	-0	0	6	-0	
Food Procurement Project	0	0	0	0	7	-7	0	0	0	
Armed Forces Covenant Scheme	0	0	0	0	85	-85	0	0	0	
Armed Forces Veterans Hub	0	0	0	0	19	-19	0	-0	-0	
Armed Forces and Remembrance	5	0	0	5	5	0	0	5	0	
<b>Total ICT &amp; Corporate Policy</b>	<b>5,999</b>	<b>-940</b>	<b>-4,780</b>	<b>279</b>	<b>5,970</b>	<b>-982</b>	<b>-4,780</b>	<b>208</b>	<b>-71</b>	

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 30th June 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Admin and Law</b>										
Democratic Services	1,886	-273	2,372	3,984	1,811	-318	2,372	3,864	-120	Underspend on Members pay & travelling costs.
Democratic Services - Support	506	0	-494	12	496	-36	-494	-34	-46	Additional income for work undertaken for the Wales pension partnership (£21k), ERW (£5k) and PCC (£8k); Post vacant for part of year, due to be filled.
Corporate Management	0	0	296	296	0	0	296	296	0	
Civic Ceremonial	24	0	21	45	24	0	21	45	-0	
Land Charges	136	-305	20	-150	91	-313	20	-202	-52	Large saving on supplies and services, along with a small anticipated increase in income
Police and Crime Commissioner	0	0	0	0	72	-72	0	0	0	
Legal Services	1,898	-267	-1,511	120	1,875	-261	-1,511	103	-17	Savings on supplies and services
Central Mailing	45	0	1	45	27	0	1	28	-18	Saving on franking machine leasing costs.
<b>Admin and Law Total</b>	<b>4,495</b>	<b>-846</b>	<b>703</b>	<b>4,351</b>	<b>4,396</b>	<b>-1,000</b>	<b>703</b>	<b>4,099</b>	<b>-252</b>	
<b>Marketing &amp; Media</b>										
Marketing and Media	330	-167	-213	-50	437	-167	-213	57	107	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements.
Translation	566	-52	-502	13	522	-52	-502	-31	-44	Vacant post and number of staff members working reduced hours.
Customer Services Centres	1,141	-353	-762	26	1,070	-353	-762	-45	-71	A number of vacant posts within the section, due to be filled from September.
Yr Hwb, Rhydaman a Llanelli	191	-94	8	106	101	-50	8	60	-46	Three vacant posts pending divisional realignment offset in part by less income from rental of office space due to decreased demand.
Marketing Tourism Development	370	0	18	388	373	-4	18	388	-0	
Visitor Information	61	-5	18	74	61	-5	18	74	0	
Events	49	-26	2	25	49	-26	2	25	0	
<b>Total Marketing &amp; Media</b>	<b>2,708</b>	<b>-696</b>	<b>-1,430</b>	<b>581</b>	<b>2,613</b>	<b>-656</b>	<b>-1,430</b>	<b>527</b>	<b>-54</b>	
<b>Statutory Services</b>										
Elections-County Council	9	0	129	138	2	0	129	131	-7	
Elections-Police & Crime Commissioner	0	0	0	0	333	-331	0	1	1	
Elections-Welsh Government	0	0	0	0	190	-190	0	0	0	
Registration Of Electors	170	-2	243	410	240	-65	243	418	8	
Registrars	441	-307	192	326	493	-367	192	318	-9	
Coroners	372	0	8	380	409	0	8	418	37	Additional costs associated with jury Inquest case.
Electoral Services - Staff	294	0	-291	3	272	0	-291	-19	-22	Vacant post pending divisional realignment.
<b>Statutory Services Total</b>	<b>1,286</b>	<b>-310</b>	<b>281</b>	<b>1,258</b>	<b>1,938</b>	<b>-953</b>	<b>281</b>	<b>1,266</b>	<b>8</b>	

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 30th June 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Regeneration &amp; Property</b>										
Regeneration Management	295	0	38	333	292	0	38	330	-3	
Parry Thomas Centre	32	-32	11	11	33	-32	11	11	-0	
Betws wind farm community fund	87	-87	1	1	87	-87	1	1	-0	
Welfare Rights & Citizen's Advice	166	0	2	168	167	0	2	168	0	
Llanelli Coast Joint Venture	150	-150	5	5	150	-150	5	5	-0	
The Beacon	154	-141	50	64	148	-134	50	64	0	
Business Grants	0	0	0	0	34	-34	0	0	0	
BREXIT (WPGA Grant)	0	0	0	0	48	-48	0	0	0	
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	389	0	7,988	8,377	389	0	7,988	8,377	0	
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	452	0	89	541	452	0	89	541	0	
Community Development and External Funding	524	0	340	864	523	0	340	863	-0	
Coronavirus	0	0	0	0	10	-10	0	0	0	
Food Hubs & Banks - Covid 19	0	0	0	0	70	-70	0	0	0	
Kickstart DWP Employment Scheme	0	0	0	0	2,100	-2,100	0	0	0	
Cockle Harvesters	0	0	0	0	176	-176	0	0	0	
Wellness	25	0	19	44	25	0	19	45	0	
City Deal	-54	0	24	-31	-54	0	24	-30	0	
Property	1,273	-88	-1,251	-66	1,255	-90	-1,251	-86	-20	Vacant post due to be filled imminently.
Commercial Properties	33	-594	537	-25	62	-473	537	125	150	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.
Provision Markets	596	-660	373	309	553	-450	373	475	166	General downturn in demand for stalls and consequent reduction in achievable rents.
Renewable Energy Fund	0	-52	0	-52	0	-52	0	-52	-0	
Net Zero Carbon Plan	127	0	0	127	126	0	0	126	-0	
Operational Depots	337	0	-324	13	337	0	-324	13	0	
Administrative Buildings	2,926	-777	-3,189	-1,040	2,680	-617	-3,189	-1,126	-86	Additional essential maintenance planned during the year. Offset by savings on utilities, as staff continue to work from home.
Industrial Premises	485	-1,482	899	-98	428	-1,517	899	-190	-92	Occupancy levels are still high despite the pandemic.
County Farms	76	-342	425	158	75	-326	425	174	16	Shortfall on rent due to market conditions.
Livestock Markets	61	-213	3	-149	19	-32	3	-9	139	Whilst Nant y Ci is due to be re-let this includes a rent-free period.
Externally Funded Schemes	3,734	-3,733	73	73	3,149	-3,148	73	73	-0	
<b>Regeneration &amp; Property Total</b>	<b>11,867</b>	<b>-8,350</b>	<b>6,112</b>	<b>9,629</b>	<b>13,333</b>	<b>-9,545</b>	<b>6,112</b>	<b>9,899</b>	<b>271</b>	

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 30th June 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				June 2021 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Financial Services</b>										
Corporate Services Management Team	486	-74	-422	-10	533	-129	-422	-18	-8	
Accountancy	1,748	-467	-1,253	28	1,732	-487	-1,253	-8	-37	£15k part year net vacancies, due to be filled during the year. £20k net additional external SLA income over budget and other smaller variances.
Treasury and Pension Investment Section	302	-233	24	92	264	-250	24	37	-55	£33k part year vacancies, due to be filled during the year. £17k external SLA income from the WPP and other smaller variances.
Grants and Technical	343	-111	-218	14	286	-81	-218	-13	-27	£27k part year net vacancies, due to be filled during the year.
Payroll Control	91	0	-88	3	94	0	-88	6	3	
Payments	557	-77	-457	23	526	-74	-457	-5	-28	£15k part year vacancies, due to be filled during the year. £13k savings on supplies and services
Pensions	1,378	-1,314	-58	6	1,447	-1,383	-58	6	-0	
Audit Fees	322	-93	4	233	280	-93	4	191	-42	A proportion of audit fees are chargeable directly to grants
Bank Charges	68	0	1	69	40	0	1	41	-29	Charges reduced since introduction of new contract
Wales Pension Partnership	84	-84	0	0	81	-81	0	0	0	
Miscellaneous Services	8,182	-84	1,611	9,710	7,790	-20	1,611	9,381	-328	£328k underspend on pre LGR pension costs.
<b>Financial Services Total</b>	<b>13,562</b>	<b>-2,538</b>	<b>-856</b>	<b>10,169</b>	<b>13,072</b>	<b>-2,599</b>	<b>-856</b>	<b>9,617</b>	<b>-551</b>	

**Policy & Resources Scrutiny Report**  
**Budget Monitoring as at 30th June 2021 - Detail Monitoring**

Division	Working Budget				Forecasted				June 2021	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Forecasted Variance for Year £'000	
<b>Revenues &amp; Financial Compliance</b>										
Procurement	611	-35	-551	26	581	-34	-551	-5	-30	£30k part year vacancies, due to be filled during the year.
Audit	487	-19	-463	5	481	-19	-463	-2	-6	
Risk Management	152	-0	-149	2	147	-0	-149	-2	-4	
Business Support Unit	156	0	-81	75	141	0	-81	60	-15	£15k part year vacancy, due to be filled during the year.
Corporate Services Training	60	0	-59	1	51	0	-59	-8	-9	
Local Taxation	949	-763	528	713	953	-776	528	704	-8	
Council Tax Reduction Scheme	16,828	0	78	16,906	17,400	0	78	17,478	572	Increased demand since COVID19. WG contribution received for the shortfall in 2020/21, but no confirmation to date whether that will be replicated in 2021/22
Rent Allowances	41,323	-41,540	1,495	1,278	40,961	-41,472	1,495	985	-294	Predicted underspend based on anticipated payments due, anticipated reimbursement from DWP and recovery of overpayments.
Rates Relief	328	0	5	333	190	0	5	195	-138	Low take-up anticipated in 2021/22
Housing Benefits Admin	1,684	-752	-877	55	1,451	-624	-877	-50	-105	A number posts have been vacant during the year to date. A large number of staff members are currently on lower points of the salary scale but budgeted at the top of scale. (£187k). £46k saving on supplies and services costs anticipated. This is offset by the ongoing annual reduction in admin grant received from DWP.
Revenues	939	-136	-755	48	935	-132	-755	48	-0	
<b>Revenues &amp; Financial Compliance Total</b>	<b>63,517</b>	<b>-43,246</b>	<b>-830</b>	<b>19,442</b>	<b>63,291</b>	<b>-43,059</b>	<b>-830</b>	<b>19,403</b>	<b>-39</b>	
<b>TOTAL FOR POLICY &amp; RESOURCES</b>	<b>108,818</b>	<b>-58,484</b>	<b>-4,264</b>	<b>46,071</b>	<b>110,038</b>	<b>-60,512</b>	<b>-4,264</b>	<b>45,262</b>	<b>-809</b>	

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<b>Capital Programme 2021/22</b>							
<b>Capital Budget Monitoring - Report for June 2021</b>							
	<b>Working Budget</b>			<b>Forecasted</b>			<b>June</b>
	<b>Expenditure £'000</b>	<b>Income £'000</b>	<b>Net £'000</b>	<b>Expenditure £'000</b>	<b>Income £'000</b>	<b>Net £'000</b>	<b>Variance for Year £'000</b>
<b>DEPARTMENT</b>							
<b>COMMUNITIES</b>							
- Public Housing	39,655	-8,652	31,003	41,655	-9,372	32,283	1,280
- Private Housing	3,830	-270	3,560	2,630	-270	2,360	-1,200
- Leisure	4,829	-1,025	3,804	2,151	-125	2,026	-1,778
- Social Care	420	0	420	517	0	517	97
<b>ENVIRONMENT</b>	36,507	-12,880	23,627	37,686	-13,298	24,388	761
<b>EDUCATION &amp; CHILDREN</b>	39,193	-18,855	20,338	24,039	-9,900	14,139	-6,199
<b>CHIEF EXECUTIVE</b>	2,451	0	2,451	2,061	-179	1,882	-569
<b>REGENERATION</b>	88,111	-42,824	45,287	21,914	-7,941	13,973	-31,314
<b>TOTAL</b>	<b>214,996</b>	<b>-84,506</b>	<b>130,490</b>	<b>132,653</b>	<b>-41,085</b>	<b>91,568</b>	<b>-38,922</b>

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## Capital Programme 2021/22

## Capital Budget Monitoring - Report for June 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		
<b>COMMUNITIES</b>								
<b>- Public Housing</b>	<b>39,655</b>	<b>-8,652</b>	<b>31,003</b>	<b>41,655</b>	<b>-9,372</b>	<b>32,283</b>	<b>1,280</b>	
Sewage Treatment Works Upgrading	184	0	184	184	0	184	0	
Telecare Upgrade	0	0	0	6	0	6	6	
Internal and External Works (Property)	16,239	0	16,239	17,869	0	17,869	1,630	Acceleration of VOIDs works.
Environmental Works (Housing Services)	380	0	380	930	0	930	550	Garages investment programme accelerated. Overspend will be covered within department.
Adaptations and Equalities Works (Building Services)	1,500	0	1,500	1,500	0	1,500	0	
Programme Delivery and Strategy	896	0	896	777	0	777	-119	Owing to staffing vacancies.
Housing Development Programme	20,256	-827	19,429	20,189	-1,547	18,642	-787	Ongoing impact of COVID19.
CX Housing Assets - Asset Management System	200	0	200	200	0	200	0	
MRA and IHP Grants Income	0	-7,825	-7,825	0	-7,825	-7,825	0	
<b>- Private Housing</b>	<b>3,830</b>	<b>-270</b>	<b>3,560</b>	<b>2,630</b>	<b>-270</b>	<b>2,360</b>	<b>-1,200</b>	
Disabled Facilities Grant (DFG)	3,033	0	3,033	1,833	0	1,833	-1,200	Current commitment on approved DFGs is £800k. We have a further 400 enquiries that are yet to be assessed. Despite there being the demand to spend the full budget because of the available resources and contractor capacity, the likely spend will be lower.
ENABLE - Adaptations to Support Independent Living	270	-270	0	270	-270	0	0	
Travellers Sites	27	0	27	27	0	27	0	
Empty Properties Initiatives	500	0	500	500	0	500	0	
<b>- Leisure</b>	<b>4,829</b>	<b>-1,025</b>	<b>3,804</b>	<b>2,151</b>	<b>-125</b>	<b>2,026</b>	<b>-1,778</b>	
Carmarthen Leisure Centre & Track	0	0	0	40		40	40	Retentions to be covered from within the capital programme.
Amman Valley Leisure Centre Masterplan	1,052	0	1,052	76	0	76	-976	Slip to 2022/23. Project being developed by Education Department.
Oriol Myrddin Redevelopment	1,887	-1,000	887	200	-100	100	-787	Contractor to be appointed by December 2021. Projected start on site March 2022. Project to slip into 2022/23.
Libraries & Museums	961	0	961	961	0	961	0	
Burry Port Harbour Walls	429	0	429	501	0	501	72	Overspend to be covered by underspends on other projects within the department.
Country Parks	500	-25	475	372	-25	348	-127	Majority of underspend is on the Pembrey Country Park Cycling Hub and will be utilised to cover spend on other projects, mainly the new BMX pump track.
<b>- Social Care</b>	<b>420</b>	<b>0</b>	<b>420</b>	<b>517</b>	<b>0</b>	<b>517</b>	<b>97</b>	Overspend on ICF 2021/22 projects.
<b>ENVIRONMENT</b>	<b>36,507</b>	<b>-12,880</b>	<b>23,627</b>	<b>37,686</b>	<b>-13,298</b>	<b>24,388</b>	<b>761</b>	
Highways & Infrastructure	29,630	-12,880	16,750	30,666	-13,162	17,505	754	Variances against grant funded projects.
Property	6,877	0	6,877	7,020	-136	6,884	7	

## Capital Programme 2021/22

### Capital Budget Monitoring - Report for June 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		
<b>EDUCATION &amp; CHILDREN</b>	<b>39,193</b>	<b>-18,855</b>	<b>20,338</b>	<b>24,039</b>	<b>-9,900</b>	<b>14,139</b>	<b>-6,199</b>	
21stC - Band A - Design Stage Schemes	1,363	0	1,363	665	0	665	-698	Delays with acquiring land for Laugharne Primary School. Rhydygors and Dewi Sant on budget for 2021/22.
21stC - Band A - WG FBC Approved Schemes	6,575	0	6,575	5,733	0	5,733	-842	Delivery profiles need to be amended. Slip to future years.
21stC - Band B - Design Stage Schemes	15,599	0	15,599	4,821	0	4,821	-10,778	-£3,824k variance against Ysgol Gwenllian owing to delays with consultation because of COVID19. -£6,767k variance against Heol Goffa - the project is still at development stage and the budget needs to be slipped into future years.
21stC - Band B - WG FBC Approved Schemes	9,834	0	9,834	6,139	0	6,139	-3,695	Y Castel is on target. Pum Heol and Pembrey need to be reprofiled into future years. Variances of -£2,823k and -£875k respectively need to be reprofiled.
Education - Equality Act Works	0	0	0	250	0	250	250	Ongoing commitment to Equalities Act works.
Dyffryn Taff Bus Bays	41	0	41	184	0	184	143	To be funded from within the capital education programme. Need to identify a budget from 21st Century Schools match funding.
Infant Class Size	799	-799	0	860	-843	16	16	
Welsh Language Immersion Centre (Maes y Gwendraeth)	684	-364	320	947	-377	570	250	Initial project specification changed to allow cost effective creation of additional classrooms.
School Buildings - Education Capital Maintenance Grants	3,174	0	3,174	3,174	0	3,174	0	Funded from displaced 2020/21 monies. Grant received in 2020/21 but authorised by WG to be applied in other areas of capital to displace funds to deliver the education maintenance project in 2021/22.
Flying Start Capital Expansion Programme	640	-640	0	640	-640	0	0	
Childcare Offer Places	360	-360	0	360	-360	0	0	
Play Opportunities Grant Projects	50	0	50	50	0	50	0	Purchase of van funded from displaced 2020/21 monies. Grant received in 2020/21 and applied in other areas.
MEP Income - 21 <sup>st</sup> Century Schools Grant	0	-16,692	-16,692	0	-7,666	-7,666	9,026	Income stream needs to be reprofiled into future years. Delays with MEP reviews and COVID19 have resulted in projects slipping since original budget was set.
Other Projects with Minor Variances	74	0	74	217	-13	204	130	Other minor projects, retentions and provision expenditure.
<b>CHIEF EXECUTIVE</b>	<b>2,451</b>	<b>0</b>	<b>2,451</b>	<b>2,061</b>	<b>-179</b>	<b>1,882</b>	<b>-569</b>	
Strategy Developments	1,219	0	1,219	1,286	-179	1,107	-112	Slippage of -£74k, and -£39k against broadband hardware and invoice infrastructure, respectively.
Purchase of Grillo Site, Burry Port	414	0	414	0	0	0	-414	Budget unlikely to be utilised in 2021/22.
Glanamman Industrial Estate Redevelopment	818	0	818	773	0	773	-45	
Other Projects with Minor Variances	0	0	0	3	0	3	3	Retentions works on St David's Park buildings.

## Capital Programme 2021/22

## Capital Budget Monitoring - Report for June 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		
<b>REGENERATION</b>	<b>88,111</b>	<b>-42,824</b>	<b>45,287</b>	<b>21,914</b>	<b>-7,941</b>	<b>13,973</b>	<b>-31,314</b>	
Swansea Bay City Region Projects	52,815	-32,021	20,794	3,292	-3,292	0	-20,794	Contractor expected to be appointed September 2021. Majority of spend expected in 2022/23. Budget needs to be slipped 2022/23.
County Wide Regeneration Funds	8,504	-3,000	5,504	7,232	-3,000	4,232	-1,272	Delays on grants to third parties due to impact of COVID19 on project delivery timeframes. Project to slip to 2022/23.
Cross Hands East Strategic Employment Site Phase 1	652	0	652	652	0	652	0	
Cross Hands East Phase 2	513	-202	311	513	-202	311	0	
Cross Hands East Plot 3 Development	7,335	-3,970	3,366	354	-186	168	-3,198	Construction expected to start in February 2022. Slip to 2022/23.
Valleys Town Centres	122	-122	0	68	-68	0	0	
Carmarthen Town Regeneration - Jacksons Lane	53	-48	5	53	-48	5	0	
Carmarthen Old Town Quarter	728	-10	718	150	0	150	-568	Detailed design to follow GI masterplan outcome.
Pendine Iconic International Visitors Destination	2,333	-130	2,203	130	-130	0	-2,203	Slip to 2021/22.
Llandeilo Market Hall	3,586	-821	2,764	3,586	-821	2,764	0	Completion expected September 2022.
Ammanford Regeneration Development Fund	299	0	299	127	0	127	-171	Progress delays on third party schemes due to COVID19. Slipped to 2022/23.
Ammanford Town Centre Regeneration	21	0	21	21	0	21	0	
Town Centre Loan Scheme	1,400	0	1,400	1,400	0	1,400	0	Loan will be released this financial year for Y Linc, Llanelli. Funding already received from the Welsh Government.
TRI Strategic Projects - Market Street North	1,811	0	1,811	58	0	58	-1,753	Project called in by Welsh Government planning division. Likely to slip to future years.
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,868	0	1,868	2,154	0	2,154	286	Funded by Strategic TRI allocation.
Transforming Town Centres Strategic Projects	4,523	-2,500	2,023	562	-194	368	-1,655	Slip to 2022/23. External funding will be drawn down in advance of CCC monies that will be required in future years.
Business Support for Renewable Energy Initiatives	500	0	500	500	0	500	0	
Open Towns Growth Plan	1,000	0	1,000	1,000	0	1,000	0	
Other Projects	48	0	47	62	0	63	15	Llanelli JV and Levelling Up Carmarthen West and South Pems bid.
<b>TOTAL</b>	<b>214,996</b>	<b>-84,506</b>	<b>130,490</b>	<b>132,653</b>	<b>-41,085</b>	<b>91,568</b>	<b>-38,922</b>	

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# Chief Executive

## Capital Budget Monitoring - Scrutiny Report For June 2021

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
<b>Acquisitions of County Buildings</b>	<b>Complete</b>	<b>414</b>	<b>0</b>	<b>414</b>	<b>0</b>	<b>0</b>	<b>0</b>
Purchase of Grillo Site, Burry Port		414	0	414	0	0	0
<b>St David's Park</b>	<b>Complete</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
St David's Block 2		0	0	0	1	0	1
St David's Park - Building 14		0	0	0	1	0	1
<b>IT Strategy Developments</b>	<b>Ongoing</b>	<b>1,219</b>	<b>0</b>	<b>1,219</b>	<b>1,286</b>	<b>-179</b>	<b>1,107</b>
Upgrade to County Backbone Network		0	0	0	1	0	1
Digital Transformation		380	0	380	380	0	380
PSBA Network		86	0	86	86	0	86
Strategic Digital Initiatives		100	0	100	100	0	100
Corporate Wifi Environment/Meraki Broadband Hardware		224	0	224	150	0	150
Data Centre and Power		14	0	14	14	0	14
Voice Infrastructure		139	0	139	100	0	100
HWB for Schools Infrastructure Grant		226	0	226	405	-179	226
Information Security and Governance		50	0	50	50	0	50
<b>Industrial Redevelopments</b>		<b>818</b>	<b>0</b>	<b>818</b>	<b>773</b>	<b>0</b>	<b>773</b>
Glanamman Industrial Estate Redevelopment	Ongoing	818	0	818	773	0	773
<b>NET BUDGET</b>		<b>2,451</b>	<b>0</b>	<b>2,451</b>	<b>2,061</b>	<b>-179</b>	<b>1,882</b>

Variance for Year £'000	Comment
-414	
-414	Budget unlikely to be utilised in 2021/22.
2	Funded by revenue.
1	
1	
-112	Slip to 2022/23
1	
0	
0	
0	
-74	
0	
-39	
0	
0	
-45	
-45	
-569	

# Regeneration

## Capital Budget Monitoring - Scrutiny Report For June 2021

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
<b>Llanelli JV General</b>	<b>Ongoing</b>	<b>48</b>	<b>0</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>48</b>
<b>Swansea Bay City Region Projects</b>	<b>Ongoing</b>	<b>52,815</b>	<b>-32,021</b>	<b>20,794</b>	<b>3,292</b>	<b>-3,292</b>	<b>0</b>
SB City Region - Pentre Awel - Phase 1		25,521	-25,521	0	3,047	-3,292	-245
SB City Region - Yr Egin		2,000	-2,000	0	0	0	0
SB City Region - Pentre Awel - Ecology Pre-Commencement Work		0	0	0	45	0	45
Swansea Bay City Region - Llanelli Leisure Centre - New Development		18,436	-4,500	13,936	200	0	200
Swansea Bay City Region - Older People's Accommodation (including Llanelli Area)		6,858	0	6,858	0	0	0
<b>County Wide Regeneration Funds</b>	<b>Ongoing</b>	<b>8,504</b>	<b>-3,000</b>	<b>5,504</b>	<b>7,232</b>	<b>-3,000</b>	<b>4,232</b>
Transformation Strategy Project Fund		3,601	-3,000	601	3,601	-3,000	601
Rural Enterprise Fund		1,868	0	1,868	1,131	0	1,131
Transformation Commercial Property Development Fund		3,035	0	3,035	2,500	0	2,500
<b>Llanelli, Cross Hands &amp; Coastal Belt Area</b>		<b>8,623</b>	<b>-4,294</b>	<b>4,329</b>	<b>1,587</b>	<b>-456</b>	<b>1,131</b>
Cross Hands East Strategic Employment Site Ph1	Complete	652	0	652	652	0	652
Cross Hands East Plot 3 Development	Dec '22	7,336	-3,970	3,366	354	-186	168
Cross Hands East Phase 2	Dec '22	513	-202	311	513	-202	311
Valleys Town Centres - Digital Infrastructure	Mar '22	97	-97	0	43	-43	0
Valleys Town Centres - Feasibility Studies	Mar '22	25	-25	0	25	-25	0
<b>Ammanford, Carmarthen &amp; Rural Area</b>		<b>7,019</b>	<b>-1,009</b>	<b>6,010</b>	<b>4,081</b>	<b>-999</b>	<b>3,082</b>
Ammanford Town Centre Regeneration		21	0	21	21	0	21
Carmarthen Town Regeneration - Jacksons Lane (81086)		53	-48	5	53	-48	5
Pendine Iconic International Visitors Destination	Mar '22	2,333	-130	2,203	130	-130	0
Ammanford Regeneration Development Fund	Ongoing	299	0	299	127	0	127
Llanelli Market Hall	Sept '22	3,585	-821	2,764	3,585	-821	2,764
Leveling Up Carmarthen West and South Pembrokeshire	Ongoing	0	0	0	15	0	15
Carmarthen Old Town Quarter Regeneration	Ongoing	728	-10	718	150	0	150
<b>Town Centre Loan Scheme</b>		<b>1,400</b>	<b>0</b>	<b>1,400</b>	<b>1,400</b>	<b>0</b>	<b>1,400</b>
Town Centre Loan Scheme (TCLS) - The Linc	Mar '22	1,400	0	1,400	1,400	0	1,400

Variance for Year £'000	Comment
0	
-20,794	
-245	Contractor appointment expected in September 2021.
0	
45	
-13,736	Slip to 2022/23.
-6,858	Slip to 2022/23.
-1,272	
0	
-737	Slip to 2022/23.
-535	Projects to support to be identified.
-3,198	
0	
-3,198	Construction expected to start in February 2022. Slip to 2022/23.
0	
0	
0	
-2,928	
0	
0	
-2,203	New contractor to be appointed.
-172	
0	
15	
-568	Detailed design to follow GI masterplan outcome.
0	
0	Loan will be let this financial year for the Linc Llanelli.

# Regeneration

## Capital Budget Monitoring - Scrutiny Report For June 2021

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
<b>Transforming Towns Strategic Projects (formerly known as TRI)</b>		<b>8,202</b>	<b>-2,500</b>	<b>5,702</b>	<b>2,774</b>	<b>-194</b>	<b>2,580</b>
TRI Strategic Projects - Market Street North	Ongoing	1,811	0	1,811	58	0	58
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	Ongoing	1,868	0	1,868	2,154	0	2,154
TRI Strategic Projects - Llanelli Goods Shed / Community Hub	Ongoing	98	0	98	150	-50	100
Transforming Towns - 8-12 Vaughan Street Acquisition	Ongoing	0	0	0	199	-139	60
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall		0	0	0	5	-5	0
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements		199	0	199	208	0	208
TRI Strategic Projects	Ongoing	4,226	-2,500	1,726	0	0	0
<b>Business Support for Renewable Energy Initiatives</b>	<b>Ongoing</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>
<b>Ten Town Growth Plan</b>	<b>Ongoing</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>
<b>NET BUDGET</b>		<b>88,111</b>	<b>-42,824</b>	<b>45,287</b>	<b>21,914</b>	<b>-7,941</b>	<b>13,973</b>

Variance for Year £'000	Comment
-3,122	
-1,753	Project called in by Welsh Government planning division. Linkely to slip to future years.
286	Funded by strategic TRI allocation.
2	Covered from TRI strategic Budget.
60	
0	
9	Covered from TRI strategic Budget.
-1,726	Includes covid response package - Slip to 2022/23.
0	
0	
0	
-31,314	

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**2021/22 Savings Monitoring Report**  
**Policy & Resources Scrutiny Committee**  
**20th October 2021**

1 Summary position as at : 30th June 2021

£170 k variance from delivery target

	2021/22 Savings monitoring		
	2021/22	2021/22	2021/22
	Target	Delivered	Variance
	£'000	£'000	£'000
	Chief Executive	451	281
Corporate Services	0	0	0
	<b>451</b>	<b>281</b>	<b>170</b>

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

Managerial  
Policy

£170 k Off delivery target  
£0 k ahead of target

	MANAGERIAL			POLICY		
	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22
	Target	Delivered	Variance	Target	Delivered	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
	Chief Executive	451	281	170	0	0
Corporate Services	0	0	0	0	0	0
	<b>451</b>	<b>281</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

DEPARTMENT	2020/21 Budget	FACT FILE	2021/22 Proposed	2021/22 Delivered	2021/22 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		
<b>Managerial - Off Target</b>							
<b>Chief Executive</b>							
People Management division	2,947	Includes Payroll, People Services, Organisational Development, Employee Wellbeing , HR Development Team, Business and Project Support	88	0	88	£40k service review/regional working; £20k income generation provision of People Management services; £28k review of training provision (part 1).	Service, income and Training reviews yet to be completed
Regeneration division	3,475	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.	20	0	20	Income Generation	Scope to generate additional income is reduced during the pandemic. It is anticipated however that this will be delivered as normality returns.
Marketing & Media	2,015	Business Unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	62	0	62	Relocation of Tourist Information Centre from Castle House. Reduction in supplies & services.	Savings will potentially be incorporated into current service review which is nearing completion.
<b>Chief Executive Total</b>			<b>170</b>	<b>0</b>	<b>170</b>		

**Policy - Off Target**

NOTHING TO REPORT

DEPARTMENT	2020/21 Budget	FACT FILE	2021/22 Proposed	2021/22 Delivered	2021/22 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	

### Managerial - On Target

#### Chief Executive

Chief Executive	259	Office of the Chief Executive and secretariat	4	4	0	Reduction in supplies / postages
Information Technology	3,915	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	£73k This will be delivered by further streamlining the software solutions used and reduction in annual maintenance costs through exploiting the Microsoft Enterprise Agreement. £27k - Further improvements work will be carried out by ICT Services on the Corporate network that should deliver increased revenue savings. £21k - further reduction in operations costs.
Corporate Policy	818	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 (to be a statutory requirement) and related strategic partnerships	39	39	0	£20k reduction in grants; £3k reduction in postages; £16k this will be delivered by taking a different approach to the way projects are undertaken within Corporate Policy.
Regeneration division	3,475	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.	98	98	0	Service review.
Statutory services / Coroners	384	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
<b>Chief Executive Total</b>			<b>281</b>	<b>281</b>	<b>0</b>	

### Policy - On Target

NOTHING TO REPORT

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## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> October 2021

### ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2020-2021

#### To consider and comment on the following issues:

- Members are requested to satisfy themselves that the activities undertaken in the attached report are consistent with the requirements of the Treasury Management Policy and Strategy approved by Full Council on the 3<sup>rd</sup> March 2020.

#### Reasons:

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

#### To be referred to the Executive Board / Council for decision: YES

Referred to Cabinet on 13<sup>th</sup> September 2021

#### Executive Board Member Portfolio Holder/s:

- Cllr. David Jenkins (Resources)

<p><b>Directorate:</b> Corporate Services</p> <p><b>Name of Head of Service:</b> Chris Moore</p> <p><b>Report Author:</b> Anthony Parnell</p>	<p><b>Designations:</b></p> <p>Director of Corporate Services</p> <p>Treasury and Pensions Investments Manager</p>	<p><b>Tel Nos. / E-Mail Addresses:</b></p> <p>Tel No. 01267 224120; E Mail: <a href="mailto:CMoore@cararthenshire.gov.uk">CMoore@cararthenshire.gov.uk</a></p> <p>Tel No. 01267 224180; E Mail: <a href="mailto:AParnell@cararthenshire.gov.uk">AParnell@cararthenshire.gov.uk</a></p>
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**EXECUTIVE SUMMARY  
POLICY & RESOURCES SCRUTINY COMMITTEE  
20<sup>th</sup> October 2021**

**ANNUAL TREASURY MANAGEMENT AND  
PRUDENTIAL INDICATOR REPORT 2020-2021**

**BRIEF SUMMARY OF PURPOSE OF REPORT.**

The Council adopted the Treasury Management Policy and Strategy and the five year capital programme for 2020-2021 on the 3rd March 2020. This Annual Report lists the activities that took place in 2020-2021 under the headings of:

- Investments
- Borrowing
- Update on KSF
- Security, Liquidity and Yield
- Treasury Management Prudential Indicators
- Prudential Indicators
- Leasing
- Rescheduling

**DETAILED REPORT ATTACHED?**

**YES**

**IMPLICATIONS**

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

**Signed:** C Moore      **Title** Director of Corporate Services

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

## Finance

The authority's investments during the year returned an average rate of 0.18%, exceeding the 7 day LIBID rate.

No new PWLB borrowing took place during the year. Long term debt outstanding at the year end amounted to £414m.

The Authority did not breach any of its Prudential Indicators during the year. 86.80% of the submitted claim has been received from the administrators of KSF to 31st March 2021.

## Risk Management Issues

The nature of investment returns can fluctuate from time to time due to market conditions. Investment rates have been particularly volatile recently due to the consequences of Covid-19.

# CONSULTATIONS

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

Signed: C Moore                      Title Director of Corporate Services

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

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

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
CIPFA – Treasury Management in the Public Services – Code of Practice – Revised 2017	Corporate Services Department, County Hall, Carmarthen

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Totals		
<b>Total</b>	<b>£116,000,000</b>	
<b>Calls &amp; MMFs</b>	£59,500,000	51%
<b>Fixed Deposits</b>	£56,500,000	49%
<b>Specified</b>	£116,000,000	100%

Weighted Average		
<b>Yield</b>		0.06%
<b>Maturity (Days)</b>		
Total Portfolio	Total Portfolio	23.21
<b>Long Term</b>		
<b>Short Term</b>		
AAA	-	1.00
AA	F1	27.31
A	F1	37.93
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
<b>&lt; 1 year</b>	£3,987	0.003%
<b>1 - 2 years</b>	£0	0.000%
<b>2 - 3 years</b>	£0	0.000%
<b>3 - 4 years</b>	£0	0.000%
<b>4 - 5 years</b>	£0	0.000%
<b>Total Portfolio</b>	£3,987	0.003%

Maturity Structure		
<b>&lt; 1 Week</b>	£59,500,000	51%
<b>&lt; 1 Month</b>	£44,500,000	38%
<b>2 - 3 Months</b>	£5,000,000	4%
<b>3 - 6 Months</b>	£0	0%
<b>6 - 9 Months</b>	£7,000,000	6%
<b>9 - 12 Months</b>	£0	0%
<b>12 Months+</b>	£0	0%
<b>Total</b>	<b>£116,000,000</b>	<b>100%</b>

# SLY Model

## Carmarthenshire County Council

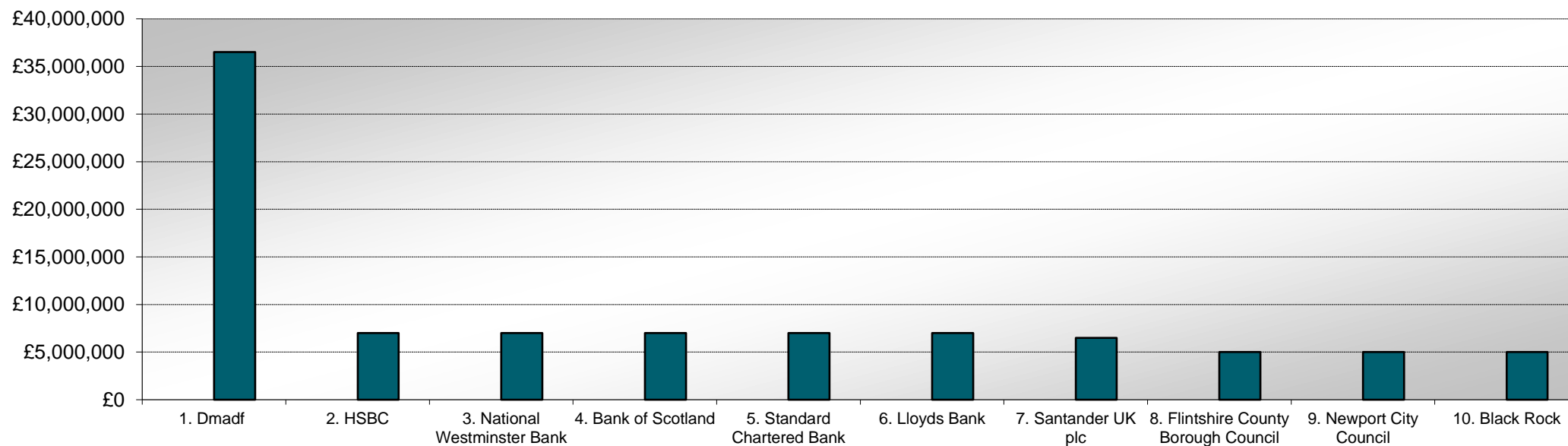
31/03/2021

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## Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Dmadf	£36,500,000	32.30%	25	0.00%	0.001%
2. HSBC	£7,000,000	6.19%	1	0.03%	0.000%
3. National Westminster Bank	£7,000,000	6.19%	183	0.11%	0.047%
4. Bank of Scotland	£7,000,000	6.19%	1	0.01%	0.000%
5. Standard Chartered Bank	£7,000,000	6.19%	1	0.10%	0.000%
6. Lloyds Bank	£7,000,000	6.19%	1	0.10%	0.000%
7. Santander UK plc	£6,500,000	5.75%	1	0.58%	0.000%
8. Flintshire County Borough Council	£5,000,000	4.42%	54	0.03%	0.002%
9. Newport City Council	£5,000,000	4.42%	19	0.05%	0.001%
10. Black Rock	£5,000,000	4.42%	1	0.01%	0.000%



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## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> October 2021

### QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1<sup>ST</sup> APRIL 2020 TO 30TH JUNE 2021

#### To consider and comment on the following issues:

- Members are requested to satisfy themselves that the activities undertaken in the attached report are consistent with the requirements of the Treasury Management Policy and Strategy approved by Full Council on the 3<sup>rd</sup> March 2021.

#### Reasons:

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

#### To be referred to the Cabinet: YES

Referred to Cabinet N/A

#### Cabinet Member Portfolio Holder/s:

- Cllr. David Jenkins (Resources)

<p><b>Directorate:</b> Corporate Services</p> <p><b>Name of Head of Service:</b> Chris Moore</p> <p><b>Report Author:</b> Anthony Parnell</p>	<p><b>Designations:</b></p> <p>Director of Corporate Services</p> <p>Treasury and Pensions Investments Manager</p>	<p><b>Tel Nos. / E-Mail Addresses:</b></p> <p>Tel No. 01267 224120; E Mail: <a href="mailto:CMoore@cararthenshire.gov.uk">CMoore@cararthenshire.gov.uk</a></p> <p>Tel No. 01267 224180; E Mail: <a href="mailto:AParnell@cararthenshire.gov.uk">AParnell@cararthenshire.gov.uk</a></p>
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# EXECUTIVE SUMMARY

## POLICY & RESOURCES SCRUTINY COMMITTEE

### 20<sup>th</sup> October 2021

<b>Quarterly Treasury Management and Prudential Indicator Report</b> <b>1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021</b>	
<b>BRIEF SUMMARY OF PURPOSE OF REPORT.</b>  To inform Members of the activities within the Treasury Management Function for the period 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> June 2021.	
<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>

### IMPLICATIONS

<b>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.</b>						
<b>Signed:</b> C Moore <b>Title</b> Director of Corporate Services						
Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

<p><b>1. Policy, Crime &amp; Disorder and Equalities</b>          Within the requirements of the Treasury Management Policy and Strategy report 2021-2022.</p>
<p style="text-align: center;"><b>3. Finance</b></p> <p>The authority’s investments during the period returned an average return of 0.05%, exceeding the 7 day LIBID rate.</p> <p>Gross interest earned on investments for the period amounted to £19k and interest paid on loans was £0.92m.</p> <p>The Authority did not breach any of its Prudential Indicators during the period.</p> <p>At the period end the investments included £0.52m of KSF investments.</p> <p>A further update on KSF will be provided in future reports.</p>

# CONSULTATIONS

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

**Signed:** C Moore                      **Title** Director of Corporate Services

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

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

**THESE ARE DETAILED BELOW**

<b>Title of Document</b>	<b>File Ref No. / Locations that the papers are available for public inspection</b>
CIPFA – Treasury Management in the Public Services – Code of Practice – Revised 2017	Corporate Services Department, County Hall, Carmarthen

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**POLICY & RESOURCES SCRUTINY COMMITTEE**  
**DATE: 20TH OCTOBER 2021**

**QUARTERLY TREASURY MANAGEMENT AND  
PRUDENTIAL INDICATOR REPORT**

**1<sup>st</sup> April 2021 – 30<sup>th</sup> June 2021**

**A QUARTERLY TREASURY MANAGEMENT REPORT**

**1. Introduction**

The Treasury Management Policy and Strategy for 2021-2022 was approved by Council on 3<sup>rd</sup> March 2021. Section B 1.1(2) stated that Treasury Management activity reports would be made during the year. This report outlines the Treasury Management activities in the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 and satisfies the reporting requirement stated above.

**2. Economic Update**

The 24<sup>th</sup> June 2021 Monetary Policy Committee meeting voted unanimously to keep Bank Rate unchanged at 0.10%. They voted by a majority of 8-1 to continue unchanged the existing programme of UK government bond purchases of £875bn which is due to end later this year.

Money markets are currently expecting the Bank Rate to start rising in mid-2022 but they are probably being too heavily influenced by looking across the Atlantic where inflationary pressures are much stronger than in the UK and building up further under a major boost from huge Federal government stimulus packages. Overall, there could be only a minimal increase in Bank Rate in 2023 or possibly no increases before 2024.

The annual inflation rate in the United Kingdom rose to 2.1% y/y in May from 1.5% y/y in April: this is the first time that the measure has been above the Bank of England's 2% target since July 2019.

Forward looking monthly business surveys are running at exceptionally high levels indicating that we are heading into a strong economic recovery. Capital Economics do not think that the UK economy will suffer major scarring from the lockdowns. The one month delay to the final easing of restrictions in July is unlikely to have much effect on the progress of recovery with GDP getting back to pre-Covid levels during August.

**3. Investments**

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

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

The total investments at 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 analysed between Banks, Building Societies, Local Authorities and Money Market Funds, are shown in the following table:

Investments	01.04.21				30.06.21			
	Call and notice	Fixed Term	Total		Call and notice	Fixed Term	Total	
	£m	£m	£m	%	£m	£m	£m	%
Banks	34.50	7.53	42.03	36	40.50	0.52	41.02	28
Building Societies	0.00	0.00	0.00	0	0.00	7.00	7.00	5
Money Market Funds	25.00	0.00	25.00	22	25.00	0.00	25.00	17
DMADF (DMO)	0.00	36.50	36.50	31	0.00	73.50	73.50	49
Local Authorities	0.00	13.00	13.00	11	0.00	2.00	2.00	1
<b>TOTAL</b>	<b>59.50</b>	<b>57.03</b>	<b>116.53</b>	<b>100</b>	<b>65.50</b>	<b>83.02</b>	<b>148.52</b>	<b>100</b>

Investments on call are available immediately on demand.

Fixed term investments are fixed to a maturity date.

The DMADF (DMO) limit was increased in April 2021 to £100m from £70m by the Director of Corporate Services under Emergency powers.

The £148.52m includes £0.52m (13.10% of original claim) invested in Kaupthing Singer and Friedlander which has been reduced from the original £4.0m by distributions.

During the period the total investments made by the Council and repaid to the Council (the turnover) amounted to £363.01m. This averaged approximately £27.92m per week or £3.99m per day. A summary of turnover is shown below:

	£m
Total Investments 1st April 2021	116.53
Investments made during the quarter	197.50
Sub Total	314.03
Investments Repaid during the quarter	(165.51)
<b>Total Investments at 30 June 2021</b>	<b>148.52</b>

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

The benchmark return for the London money market is the "7 day LIBID rate". For 2021-2022 the Council has compared its performance against this "7 day LIBID rate". For the period under review the average "7 day LIBID rate" was -0.08% whereas the actual rate the Council earned was 0.05%, an out performance of 0.13%.

This outperformance can be quantified to £51k additional interest earned compared to the "7 day LIBID rate".

The gross interest earned on investments for the period amounted to £19k.

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

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

As at 30<sup>th</sup> June 2021 the sum of £3.48m principal and £213k interest had been received from the Administrators, which equates to 86.90% of the claim submitted. The Administrators estimate total dividends payable to non-preferential creditors at 87.00%.

A further update will be provided in future reports.

## 5. Security, Liquidity and Yield (SLY)

Within the Treasury Management Strategy Statement for 2021-2022, the Council's investment priorities are:

- Security of Capital
- Liquidity and
- Yield

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

Attached in Appendix 1 is the Investment Summary and Top 10 Counterparty Holdings (excluding the £0.52m in KSF) as at 30<sup>th</sup> June 2021.

## 6. Borrowing

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

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

The total loans at 1<sup>st</sup> April 2021 and 30<sup>th</sup> June 2021 are shown in the following table:

<b>Loans</b>	<b>Balance at 01.04.21 £m</b>	<b>Balance at 30.06.21 £m</b>	<b>Net Increase/ (Net Decrease) £m</b>
Public Works Loan Board (PWLB)	403.38	403.38	0.00
Market Loan	3.00	3.00	0.00
Salix, Invest to Save, HILS & TCL	7.46	7.82	0.36
<b>TOTAL</b>	<b>413.84</b>	<b>414.20</b>	<b>0.36</b>

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

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

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

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

### **6.1 New Borrowing**

The following loan was borrowed during the period:

<b>Loan Reference</b>	<b>Amount (£m)</b>	<b>Interest Rate</b>	<b>Start Date</b>	<b>Period</b>	<b>Maturity Date</b>
Salix	0.36	0.00%	16th April 2021	8yrs	01/04/2029
<b>Total</b>	<b>0.36</b>				

### **6.2 Interest Paid**

Interest paid on loans in the period was:

<b>PWLB Interest Paid £m</b>	<b>Market Loan Interest Paid £m</b>	<b>Total Interest Paid £m</b>
0.85	0.07	0.92

## **7. Rescheduling and Premature Loan Repayments**

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

## **8. Leasing**

No leases were negotiated in the period ended 30<sup>th</sup> June 2021.

## **9. Conclusion**

The Treasury Management function for the period ended 30<sup>th</sup> June 2021 has been carried out within the policy and guidelines set in the Treasury Management Policy and Strategy 2021-2022.

## **B. QUARTERLY PRUDENTIAL INDICATOR REPORT**

### **1. Introduction**

As part of the 2021-2022 Budget and the Treasury Management Policy and Strategy 2021-2022, Council adopted a number of Prudential Indicators. These Indicators are designed to ensure that any borrowing or other long-term liabilities entered into for capital purposes were affordable, sustainable and prudent.

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

### **2. The Monitored Prudential Indicators**

#### **2.1 Affordability Prudential Indicator**

##### **2.1.1 Ratio of Financing Costs to Net Revenue Stream**

The indicator set for 2021-2022 in the Budget was:

	<b>2021-2022</b>
	<b>%</b>
Non –HRA	4.50
HRA	32.71

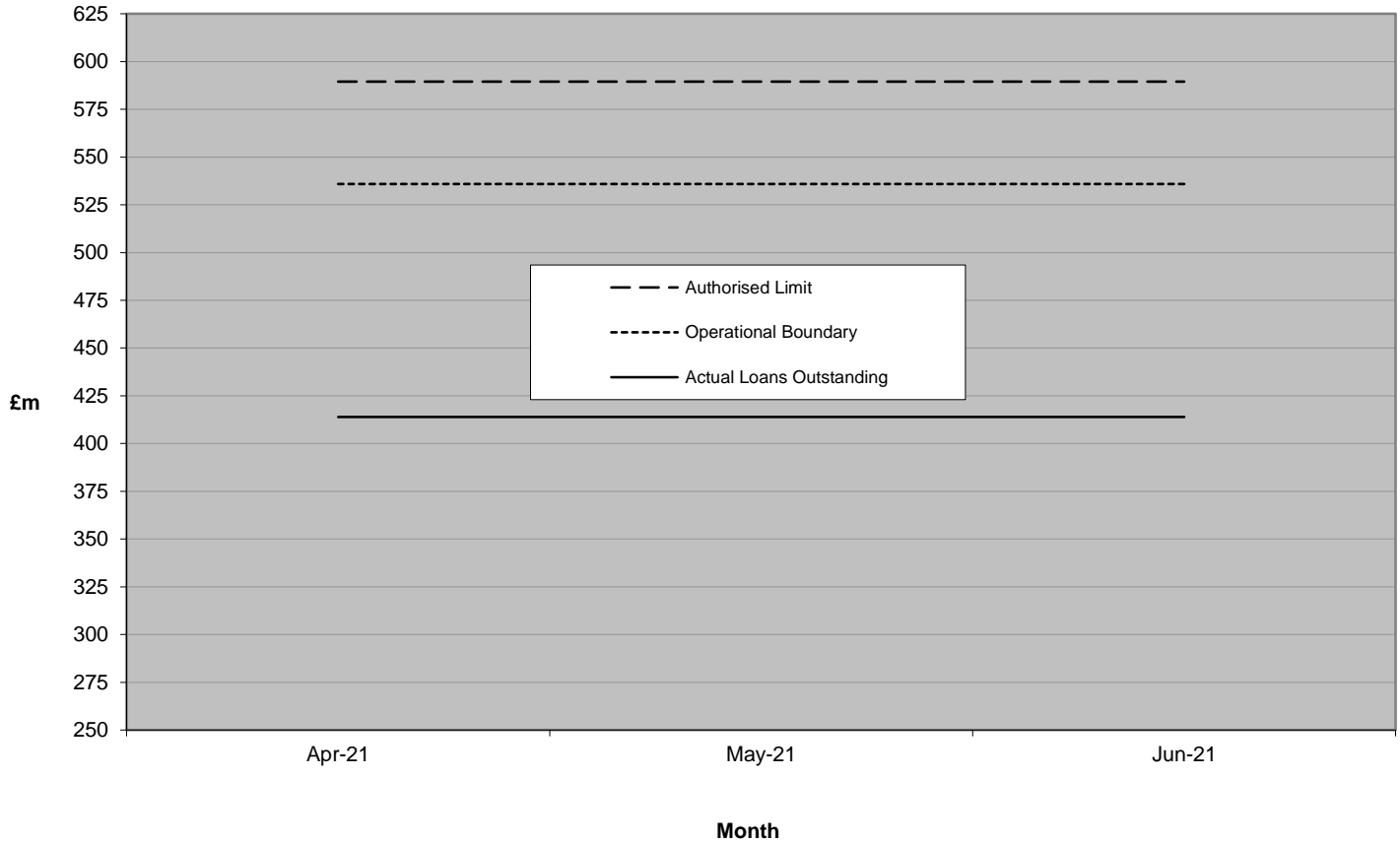
An examination of the assumptions made in calculating this indicator concluded that there have been no changes in the period.

#### **2.2 Prudence Prudential Indicators**

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

The indicator set by the Budget for Gross Borrowing and CFR was that the Section 151 Officer envisaged no difficulty in meeting the requirement of the Gross Borrowing being less than the accumulated CFR for 2021-2022. An examination of assumptions made when calculating the Prudential Indicator show that there have been no material changes.

## 2.2.2 Authorised Limit and Operational Boundary



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

	Apr-21 £m	May-21 £m	Jun-21 £m
Authorised Limit	589.5	589.5	589.5
Operational Boundary	535.9	535.9	535.9
Loans Outstanding	414	414	414

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

## **2.3 Treasury Management Prudential Indicators**

### **2.3.1 Interest Rate Exposure**

Position as at 30<sup>th</sup> June 2021:

	<b>Fixed Interest Rate £m</b>	<b>Variable Interest Rate £m</b>	<b>TOTAL £m</b>
Borrowed	411.19	3.00	414.19
Invested	(83.02)	(65.50)	(148.52)
<b>Net</b>	<b>328.17</b>	<b>(62.50)</b>	<b>265.67</b>
Limit	516.00	52.00	
<b>Proportion of Net Borrowing Actual</b>	<b>123.53%</b>	<b>(23.53)%</b>	<b>100.00%</b>
Limit	125.00%	5.00%	

The authority is within limits set by the 2021-2022 indicators.

### **2.3.2 Maturity Structure Of Borrowing**

	<b>Structure at 30.06.21 %</b>	<b>Upper Limit %</b>	<b>Lower Limit %</b>
Under 12 months	3.84	15	0
12 months to 2 years	2.71	15	0
2 years to 5 years	6.57	50	0
5 years to 10 years	9.36	50	0
10 years to 20 years	19.60	50	0
20 years to 30 years	20.15	50	0
30 years to 40 years	23.03	50	0
40 years and above	14.74	50	0

The authority is within the limits set by the 2021-2022 indicators.



### **2.3.3 Maximum principal sums invested longer than 365 days**

	<b>2021-2022 £m</b>
Limit	10
Actual as at 30 <sup>th</sup> June 2021	NIL

### **3. Conclusion**

For the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 the actual Prudential Indicators to be monitored by the Executive Board are within the limits set by the Budget 2021-2022 and the Treasury Management Policy and Strategy 2021-2022. This is also true for the indicators being monitored by officers.

### **4. Recommendations**

It is recommended that this report be received by the Policy and Resources Scrutiny Committee.

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Totals		
<b>Total</b>	<b>£148,000,000</b>	
<b>Calls &amp; MMFs</b>	£58,500,000	40%
<b>Fixed Deposits</b>	£89,500,000	60%
<b>Specified</b>	£58,500,000	100%

Weighted Average		
<b>Yield</b>		0.05%
<b>Maturity (Days)</b>		
Total Portfolio	Total Portfolio	29.16
<b>Long Term</b>		
<b>Short Term</b>		
AAA	-	1.00
AA	F1	43.23
A	F1	25.20
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
<b>&lt; 1 year</b>	£4,118	0.003%
<b>1 - 2 years</b>	£0	0.000%
<b>2 - 3 years</b>	£0	0.000%
<b>3 - 4 years</b>	£0	0.000%
<b>4 - 5 years</b>	£0	0.000%
<b>Total Portfolio</b>	£4,118	0.003%

Maturity Structure		
<b>&lt; 1 Week</b>	£62,500,000	42%
<b>&lt; 1 Month</b>	£34,000,000	23%
<b>2 - 3 Months</b>	£42,500,000	29%
<b>3 - 6 Months</b>	£9,000,000	6%
<b>6 - 9 Months</b>	£0	0%
<b>9 - 12 Months</b>	£0	0%
<b>12 Months+</b>	£0	0%
<b>Total</b>	<b>£148,000,000</b>	<b>100%</b>

**SLY Model**

**Carmarthenshire County Council**

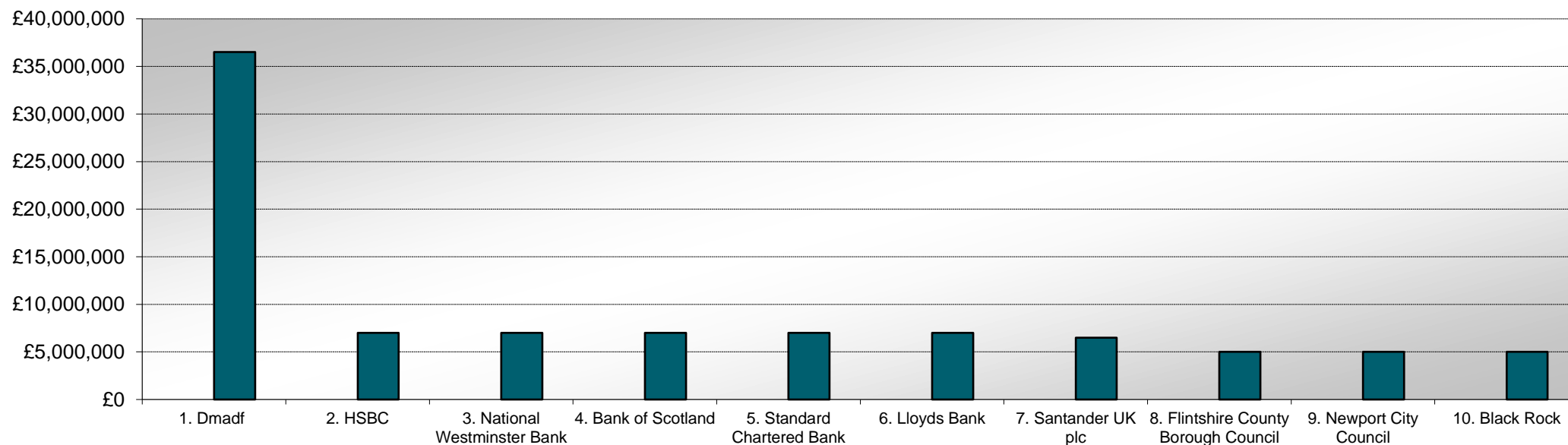
30/06/2021

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## Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Dmadf	£36,500,000	32.30%	25	0.00%	0.001%
2. HSBC	£7,000,000	6.19%	1	0.03%	0.000%
3. National Westminster Bank	£7,000,000	6.19%	183	0.11%	0.047%
4. Bank of Scotland	£7,000,000	6.19%	1	0.01%	0.000%
5. Standard Chartered Bank	£7,000,000	6.19%	1	0.10%	0.000%
6. Lloyds Bank	£7,000,000	6.19%	1	0.10%	0.000%
7. Santander UK plc	£6,500,000	5.75%	1	0.58%	0.000%
8. Flintshire County Borough Council	£5,000,000	4.42%	54	0.03%	0.002%
9. Newport City Council	£5,000,000	4.42%	19	0.05%	0.001%
10. Black Rock	£5,000,000	4.42%	1	0.01%	0.000%



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## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> OCTOBER 2021

**Subject:**

**2021/22 QUARTER 1 CORPORATE PERFORMANCE REPORT (1ST APRIL TO 30TH JUNE 2021) THAT SPANS ACROSS ALL DEPARTMENTS.**

**Purpose:**

To examine the report for monitoring purposes.

**To consider and comment on the following issues:**

Information contained within the report be considered

**Reasons:**

- Authorities are under a general duty to make arrangements to monitor performance
- We need to demonstrate to citizens, members and regulators how performance is managed, and appropriate interventions implemented

To be referred to the Cabinet / Council for decision: NO

**CABINET MEMBER PORTFOLIO HOLDER:-**

Cllr. Mair Stephens Deputy Leader

<p>Directorate <b>Chief Executives</b></p> <p>Name of Head of Service:</p> <p><b>Noelwyn Daniel</b></p> <p>Report Author: <b>Robert James</b></p>	<p>Designations:</p> <p><b>Head of ICT &amp; Corporate Policy &amp; Interim Head of Planning</b></p> <p><b>Business &amp; Performance Planning Officer</b></p>	<p>Tel Nos./ E Mail Addresses:</p> <p><b>01267 246270</b> <a href="mailto:NDaniel@carmarthenshire.gov.uk">NDaniel@carmarthenshire.gov.uk</a></p> <p><b>01267 224479</b> <a href="mailto:rjames@sirgar.gov.uk">rjames@sirgar.gov.uk</a></p>
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# EXECUTIVE SUMMARY

## POLICY & RESOURCES SCRUTINY COMMITTEE

### 20<sup>th</sup> October 2021

**2021/22 Quarter 1 Corporate Performance Report (1st April to 30th June 2021) that spans across all departments.**

#### **BRIEF SUMMARY OF PURPOSE OF REPORT**

This report shows progress as at the end of Quarter 1 - 2021/22 of our deliverables (Actions and Measures) linked to the Corporate Strategy and our 13 Well-being Objectives.

	No.	13 Well-being Objectives for 2021-22
<b>Start Well</b>	<b>1</b>	Help to give every child the best start in life and improve their early life experiences
	<b>2</b>	Help children live healthy lifestyles (Childhood Obesity)
	<b>3</b>	Support and improve progress, achievement, and outcomes for all learners
<b>Live Well</b>	<b>4</b>	Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty
	<b>5</b>	Create more jobs and growth throughout the county
	<b>6</b>	Increase the availability of rented and affordable homes
	<b>7</b>	Help people live healthy lives (Tackling risky behaviour and Adult obesity)
	<b>8</b>	Support community cohesion, resilience, and safety
<b>Age Well</b>	<b>9</b>	Support older people to age well and maintain dignity and independence in their later years
<b>In a healthy and safe environment</b>	<b>10</b>	Look after the environment now and for the future
	<b>11</b>	Improve the highway and transport infrastructure and connectivity
	<b>12</b>	Promoting Welsh Language and Culture
<b>Corporate Governance &amp; Better use of Resources</b>	<b>13</b>	Better Governance and use of Resources

#### **Note**

- 2021/2022 is the first year that we will self-evaluate and report on, under the terms of the new Local Government and Elections (Wales) Act 2021, especially Part 6 of the Act on Performance and Governance.
- All quarterly reports will also be shared with relevant Scrutiny committees (not just quarters 1 and 3 as is the current arrangement)



Below is an overview of progress against deliverables (Actions and Measures) in the Corporate Strategy 2018-2023 to deliver the 2021/22 Well-being Objectives, as at 30<sup>th</sup> June 2021 and broken down by Scrutiny.

Breakdown as per Scrutiny	Total	On target	Off target	Not Available	Annual/ Not Started	Overall % on Target
Community & Regeneration Scrutiny	101	81	8	0	12	80%
Education & Children's Services Scrutiny	66	53	6	2	5	80%
Environmental & Public Protection Scrutiny	68	60	3	0	5	88%
Social Care & Health Scrutiny	32	13	1	0	18	41%
Policy & Resources Scrutiny	83	78	3	0	2	94%
<b>Overall Performance</b>	<b>350</b>	<b>285</b>	<b>21</b>	<b>2</b>	<b>42</b>	<b>81%</b>

Discussions on performance of specific actions and measures such as those off target and not available would have been discussed at their appropriate Scrutiny.

In addition to the above, there are 11 measures without targets set, 8 measures to Education and Children and 3 to Environmental & Public Protection Scrutiny.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

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

Signed

Noelwyn Daniel - Head of ICT & Corporate Policy & Interim Head of Planning

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>

### 1. Policy, Crime & Disorder and Equalities

The Well-being of Future Generations (Wales) Act 2015 requires public bodies *to take all reasonable steps to meet their Well-being Objectives*.

The **Local Government and Elections Wales Act 2021** provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. It replaces the Local Government Measure 2009. [Part 6 of the Act, Performance and Governance of Principal Council's statutory guidance](#) is the most relevant and includes specific duties for the Council:

Duty	Response
Duty to keep performance under review	We will maintain quarterly performance monitoring throughout the year. This Quarter 1 report addresses this duty.
Duty to consult on performance	We will undertake a self-assessment and undertake consultation on 2021/22 performance and publish an Annual Report.
Duty to report on performance – based on self-assessment approach	

**2. Legal** - In our published Well-being Statement, we are committed to monitor our Well-being Objective action plans.

## 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 & Interim Head of Planning

1. **Scrutiny Committee** – N/A
2. **Local Member(s)** – N/A
3. **Community / Town Council** – N/A
4. **Relevant Partners** – N/A
5. **Staff Side Representatives and other Organisations** – All Departments have been consulted and have had the opportunity to provide comments on their performance and progress.

**CABINET 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:**

Title of Document	Locations that the papers are available for public inspection
Corporate Strategy 2018-2023 (refreshed April 2021)	<a href="#">Corporate Strategy 2018-23 - updated April 2021</a>

## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> OCTOBER 2021

### 2021/22 DEPARTMENTAL QUARTER 1 PERFORMANCE REPORT (1ST APRIL TO 30TH JUNE 2021) RELEVANT TO THIS SCRUTINY

**Purpose:**

To examine the report for monitoring purposes.

**To consider and comment on the following issues:**

Information contained within the report be considered

**Reasons:**

- Authorities are under a general duty to make arrangements to monitor performance
- We need to demonstrate to citizens, members and regulators how performance is managed, and appropriate interventions implemented

To be referred to the Cabinet / Council for decision: NO

**CABINET MEMBER PORTFOLIO HOLDER:-**

**Cllr. Mair Stephens (Deputy Leader) / Cllr. David Jenkins (Resources) / Cllr. Peter Hughes-Griffiths (Culture, Sport and Tourism) / Cllr. Ann Davies (Communities and Rural Affairs) / Cllr. Emlyn Dole (Leader) / Cllr. Linda Evans (Housing)**

Directorate Chief Executives / Corporate Services / Education & Children's Services / Environment	Designations:	Tel Nos./ E Mail Addresses:
Name of Head of Service: Paul Thomas	Assistant Chief Executive (People Management)	01267 246123 <a href="mailto:PRThomas@carmarthenshire.gov.uk">PRThomas@carmarthenshire.gov.uk</a>
Noelwyn Daniel	Head of ICT & Corporate Policy & Interim Head of Planning	01267 246270 <a href="mailto:NDaniel@carmarthenshire.gov.uk">NDaniel@carmarthenshire.gov.uk</a>
Jason Jones	Head of Regeneration	<a href="mailto:JaJones@carmarthenshire.gov.uk">JaJones@carmarthenshire.gov.uk</a>
Helen Pugh	Head of Revenues and Financial Compliance	01267 246223 <a href="mailto:HLPugh@carmarthenshire.gov.uk">HLPugh@carmarthenshire.gov.uk</a>
Randal Hemingway	Head of Finance	<a href="mailto:RHemingway@carmarthenshire.gov.uk">RHemingway@carmarthenshire.gov.uk</a>
Linda Rees-Jones	Head of Administration & Law	01267 224010 <a href="mailto:lrjones@carmarthenshire.gov.uk">lrjones@carmarthenshire.gov.uk</a>
Jonathan Fearn	Head of Property	01267 246244 <a href="mailto:JFearn@carmarthenshire.gov.uk">JFearn@carmarthenshire.gov.uk</a>
Amanda Bebb	Electoral and Civil Registration Manager	01267 2286019 <a href="mailto:ABebb@carmarthenshire.gov.uk">ABebb@carmarthenshire.gov.uk</a>
Deina Hockenhuil	Media and Marketing Manager	<a href="mailto:mhockenhuil@carmarthenshire.gov.uk">mhockenhuil@carmarthenshire.gov.uk</a>
Aeron Rees	Head of Curriculum & Wellbeing	01267 246532 <a href="mailto:JARees@carmarthenshire.gov.uk">JARees@carmarthenshire.gov.uk</a>
Report Author: Robert James	Business & Performance Planning Officer	01267 224479 <a href="mailto:rnjames@sirgar.gov.uk">rnjames@sirgar.gov.uk</a>

# EXECUTIVE SUMMARY

## POLICY & RESOURCES SCRUTINY COMMITTEE

### 20<sup>th</sup> October 2021

#### 2020/21 Quarter 1 Performance Report (1st April to 30th June 2021) relevant to this Scrutiny

#### BRIEF SUMMARY OF PURPOSE OF REPORT

This report shows progress as at the end of Quarter 1 - 2021/22 of our deliverables (Actions and Measures) linked to the Corporate Strategy and our 13 Well-being Objectives.

	No.	13 Well-being Objectives for 2021-22
Start Well	1	Help to give every child the best start in life and improve their early life experiences
	2	Help children live healthy lifestyles (Childhood Obesity)
	3	Support and improve progress, achievement, and outcomes for all learners
Live Well	4	Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty
	5	Create more jobs and growth throughout the county
	6	Increase the availability of rented and affordable homes
	7	Help people live healthy lives (Tackling risky behaviour and Adult obesity)
	8	Support community cohesion, resilience, and safety
Age Well	9	Support older people to age well and maintain dignity and independence in their later years
In a healthy and safe environment	10	Look after the environment now and for the future
	11	Improve the highway and transport infrastructure and connectivity
	12	Promoting Welsh Language and Culture
Corporate Governance & Better use of Resources	13	Better Governance and use of Resources

#### Note

- 2021/2022 is the first year that we will self-evaluate and report on, under the terms of the new Local Government and Elections (Wales) Act 2021, especially Part 6 of the Act on Performance and Governance.
- All quarterly reports will also be shared with relevant Scrutiny committees (not just quarters 1 and 3 as is the current arrangement).

**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

Paul Thomas - Assistant Chief Executive (People Management)  
 Noelwyn Daniel - Head of ICT & Corporate Policy & Interim Head of Planning  
 Jason Jones - Head of Regeneration  
 Helen Pugh - Head of Revenues and Financial Compliance  
 Randal Hemingway - Head of Finance  
 Linda Rees-Jones - Head of Administration & Law  
 Jonathan Fearn - Head of Property  
 Amanda Bebb - Electoral and Civil Registration Manager  
 Deina Hockenull - Media and Marketing Manager  
 Aeron Rees - Head of Curriculum & Wellbeing

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>

### 1. Policy, Crime & Disorder and Equalities

The Well-being of Future Generations (Wales) Act 2015 requires public bodies *to take all reasonable steps to meet their Well-being Objectives*.

The **Local Government and Elections Wales Act 2021** provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. It replaces the Local Government Measure 2009. [Part 6 of the Act, Performance and Governance of Principal Council's statutory guidance](#) is the most relevant and includes specific duties for the Council:

Duty	Response
Duty to keep performance under review	We will maintain quarterly performance monitoring throughout the year. This Quarter 1 report addresses this duty.
Duty to consult on performance	We will undertake a self-assessment and undertake consultation on 2021/22 performance and publish an Annual Report.
Duty to report on performance – based on self-assessment approach	

### 2. Legal

In our published Well-being Statement, we are committed to monitor our Well-being Objective action plans.

## CONSULTATIONS

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

Signed:

Paul Thomas - Assistant Chief Executive (People Management)  
 Noelwyn Daniel - Head of ICT & Corporate Policy & Interim Head of Planning  
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 Linda Rees-Jones - Head of Administration & Law  
 Jonathan Fearn - Head of Property  
 Amanda Bebb - Electoral and Civil Registration Manager  
 Deina Hockenhuil - Media and Marketing Manager  
 Aeron Rees - Head of Curriculum & Wellbeing

1. **Scrutiny Committee** – N/A
2. **Local Member(s)** – N/A
3. **Community / Town Council** – N/A
4. **Relevant Partners** – N/A
5. **Staff Side Representatives and other Organisations** – All Departments have been consulted and have had the opportunity to provide comments on their performance and progress.

**CABINET 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:

Title of Document	Locations that the papers are available for public inspection
Corporate Strategy 2018-2023 (refreshed April 2021)	<a href="#">Corporate Strategy 2018-23 - updated April 2021</a>

# PIMS Performance Report

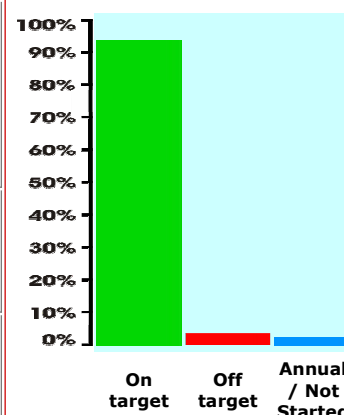


## PIMS Quarter 1 2021-22 Performance Report of measures & actions relevant to Policy and Resources scrutiny

The table below provides a summary progress against target for the Actions and Measures contained within the selected document

		Total	On target	Off target	Not reported	Not available	Annual / Not started	% on target	Overall % on target
WBO3.Support and improve progress, achievement, and outcomes for all learners	Actions	1	1	0	0	N/A	0	100%	100%
WBO4.Tackle poverty, help to prevent it, helping people into work, improving the lives of those livi	Actions	4	4	0	0	N/A	0	100%	100%
	Measures	3	3	0	0	0	0	100%	
WBO5. Create more jobs and growth throughout the county	Actions	5	5	0	0	N/A	0	100%	83%
	Measures	1	0	1	0	0	0	0%	
WBO6.Increase the availability of rented and affordable homes	Actions	1	1	0	0	N/A	0	100%	100%
WBO12.Promote Welsh Language & Culture	Actions	3	3	0	0	N/A	0	100%	100%
WBO13.Better Governance and use of Resources	Actions	54	51	1	0	N/A	2	94%	94%
	Measures	11	10	1	0	0	0	91%	
<b>Overall Performance</b>	<b>Actions and Measures</b>	<b>83</b>	<b>78</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>94%</b>	


**Performance against Target**





## PIMS Performance Report

### PIMS Quarter 1 2021-22 Performance Report of measures & actions relevant to Policy and Resources scrutiny

#### OFF TARGET

Theme: WBO13.Better Governance and use of Resources							
Sub-theme: B5 - Valuing our people; engaging, leading and supporting							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The number of working days lost to sickness absence per employee  PAM/001	Not applicable		Q1: <b>1.8</b>  End Of Year: <b>7.7</b>	Target: <b>2.0</b>  Result: <b>2.2</b>  Calculation: <b>13574.7÷6153.6</b>	Target: <b>4.0</b>	Target: <b>6.8</b>	Target: <b>9.6</b>
<b>Comment</b>	Last year's result is reflected by a full lockdown, staff working at home and shielding where relevant, schools were closed. An exceptional period.						
<b>Remedial Action</b>	We are continuing to monitor the impact Covid is having on our absence figures, be that through illness or isolation. As restrictions lift and more people mix socially, there will be an increase in seasonal and usual infections etc. Reasons for absence are monitored. Measures are in place in the workplace to help maintain employee health and safety.						
<b>Service Head:</b> Paul R Thomas				<b>Performance status:</b> Off target			

ACTIONS - Theme: WBO13.Better Governance and use of Resources			
Sub-theme: B6 - Managing risks, performance and finance			
Action	14939	Target date	30/06/2022
<b>Action promised</b>	We will undertake the closure and Audit of the Accounts within the appropriate timescales		
<b>Comment</b>	Current year statutory deadlines are 30th May for draft accounts and 30th July for Audit. Due to the impact of Covid-19 on both accountancy as well as service accounts, it was agreed to target 30 June for draft accounts completion, which was delivered. It is planned to complete the Audit in advance of the Governance & Audit Committee on 24 September. This timeline is broadly consistent with the vast majority of Welsh Local Authorities who have also missed the statutory deadlines		
<b>Remedial Action</b>	as per progress comment		
<b>Service Head:</b> Randal Hemingway		<b>Performance status:</b> Off target	
			

Theme: WBO5. Create more jobs and growth throughout the county							
Sub-theme: H - Continuing our recruitment of graduates and apprentices							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Number of apprentices on formal recognised apprenticeship schemes per 1,000 employees  PAM/044	Not applicable		Q1: <b>22.6</b>  End Of Year: <b>27.0</b>	Target: <b>20.0</b>  Result: <b>15.8</b>  Calculation: <b>(99÷6265) × 1000</b>	Target: <b>20.0</b>	Target: <b>20.0</b>	Target: <b>20.0</b>
<b>Comment</b>	A number of apprentices have successfully completed their programme. There is a delay in an uptake due to the pressures with COVID						
<b>Remedial Action</b>	Look to promote recruitment from September.						
<b>Service Head:</b> Paul R Thomas				<b>Performance status:</b> Off target			



# PIMS Performance Report

## ON TARGET ETC.

<b>ACTIONS - Theme: WBO12.Promote Welsh Language &amp; Culture</b>			
<b>Sub-theme: A - Implement and monitor the Welsh Language Standards</b>			
<b>Action</b>	13280	<b>Target date</b>	31/03/2022 (original target 31/03/2019)
<b>Action promised</b>	We will ensure the Council complies with the requirements of the Welsh Language Standards		
<b>Comment</b>	The Policy & Partnership Team support departments with questions regarding compliance and regularly convey messages through our Language Leaders and internal communications, to address any weaknesses. During recent months, we have received comments and complaints in terms of establishing Language choice and ensuring correspondence is returned in accordance with this choice. The Policy & Partnership Team are working with various teams to improve this.		
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target		

<b>ACTIONS - Theme: WBO12.Promote Welsh Language &amp; Culture</b>			
<b>Sub-theme: C - The Welsh Language Promotion Strategy</b>			
<b>Action</b>	14896	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will review and refresh the County's Welsh Language Promotion Strategy in light of the progress to date and expected Census 2021 results during the year.		
<b>Comment</b>	The Policy & Partnership Team have developed a framework in order to assess the impact of our first Promotion Strategy. This includes collation of local and national data and the 2021 Census results will be incorporated into this work. At the last meeting of the Welsh Language Strategic Forum, members discussed the key areas of work to be included as part of the revised strategy.		
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target		
<b>Action</b>	14897	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will review the current Internal Use of the Welsh language policy in line with latest developments.		
<b>Comment</b>	The initial Internal use of the Welsh language policy was developed during 2016. It is now timely to review the policy in line with changes across the authority and in light of skills and recruitment data. Detailed work will be undertaken with individual departments in the autumn.		
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target		

<b>Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: A -Transforming, Innovating and Changing (TIC) the way we work and deliver services</b>							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Number of Transactional Council Services available to the public online ICT/003	Not applicable		Q1: <b>33</b>  End Of Year: <b>41</b>	Target: <b>42</b>  Result: <b>42</b>	Target: <b>43</b>	Target: <b>44</b>	Target: <b>45</b>
<b>Comment</b>	This first quarter of 21/22, we have been able to revert fully to our Forward Work Programme / Business Plan and DTSG priority list of projects. We have also enhanced and build-upon the services developed in response to the COVID pandemic. 'Real-Time/' 'Same-Day' HWRC Appointments have been developed to allow the customer to access booking and make appointment on the same day. Also allowing operators at each of our 4 sites to access this data real-time electronically and sign-in vehicles on arrival. Data is also sent real-time to the back-office team on activity at each site.						
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target						
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Number of user sessions to the County Council website ICT/005	Not applicable		Q1: <b>700621</b>  End Of Year: <b>2969796</b>	Target: <b>687500</b>  Result: <b>753264</b>	Target: <b>1375000</b>	Target: <b>2062500</b>	Target: <b>2750000</b>
<b>Service Head:</b> Deina Hockenhuill	<b>Performance status:</b> On target						

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<b>ACTIONS - Theme: WBO13.Better Governance and use of Resources</b> <b>Sub-theme: A -Transforming, Innovating and Changing (TIC) the way we work and deliver services</b>			
<b>Action</b>	14105	<b>Target date</b>	31/03/2022 (original target 31/03/2020)
<b>Action promised</b>	We will develop and implement more effective consultation and engagement mechanisms with the public and service users about the design of the TIC programme and the shape of future services		
<b>Comment</b>	One of the key aims within the TIC Communications Plan was to seek ways of engaging residents and service users in the identification of future TIC priorities and projects. This is already considered as part of specific service reviews and projects, but further work is required to consider how public/residents can be engaged in shaping the future of the wider TIC programme.		
<b>Service Head:</b> Jon Owen		<b>Performance status:</b> On target	
<b>Action</b>	14132	<b>Target date</b>	31/03/2022 (original target 31/03/2020)
<b>Action promised</b>	We will act as an enabler and vehicle for transforming the way services across the Council are delivered to customers by increasing opportunities for accessing council services via digital technologies.		
<b>Comment</b>	We have continued to develop online services and improvements to various services and the on-going DTSG programme. The successful launch of on-line appointments for HWRC visits has been further developed to allow same-day bookings for customer (which was one of the main feedback reported from our customers). This involved provisioning each of the 4 sites with tablet devices so they could access real-time bookings and check-in customers directly into the new electronic system and solution developed by ICT Services. We also developed and launched the new AHP (Nappy Collection Service) similar to Garden Waste collection service for Waste Services (also incorporating a new back-office system - DataSet that will provision and manage all waste services going forward).		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14891	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure the Council makes the most efficient & effective use of its remaining community-based assets by reviewing and enabling any relevant Community Asset Transfer requests from interested parties.		
<b>Comment</b>	Work ongoing to assist with recent request to utilise and transfer part of Mynydd Mawr Woodland Park to Community Council for recreational purposes		
<b>Service Head:</b> Jason Jones		<b>Performance status:</b> On target	
<b>Action</b>	14899	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will in line with our Digital Transformation Strategy, continue to engage and understand the Departments needs to allow them to deliver effective services.		
<b>Comment</b>	The new DataSet back-office system for Waste Services is now implemented for AHP (Nappy Collection Service). This will be further extended for all of Waste Services (Garden Waste, Bulky etc.). As per our `cloud First` strategy, we are further supporting our departments to moving their systems to their supplier Cloud Hosted Managed Services - CAMS (Countryside Access Management), ResourceLink (HR/Payroll), OLM Eclipse (Social Care), Asset Management, Service Connect (Property Services / Housing Repairs), Museums and Archives are some of the key systems being transitioned to Cloud to improve upon business resilience and business continuity and allow services to maximise the use of their systems with the inclusion of citizen portals to harness 24/7 self-service for their customers and full automation and integration into back-office and drive operational efficiencies.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14904	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will implement robust and sustainable infrastructure solutions to support the changing landscape of Local Government.		
<b>Comment</b>	We have continued to adapt our core infrastructure moving the internet feed from County Hall to 3 Spilman Street and adding a redundant secondary feed into Ty Parcyrhun. Network switches have been upgraded and replication between both data centres setup.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14915	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure the TIC programme continues to implement a balanced work programme so that TIC can support and promote longer term, sustainable change and improvement, whilst also recognising the need to focus on meeting the financial challenges in the short term and medium term.		
<b>Comment</b>	The TIC programme is now focussed on the delivery of 6 thematic workstreams which reflect key organisational priorities. The areas of work within each workstream have also been re-prioritised to reflect key issues and learning emerging from the Council`s experience of responding to the Covid-19 pandemic.		
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target	
<b>Action</b>	14916	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure that the TIC Income Thematic Workstream is focussed on the development of a more commercial approach across the organisation, and will aim to implement the outcomes and recommendations of the Audit Wales Review of Commercialisation in Local Government.		
<b>Comment</b>	The findings of the Wales Audit Review - `Commercialisation in Local Govt` has been considered by the TIC Income Workstream. The toolkit included within the report is now being used to support a self-assessment exercise by the workstream. It is hoped that similar exercise then can be undertaken by Heads of Service and the findings from these exercises will then be used to inform a discussion at CMT and with elected members. It is hoped that this will help clarify the Council`s ambitions in this area and what capacity/skills the Council possesses or requires to further progress this agenda.		
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target	

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<b>Action</b>	14917	<b>Target date</b>	31/03/2022				
<b>Action promised</b>	We will support the effective monitoring and reporting of the response to the Strategic review of the Impact of the COVID-19 crisis on the Council, with a view to ensuring that the learning and opportunities for improvement are integrated into new ways of working.						
<b>Comment</b>	Quarterly updates will be reported to CMT highlighting progress against all the actions included in the action plan that was developed in response to the Strategic review of the impact of Covid-19. The first of these updates was reported in May 2021. A further review has also been undertaken in relation to the status of the alternative ways of delivering services that were developed as part of the crisis and to determine whether services now intended for these to continue.						
<b>Service Head:</b> Paul R Thomas	<b>Performance status:</b> On target						
<b>Action</b>	14949	<b>Target date</b>	31/03/2022				
<b>Action promised</b>	We will advance our progressive procurement action plan following on from the work with the Centre for Local Enterprises (CLES)						
<b>Comment</b>	<p>Progressive procurement Cluster meetings are being regularly held between Procurement, Policy and Economic Development to deliver the actions in the CLEs Progressive Procurement Report.</p> <p>Additional sub-groups have been set up, one to develop a Social Value Policy and another on Business Engagement Opportunities. Discussions have been held around the forthcoming Mechanical and Electrical Framework (estimated value of £12m) which is due to be tendered early next year which the group feels is likely to have a lot of local interest from suppliers. The aim is to ready the marketplace informing them of the opportunities in advance and also of the lotting strategy and standards, insurances etc they will need in order to tender. Another tender the team are working on currently is a Community Preventative Services Framework. Valued at approx. £13m the 3rd Sector are the current suppliers for a wide range of services under this umbrella and work has started to consider the best way to engage with them in this tender process. Opportunities to collaborate are considered to be very significant and the team has reached out to the Wales Co-operative Team for support on this element.</p> <p>The Spend Analysis work CLES carried out as part of the Progressive Procurement project is being scrutinised by our spend officer and aligned to the Authority's Atamis spend data. This will be taken back to the Cluster meeting in July.</p>						
<b>Service Head:</b> Helen Pugh	<b>Performance status:</b> On target						
<b>Action</b>	14950	<b>Target date</b>	31/03/2022				
<b>Action promised</b>	We will address the key findings, highlighting good practice and recommendations from the 'Procuring well-being in Wales' report (published 25/02/2021) from the Office of Future Generations Commissioner for Wales.						
<b>Comment</b>	We have updated our Sustainable Risk Assessment Template to align the work we do on all tenders over £25k with the department lead officers to the WFBG Act. We are also aligning our approach on Act with our Community Benefits programme. Recent Tenders have included specific Aims and Objectives for delivering against the 7 Well-Being Goals and 5 Ways of Working. Mostly recently for the Domiciliary Support Service Framework.						
<b>Service Head:</b> Helen Pugh	<b>Performance status:</b> On target						
<b>ACTIONS - Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: B1 - Integrity and Values</b>							
<b>Action</b>	14912	<b>Target date</b>	31/03/2022				
<b>Action promised</b>	We will begin advanced planning and preparation for the 2022 Local Government Elections						
<b>Comment</b>	<p>Heads of Democratic Services and Learning and Development Officers are in discussions regarding an Induction curriculum for new and returning members.</p> <p>Dialogue with Elections Officers ongoing particularly as Draft Electoral Review Orders will be made shortly which propose electoral ward changes plus the addition of one elected member seat.</p> <p>Election packs are currently being development for those elected.</p>						
<b>Service Head:</b> Linda Rees Jones	<b>Performance status:</b> On target						
<b>Action</b>	14944	<b>Target date</b>	31/03/2022				
<b>Action promised</b>	We will promote the updated Financial Procedure Rules, the Antifraud and Anti-corruption strategy and any other specific strategies/policies or regulatory recommendations.						
<b>Comment</b>	Both FPRs and the Fraud Strategy have now been approved by the Audit Committee. Both documents are available to staff via the Intranet. The documents have been promoted via the staff e-mail newsletter. Further promotion has also taken place at various strategic meetings, which the Principal Auditor has been invited to attend. Promotion of both documents will continue indefinitely.						
<b>Service Head:</b> Helen Pugh	<b>Performance status:</b> On target						
<b>Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: B2 - Openness and engagement</b>							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of Freedom of Information Act request responded to in 20 working days  2.1.1.17	Not applicable		Q1: <b>98.23</b>  End Of Year: <b>96.87</b>	Target: <b>90.00</b>  Result: <b>95.65</b>  Calculation: <b>(176÷184) × 100</b>	Target: <b>90.00</b>	Target: <b>90.00</b>	Target: <b>90.00</b>
<b>Service Head:</b> Noelwyn Daniel			<b>Performance status:</b> On target				

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<b>ACTIONS - Theme: WBO13.Better Governance and use of Resources</b>			
<b>Sub-theme: B2 - Openness and engagement</b>			
<b>Action</b>	12435	<b>Target date</b>	31/03/2022 (original target 31/03/2018)
<b>Action promised</b>	We will work with other Council services to further develop the Council's involvement and use of data approaches as part of a Council wide involvement, participation and consultation framework		
<b>Comment</b>	Agreement between Marketing & media, Democratic Services and Policy to develop an involvement, participation and consultation framework for the Council by end of March 2022. Engagement and drafting of the content will be taken forward in the Autumn 2021		
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target		
<b>Action</b>	14902	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will work with other Council services to further develop the Council's involvement, participation and consultation framework.		
<b>Comment</b>	Through the year we have successfully collaborated with all Council departments with essential consultations they have conducted. During the Covid-19 pandemic, we continued to consult with Carmarthenshire residents and key stakeholders, ensuring that our updated website pages and consultation provided sufficient detail to ensure that communications and engagement are transparent. Moreover, a variety of mechanisms were used to certify that residents and key stakeholders were able to voice their opinion on important matters without increasing the risk of Covid-19 transmission.		
<b>Service Head:</b> Deina Hockenhuill	<b>Performance status:</b> On target		
<b>Action</b>	14906	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will lead the review and refresh of the Public Service Boards (PSBs) County Well-being Assessment.		
<b>Comment</b>	Work has begun on the development of the PSB's Well-being Assessment for Carmarthenshire led by the PSB team. Collaboration is taking place with regional colleagues in Ceredigion and Pembrokeshire and the Regional Partnership Board on the engagement phase with the development of a regional survey and engagement plan. Initial data analysis has started and will be the focus for the work in Q2 alongside the engagement phase.		
<b>Service Head:</b> Noelwyn Daniel	<b>Performance status:</b> On target		

<b>Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: B3 - Making a difference</b>							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of households have Internet access in Carmarthenshire ICT/006	Not applicable		End Of Year: <b>89</b>	--	--	--	Target: <b>89</b>  Result: <b>93</b>
<b>Comment</b>	According to the 2020/21 National Survey for Wales, 93% of households in Carmarthenshire have internet access. This is an improvement on the 2019/20 survey result of 89%. This is the 7th highest in Wales, we were previously 9th.						
<b>Service Head:</b> Noelwyn Daniel				<b>Performance status:</b> On target			

<b>Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: B4 - Making sure we achieve what we set out to do</b>							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% use of the ICT Self Service helpdesk ICT/002	Not applicable		Q1: <b>57.0</b>  End Of Year: <b>60.5</b>	Target: <b>60.5</b>  Result: <b>70.1</b>  Calculation: <b>(1713÷2443) × 100</b>	Target: <b>60.5</b>	Target: <b>60.5</b>	Target: <b>61.0</b>
<b>Comment</b>	number of self service called logged divided by total calls						
<b>Service Head:</b> Noelwyn Daniel				<b>Performance status:</b> On target			

<b>Theme: WBO13.Better Governance and use of Resources</b>							
<b>Sub-theme: B5 - Valuing our people; engaging, leading and supporting</b>							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of employee laptops with 4GB of memory (RAM) or under ICT/009	Not applicable		New measure	Target: <b>35</b>  Result: <b>35</b>  Calculation: <b>(827÷2388) × 100</b>	Target: <b>34</b>	Target: <b>33</b>	Target: <b>32</b>
<b>Comment</b>	laptops 4gb or under over total number of laptops						
<b>Service Head:</b> Noelwyn Daniel				<b>Performance status:</b> On target			

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Theme: WBO13.Better Governance and use of Resources							
Sub-theme: B6 - Managing risks, performance and finance							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Percentage performance against target to generate capital receipts to support the capital program  2.1.2.12	Not applicable		Q1: <b>0.57</b>  End Of Year: <b>12.39</b>	Target: <b>25.00</b>  Result: <b>86.12</b>  Calculation: <b>(1831175÷2126250) × 100</b>	Target: <b>50.00</b>	Target: <b>75.00</b>	Target: <b>100.00</b>
<b>Comment</b>	A significant receipt slipped from last year and hence the large variance in the quarterly target.						
<b>Service Head:</b> Jason Jones			<b>Performance status:</b> On target				
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The percentage of council tax due for the financial year which was received by the authority  CFH/007	Not applicable		Q1: <b>28.42</b>  End Of Year: <b>95.96</b>	Target: <b>31.00</b>  Result: <b>32.10</b>  Calculation: <b>(36707087.14÷114351810.4) × 100</b>	Target: <b>56.00</b>	Target: <b>84.00</b>	Target: <b>97.50</b>
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The percentage of non-domestic rates due for the financial year which were received by the authority  CFH/008	Not applicable		Q1: <b>37.57</b>  End Of Year: <b>95.55</b>	Target: <b>31.00</b>  Result: <b>41.78</b>  Calculation: <b>(13762958.66÷32939088.95) × 100</b>	Target: <b>56.00</b>	Target: <b>84.00</b>	Target: <b>97.50</b>
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				
Theme: WBO13.Better Governance and use of Resources							
Sub-theme: B7 - Good transparency and accountability							
Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Actual achievement against Annual Audit Plan  6.4.1.3	Not applicable		Q1: <b>10</b>  End Of Year: <b>83</b>	Target: <b>10</b>  Result: <b>14</b>  Calculation: <b>(156÷1100) × 100</b>	Target: <b>35</b>	Target: <b>60</b>	Target: <b>90</b>
<b>Comment</b>	The Audit Plan for 2021/22 is progressing well.						
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				
ACTIONS - Theme: WBO13.Better Governance and use of Resources							
Sub-theme: B7 - Good transparency and accountability							
Action	14945	Target date	31/03/2022				
Action promised	Implement the changes to our Audit Committee structure in line with the new Local Government and Elections Act (Wales) 2021.						
Comment	Changes to the Governance & Audit Committee structure have commenced, with the name change implemented in April 2021 and the Terms of Reference updated to reflect the responsibility the Committee now has in relation to Complaints. Meetings commenced and diarised for future weeks to commence work on recruitment of Lay Members for the revised structure, in line with Act requirements.						
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				

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ACTIONS - Theme: WBO13.Better Governance and use of Resources			
Sub-theme: B2 - Openness and engagement			
<b>Action</b>	14909	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will when appropriate update the COVID-19 Community Impact Assessment within Carmarthenshire		
<b>Comment</b>	We have prepared an Annual Report against our Corporate Strategy and Well-being Objectives for 2020/21. This report starts out with a summary of the impact of COVID-19 and reports what was able to be achieved against each objective set.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14927	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will work with departments to ensure a consistent and co-ordinated corporate approach for communicating with the public making sure all our campaigns follow the principle of One Council, One Vision, Once Voice.		
<b>Comment</b>	Carmarthenshire County Council communications strategy is currently being drafted, along with branding guidelines document. Communications review is underway with leisure department, with view to rolling out to other departments if successful. Membership and Terms of reference are being drafted for a new internal communications group with a view to holding the first meeting early autumn.		
<b>Service Head:</b> Deina Hockenhull		<b>Performance status:</b> On target	
<b>Action</b>	14930	<b>Target date</b>	31/05/2021
<b>Action promised</b>	To carry out an effective campaign to ensure that all 16- and 17-year-olds and foreign nationals newly enfranchised living within Carmarthenshire are registered and encouraged to participate in the Senedd Elections taking place on 6 May 2021.		
<b>Comment</b>	May 2021 Senedd Elections successfully delivered		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	
<b>Action</b>	14931	<b>Target date</b>	31/05/2022
<b>Action promised</b>	To implement the finding of the Carmarthenshire Electoral Review in time for the 2022 Local Elections		
<b>Comment</b>	Awaiting Statutory Order - due in September 21. Will implement findings with annual canvass.		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	
<b>Action</b>	15029	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We shall work with Public Services Board partners to develop our approach to engagement and participation with children and young people ensuring their voice is listened to as part of public service development.		
<b>Comment</b>	Departmental discussions are to be held in the Autumn regarding participation and children`s rights work within the County Council, in addition to public service development.		
<b>Service Head:</b> Aeron Rees		<b>Performance status:</b> On target	
ACTIONS - Theme: WBO13.Better Governance and use of Resources			
Sub-theme: B3 - Making a difference			
<b>Action</b>	14720	<b>Target date</b>	31/03/2022 (original target 31/03/2021)
<b>Action promised</b>	After publishing a Strategic Equality Plan and monitoring progress, we will respond to any recommendations from the Equalities & Diversity (BAME) Task & Finish Group & ensure they are embedded into the Council's Strategic Equality Plan as appropriate		
<b>Comment</b>	The recommendations from the Black, Asian, and Minority Ethnic Task & Finish Group will be presented to the Democratic process in the autumn. Alongside our local work, the Welsh Government Race Equality Action Plan will be published. The Policy & Partnership Team will map the recommendations and the Race Equality actions in order to build into the SEP Action Plan for 2022-24.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14898	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure the Council fully responds and complies with the new requirements relating to performance and governance of the Local Government and Elections Act and align them to our current duties relating to the Well-being of Future Generations Act		
<b>Comment</b>	2021/22 is the first year that will have to be evaluated and reported under the Local Government and Elections Act 2021. We updated the Corporate Strategy for this year and outlined the steps we will be taking to achieve our Well-being Objectives. Department and service business plans are aligned to these Objectives and have set detailed actions and targets to achieve them. These actions and targets will be monitored quarterly throughout the year.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	
<b>Action</b>	14929	<b>Target date</b>	31/05/2021
<b>Action promised</b>	To carefully review current arrangements for delivering the May 2021 combined elections with the view of ensuring that voters are safe and are fully aware of their voting options.		
<b>Comment</b>	2021 successfully delivered - this action can now be cancelled down.		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	
<b>Action</b>	14934	<b>Target date</b>	30/11/2021
<b>Action promised</b>	We will pursue the relocation of our Registration Office for the Ammanford area		
<b>Comment</b>	Necessary works have been carried out in order for Registrars to move in, however there are currently no staff operating out of the Town Hall on a regular basis, therefore we cannot have lone working.		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	
<b>Action</b>	14935	<b>Target date</b>	31/12/2021
<b>Action promised</b>	We will administer and work with our stakeholders in delivering the Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 that came into force on 4 May 2021		
<b>Comment</b>	We have worked with our stakeholders to deliver the requirements as per the 2019 Act		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	

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<b>ACTIONS - Theme: WBO13.Better Governance and use of Resources</b> <b>Sub-theme: B4 - Making sure we achieve what we set out to do</b>			
<b>Action</b>	14725	<b>Target date</b>	31/03/2022 (original target 31/03/2021)
<b>Action promised</b>	We will prepare and make arrangements for the proposals contained within the Local Government and Elections (Wales) Act, and implement any actions arising therefrom.		
<b>Comment</b>	Council at its Annual Meeting held on the 19th May 2021 approved changes to the Constitution as a result of elements of the Act that had come into force. The Constitution will need to be further amended as other elements of the act are introduced. No further action can be taken until these dates are known.		
<b>Service Head:</b> Linda Rees Jones		<b>Performance status:</b> On target	
<b>Action</b>	14913	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will work up arrangements for hybrid democratic meetings as and when the circumstances allow		
<b>Comment</b>	WG government grant secured to purchase and install Hybrid kit. Installation of Chamber upgrade to hybrid system scheduled for w/c 28th June 2021. New Video Conferencing Software also procured for the Committee Room and is in situ with testing commenced.		
<b>Service Head:</b> Linda Rees Jones		<b>Performance status:</b> On target	
<b>Action</b>	14914	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure Elected Member participation to set priorities and allocate budget (CHR190004)		
<b>Comment</b>	Democratic Services is working with the Director of Corporate Services to agree a set of dates for member participation in the budget setting process. These member sessions will be held in early 2022 - dates dependent on WG settlement announcement.		
<b>Service Head:</b> Linda Rees Jones		<b>Performance status:</b> On target	
<b>Action</b>	14928	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will introduce quality monitoring of service delivery across different customer access channels to ensure that correct processes and procedures are adhered to consistently and professionally, in line with agreed Service Level Agreements		
<b>Comment</b>	We conduct weekly meetings with staff to discuss call volumes and call quality. Monthly 1-1 meetings are held where specific calls are discussed to ensure correct processes etc are followed. All new starters have a rigorous induction and support is continually offered. All supervisors continually review processes with departments to ensure the right messages are communicated.		
<b>Service Head:</b> Deina Hockenhull		<b>Performance status:</b> On target	
<b>Action</b>	14932	<b>Target date</b>	31/12/2022 (original target 31/03/2022)
<b>Action promised</b>	We will ensure that any potential merger of the Coroner's jurisdiction, results in a more resilient and consistent service for the bereaved people by working with key stakeholders including Pembrokeshire Council, Chief Coroner and Ministry of Justice		
<b>Comment</b>	Low priority by MOJ because of COVID		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	
<b>Action</b>	14933	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will continue to deliver a Registrars service that meets and exceeds the national standards in all areas by working closely with our stakeholders.		
<b>Comment</b>	This is an ongoing action and more prominent at this present time as we continue to liaise with our stakeholders in delivering our services under current COVID restrictions		
<b>Service Head:</b> Amanda Bebb		<b>Performance status:</b> On target	

## PIMS Performance Report

ACTIONS - Theme: WBO13.Better Governance and use of Resources		
Sub-theme: B5 - Valuing our people; engaging, leading and supporting		
<b>Action</b>	14729	<b>Target date</b>
		31/03/2023
<b>Action promised</b>	We will ensure the Council Employment Policy reflects changes to legislation such as the forthcoming exit payment cap legislation, reclaiming exit payments, casual worker agreements and any other employment related legislation introduced post Brexit.	
<b>Comment</b>	the People Management division continues to develop guidance and policy for managers and staff and intranet is updated regularly. Policy development is being prioritised to support the Better Way of Working (BWOW) roll out to include flexible working, secondments, redeployment.	
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target
<b>Action</b>	14730	<b>Target date</b>
		31/03/2023
<b>Action promised</b>	We will continue with the further automation of HR and Recruitment processes: e.g. Declaration of interest e-form; Exit surveys; Sickness absence return to work interviews; Induction/onboarding; Honoraria payments; Starter and leaver notifications	
<b>Comment</b>	Ongoing action. Work continues on introduction of AI. Bid going forward for new recruitment system which will improve applicant and recruitment manager experience. MyView roll out enables almost all staff and managers to process leave and sick leave online. Working departments to encourage use of online system.	
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target
<b>Action</b>	14731	<b>Target date</b>
		31/03/2023
<b>Action promised</b>	We will continue to ensure that our recruitment, retention, people management and development policies comply with changing legislation and reflect the needs of the organisation	
<b>Comment</b>	This is an ongoing commitment so will never show 100% completion as policies and guidance are under regular review to reflect changes to practice and to legislation. A Policy Forward Work programme is in place with the focus for the coming 12 months to review and introduce policies which will support the Council's transition to Better Ways of Working as well as ensuring that any new or changes to legislation are reflected in employment policies such as exit pay cap.	
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target
<b>Action</b>	14732	<b>Target date</b>
		31/03/2023
<b>Action promised</b>	We will ensure our Pay Policy and annual Equal Pay / Gender Pay Audit/ will comply with legislation and provide transparency around pay decisions. Separate Pay Policy for Teachers.	
<b>Comment</b>	Pay Policy for 21/22 published. Equal pay audits completed and published.	
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target
<b>Action</b>	14903	<b>Target date</b>
		31/03/2022
<b>Action promised</b>	We shall ensure the Council fully supports staff to maintain a healthy work life balance and, where necessary, ensure the careful management of staff sickness absences in the interest of the staff and the provision of services.	
<b>Comment</b>	This is ongoing work, The health and wellbeing team work with departments to promote and encourage healthy lifestyles which includes positive work life balance, there is a suite of support and information available to all staff and the health and wellbeing champions offer peer support locally. Sickness absence management is a management responsibility, there is training, policy and guidance to assist and the OH and HR professionals are available to give advice on specific cases.	
<b>Service Head:</b> Paul R Thomas		<b>Performance status:</b> On target



## PIMS Performance Report

<b>ACTIONS - Theme: WBO13.Better Governance and use of Resources</b>			
<b>Sub-theme: B6 - Managing risks, performance and finance</b>			
<b>Action</b>	14901	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will ensure a robust approach to Cyber security and sustainable solutions are implemented for Information Governance.		
<b>Comment</b>	We have recently procured and installed a anti-ransomware product called BullWall using the allocated cyber security capital monies. This is product specifically programmed to monitor the network and environment for ransomware and prevent any attacks.		
<b>Service Head:</b>	Noelwyn Daniel	<b>Performance status:</b>	On target
<b>Action</b>	14936	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will use the Council's reserves to invest in the County and support future development.		
<b>Comment</b>	Earmarked reserves detailed review carried out by Corporate Services Director and Head of Financial Services as part of 2020/21 statement of accounts. Specific requests for reserves considered by Corporate Services Director and Chief Executive alongside Corporate funding priorities. Reported to/approved by Governance & Audit Committee at July 2021 meeting as part of draft statement of accounts		
<b>Service Head:</b>	Randal Hemingway	<b>Performance status:</b>	On target
<b>Action</b>	14937	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We shall ensure the Council manages its budgets effectively and prudently.		
<b>Comment</b>	2020/21 revenue budgets resulted in a small underspend (<1% of net revenue budgets) after earmarked reserves allocations. 2021/22 June budget monitoring indicates small underspend at corporate level, though this will be sensitive to changes in restrictions and WG support mechanism, which will be monitored closely through the year		
<b>Service Head:</b>	Randal Hemingway	<b>Performance status:</b>	On target
<b>Action</b>	14938	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will provide significant financial support and advice to the Swansea Bay City Region		
<b>Comment</b>	<ul style="list-style-type: none"> <li>- 5 Year centralised programme office / accountable body budget approved by Joint Committee in July 2021</li> <li>- draft statement of accounts prepared and presented for Audit.</li> <li>- Unqualified Audit issued within statutory deadline and approved by Joint Committee</li> <li>- CCC providing treasury mgt function on behalf of partners for significant positive grant balances received in advance of distribution</li> <li>- CCC lead authority for 2 out of 3 regional project (Digital Infrastructure, Skills &amp; Talent)</li> <li>- Carmarthenshire S151 leading discussions with other Local Authorities to agree borrowing arrangements for regional projects and revenue requirements support</li> </ul>		
<b>Service Head:</b>	Randal Hemingway	<b>Performance status:</b>	On target
<b>Action</b>	14941	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will identify a set of key performance indicators taking a balanced scorecard approach		
<b>Comment</b>	work not yet commenced		
<b>Service Head:</b>	Randal Hemingway	<b>Performance status:</b>	On target
<b>Action</b>	14946	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will address the recommendation or proposals for improvement arising from the Wales Audit Office review of Risk Management arrangements		
<b>Comment</b>	Additional resource secured via secondment (September 2020 – May 2021) Risk Management & Contingency Planning Strategy comprehensively reviewed to incorporate Risk Management Toolkit - awaiting approval. Risk management training sourced and will commence 30/09/2021 JCAD CORE software user guidance being developed – current pilot in place – awaiting feedback. Risk management e-learning module being developed.		
<b>Service Head:</b>	Helen Pugh	<b>Performance status:</b>	On target
<b>Action</b>	14948	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will monitor effective Contract management throughout the Authority		
<b>Comment</b>	On-going meetings are being held within the Procurement Team to discuss and agree the corporate approach for improving Contract Management across the Council. A draft Contract management guidance document has been produced and is currently being developed further. A report on the timeline plan of actions for Contract Management was taken to CMT on 15/07/21 with some targets being brought forward but the plan was supported. This work will be on-going throughout the summer months. Further templates and an eLearning Module will be produced to support the guidance.		
<b>Service Head:</b>	Helen Pugh	<b>Performance status:</b>	On target
<b>Action</b>	14974	<b>Target date</b>	31/03/2023
<b>Action promised</b>	We shall develop, implement and monitor compliant procurement exercises for the Property Division, working in conjunction with the Corporate Procurement Unit.		
<b>Comment</b>	We are continually monitoring current and future procurement and contract management activity. The Head of Property has also been chairing an Environment Departmental Contract Management Group to identify areas for improvement across the Department		
<b>Service Head:</b>	Jonathan Fearn	<b>Performance status:</b>	On target

## PIMS Performance Report

<b>Action</b>	14978	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We shall continue to develop mobile working technology and our works management systems for our Property services workforce to enable them to work in an agile and cost-effective way including implementation of effective IT developments to support efficient delivery of services		
<b>Comment</b>	We are now implementing the Total Connect system to provide greater functionality and resource management tools		
<b>Service Head:</b>	Jonathan Fearn	<b>Performance status:</b>	On target
<b>Action</b>	14979	<b>Target date</b>	31/03/2023
<b>Action promised</b>	We will ensure that risks relating to all premises owned or occupied by the council are suitably & sufficiently identified & managed. We will roll out the condition survey programme to develop the "one property" approach to compliance and condition		
<b>Comment</b>	The approval to create 3 Property Condition Officers has been authorised following Risk Management and TIC Board approval, with approval to recruit currently being sought.		
<b>Service Head:</b>	Jonathan Fearn	<b>Performance status:</b>	On target

### ACTIONS - Theme: WBO13.Better Governance and use of Resources Sub-theme: B7 - Good transparency and accountability

<b>Action</b>	13281	<b>Target date</b>	31/03/2022 (original target 31/03/2019)
<b>Action promised</b>	We will introduce a new Integrated Impact Assessment requirement across the Council's decision-making processes to ensure compliance with a range of statutory duties including the new Socio-Economic Duty		
<b>Comment</b>	ICT and Corporate Policy have developed the template, guidance and a digital form. A series of training workshops have been held for Heads of Service, departmental co-ordinators, Democratic Services and report authors. Further sessions will be held in September for Elected Members with a view to start use of the new process in November 2021.		
<b>Service Head:</b>	Noelwyn Daniel	<b>Performance status:</b>	On target
<b>Action</b>	14908	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will implement the new Council Complaints Policy		
<b>Comment</b>	The Complaints Policy has been approved by the Executive Board on 22nd March 2021 and a letter provided by the Complaints Standards Authority on 26th May 2021 confirming that the new Policy is compliant. The Policy has been published and promoted with posters in public areas, an article in Staff News etc. Increased reporting requirements are now in the process of being implemented.		
<b>Service Head:</b>	Noelwyn Daniel	<b>Performance status:</b>	On target
<b>Action</b>	14911	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will advise on governance arrangements for new models of working, including but not limited to Local Authority Trading Companies, regional Partnerships, Pooled Budgets etc. and the Local Government & Elections Act.		
<b>Comment</b>	Newest model of working currently being worked on, in conjunction with colleagues from our regional partners local authorities, is the Corporate Joint Committeem which was established by regulations earlier this year.		
<b>Service Head:</b>	Linda Rees Jones	<b>Performance status:</b>	On target
<b>Action</b>	14940	<b>Target date</b>	30/09/2022
<b>Action promised</b>	We will ensure an unqualified audit of the final accounts		
<b>Comment</b>	6 weeks into the audit work, Audit Wales team have not identified any material issues of concern. Audit to be finalised prior to Governance & Audit Committee 24 September		
<b>Service Head:</b>	Randal Hemingway	<b>Performance status:</b>	On target

### ACTIONS - Theme: WBO3.Support and improve progress, achievement, and outcomes for all learners Sub-theme: C. An excellent school in the right place

<b>Action</b>	14900	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will continue to improve the condition, suitability and ICT resources within schools and ensure that all newly built schools have the latest digital technologies and infrastructures in place to deliver 21st century education		
<b>Comment</b>	We have rolled out and completed phase 1 of the HWB schools program upgrading core infrastructure in schools to support the latest technologies in digital learning. We are continuing the rollout of chrome devices across primary and secondary schools for pupils to access blended learning. We have engaged and provide support to relevant stakeholders on the ICT requirement for new schools that are due to be build in the coming 3 years.		
<b>Service Head:</b>	Noelwyn Daniel	<b>Performance status:</b>	On target

### ACTIONS - Theme: WBO4.Tackle poverty, help to prevent it, helping people into work, improving the lives of those livi Sub-theme: A - Review of our approach to Tackling Poverty

<b>Action</b>	14905	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will develop a county Tackling Poverty Plan to respond to the current challenges faced by residents and communities.		
<b>Comment</b>	Initial cross-departmental officer workshop held on 12 May 2021 to scope current activity in 4 themed areas: Preventing Poverty; Helping people into work; Improving the lives of people living in poverty; Better understanding the challenges. Further workshop due to be held in September 2021 to develop collaborative approach		
<b>Service Head:</b>	Noelwyn Daniel	<b>Performance status:</b>	On target

## PIMS Performance Report

**ACTIONS - Theme: WBO4.Tackle poverty, help to prevent it, helping people into work, improving the lives of those livi**  
**Sub-theme: C - Helping people into work**

<b>Action</b>	14975	<b>Target date</b>	31/03/2023
<b>Action promised</b>	We will continue with recruitment programmes, together with graduate and apprentice appointments, to fill ongoing vacancies. Support construction apprentice programmes and develop further in-sourcing arrangements, subject to appropriate business cases.		
<b>Comment</b>	We continue to advertise vacant posts and look at ways to realign structures where there are barriers to recruitment from skills shortages. Work with Cyfle, CCTAL and Next Steps is continuing and we are monitoring progress of our apprentice and graduate intake.		
<b>Service Head:</b> Jonathan Fearn		<b>Performance status:</b> On target	

**Theme: WBO4.Tackle poverty, help to prevent it, helping people into work, improving the lives of those livi**  
**Sub-theme: D - Improving the lives of those living in poverty**

Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Average time for processing new Housing/Council Tax Benefit claims 6.6.1.2	Not applicable		Q1: <b>13.88</b>  End Of Year: <b>11.57</b>	Target: <b>17.00</b>  Result: <b>16.32</b>  Calculation: <b>27001 ÷ 1654</b>	Target: <b>17.00</b>	Target: <b>17.00</b>	Target: <b>17.00</b>
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				

Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Average time for processing Housing/Council Tax Benefit notifications of changes of circumstances (days) 6.6.1.3	Not applicable		Q1: <b>2.69</b>  End Of Year: <b>2.87</b>	Target: <b>4.00</b>  Result: <b>3.57</b>  Calculation: <b>84376 ÷ 23610</b>	Target: <b>4.00</b>	Target: <b>4.00</b>	Target: <b>4.00</b>
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				

Measure Description	2020/21 Comparative Data			2021/22 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of recently calculated Housing/Council Tax Benefit claims that have been calculated accurately based on a sample check 6.6.1.9	Not applicable		Q1: <b>97.47</b>  End Of Year: <b>96.92</b>	Target: <b>92.50</b>  Result: <b>96.34</b>  Calculation: <b>(79 ÷ 82) × 100</b>	Target: <b>92.50</b>	Target: <b>93.00</b>	Target: <b>95.00</b>
<b>Service Head:</b> Helen Pugh			<b>Performance status:</b> On target				

**ACTIONS - Theme: WBO4.Tackle poverty, help to prevent it, helping people into work, improving the lives of those livi**  
**Sub-theme: D - Improving the lives of those living in poverty**

<b>Action</b>	14006	<b>Target date</b>	31/03/2022 (original target 31/03/2020)
<b>Action promised</b>	We will work with the third sector and other stakeholders to develop the range of support services provided in the County across a number of service areas as well as further developing volunteering opportunities within the County		
<b>Comment</b>	consultant currently finalising a study to examine the relationship between CAVS and CCC. The study should be concluded by September 2021.		
<b>Service Head:</b> Jason Jones		<b>Performance status:</b> On target	
<b>Action</b>	15056	<b>Target date</b>	31/03/2022
<b>Action promised</b>	We will contribute to tackling poverty within Carmarthenshire by supporting families to claim all the financial support they are entitled to.		
<b>Comment</b>	The teams in the Revenue Services Unit are pro-active in identifying and ensuring that customers they deal with are claiming all the financial support they are entitled to. Our Benfit Applicaion form is designed to ensure claimants are able to claim the other devolved benefits eg free school meals. We work closely with other sections to ensure this in addition to having a pro-active approach to Discretionary housing payments and work closely with the Housing teams and Housing Associations on this. We work closely with the Hwb teams giving them the technical advice they need for their role in dealing with customers face to face. We are active members of the Welsh Government Regional Advice Network.		
<b>Service Head:</b> Helen Pugh		<b>Performance status:</b> On target	

## PIMS Performance Report

<b>ACTIONS - Theme: WB05. Create more jobs and growth throughout the county</b>			
<b>Sub-theme: A - Regionally, by coordinating and delivering the Swansea Bay City Deal - Pentre Awel</b>			
Action	14943	Target date	31/03/2022
Action promised	We will continue to provide significant procurement support and advice to the Swansea Bay City Region Carmarthenshire led projects		
Comment	The Tender went live for Pentre Awel Zone 1 during this quarter via Lot 6 of the South West Wales Regional Contractors Framework in order to appoint a Principal Contractor. The project is valued in the region of £66 million and is the largest construction procurement delivered in Carmarthenshire. Significant work has been undertaken to develop the tender documents and also incorporate community benefits to ensure the long lasting legacy of the project. The Tender evaluation Panel will convene to evaluate over the summer. Discussions are on-going with the Digital Programme Manager for Swansea Bay City Deal for support on procurement exercises to deliver for the City Deal Digital programme.		
<b>Service Head:</b> Helen Pugh		<b>Performance status:</b> On target	
<b>ACTIONS - Theme: WB05. Create more jobs and growth throughout the county</b>			
<b>Sub-theme: B-Locally, by delivering the Transformational Strategy Area Plans targeting urban, coastal, rural.</b>			
Action	13170	Target date	31/03/2023 (original target 31/03/2020)
Action promised	We will deliver phase 2 of the development of Glanaman Workshops to provide improved workshop availability.		
Comment	Works are progressing well on site, although there will be a delayed completion due to additional asbestos related works encountered that had to be dealt with beforehand. projected handover January 2022		
<b>Service Head:</b> Jonathan Fearn		<b>Performance status:</b> On target	
<b>ACTIONS - Theme: WB05. Create more jobs and growth throughout the county</b>			
<b>Sub-theme: C-Developing the rural economy with a focus on the 10 Towns Initiative</b>			
Action	14717	Target date	31/03/2022 (original target 31/03/2021)
Action promised	We will monitor progress with the recommendations of the Moving Rural Carmarthenshire Forward report through the Rural Affairs Advisory Panel and consider any new issues as they arise.		
Comment	Due to COVID-19 the Advisory Panel has not met but is due to be re-convened imminently. Awaiting confirmation of Panel membership. Progress on many of the actions has been taken forward during this time and will be reported in due course.		
<b>Service Head:</b> Noelwyn Daniel		<b>Performance status:</b> On target	

## PIMS Performance Report

<b>ACTIONS - Theme: WB05. Create more jobs and growth throughout the county</b>			
<b>Sub-theme: D-Strengthen the foundational economy and community resilience.</b>			
Action	14947	Target date	31/03/2022
Action promised	We will continue to support the early engagement of Local Businesses and have due regard to the effect of our procurement on the local economy		
Comment	<p>During this quarter (April – June 2021) Suppliers were met with virtually on a “first point of contact &amp; procurement link to local business” basis which provides procurement advice &amp; guidance on promoting their goods &amp; services to Carmarthenshire County Council. In excess of 20 suppliers were met with in this way during this quarter.</p> <p>The transition from a “meet &amp; greet” type session to a “virtual” meeting is now showing signs of becoming a popular &amp; effective means of meeting with suppliers and providers. Due to Covid19 &amp; the restrictions placed on Supplier Engagement, we are adapting our way of working &amp; are now involved in organising Virtual Procurement Surgery Sessions &amp; Webinars to replace &amp; further enhance procurement support available.</p> <p>We are currently focussing on offering a programme of virtual meetings, sessions, workshops &amp; webinars to local suppliers which will be rolled out over the next few months. These will be via Microsoft Teams.</p> <p>Further procurement support is now offered to suppliers &amp; provider as we are working in conjunction with Business Wales to organise “Live Tender Workshops”. The aim of the Workshops initiative managed by CCC Procurement &amp; delivered by Business Wales Tender Advisers is to pro-actively engage with suppliers who require this level of assistance with submitting their tenders via the electronic tender portal, Bravo.</p> <p>This type of Supplier Engagement Initiative has been held during this period, examples being a Virtual Market Engagement Event for the Domiciliary Care Services tender whereby 40 providers attended. These sessions were organised &amp; run by CCC Procurement Team. It was suggested that a Briefing Paper be drawn up for the event summarising the requirements &amp; specification of the tender which provided as much information as possible to providers prior to the tender advertisement. This allowed opportunity for providers to ask more relevant/pertinent questions at the virtual event.</p> <p>This is being followed by a Live Tender Workshop for the Domiciliary Care Services tender organised by CCC &amp; run in conjunction with Business Wales Tender Support Team, it is currently awaiting confirmation of a suitable date to hold the LTW.</p> <p>Early Market Engagement Events are currently being discussed for the forthcoming Mechanical &amp; Electrical Service Contracts with the contract being broken down into 35 lots, therefore emphasis is placed on supporting local businesses as best we can by providing an opportunity to attend such events &amp; by giving an opportunity to take part in the formation of the tender packaging &amp; specification for this framework.</p> <p>We are offering virtual one to one meetings to suppliers via a Virtual Procurement Surgery Session type supplier engagement which will be rolled out during September /Oct/Nov 2021. This gives opportunity to suppliers to speak to a procurement professionals on a one to one basis &amp; offering support &amp; guidance relating to forthcoming opportunities, referral to specific Lead Officers &amp; signposting to relevant Officers within the Council. One of these PSS will be devoted to Third Sector Organisations.</p> <p>With officers from the economic development and corporate policy team, procurement has been involved in a considerable piece of work with the Centre for Local Enterprises (CLES) as part of the Council’s Foundational Economy Challenge Fund project. This project links in further with the wider Carmarthenshire Public Services Board (PSB).</p> <p>This included a review of the Councils current approach, our Procurement spend, engagement with key stakeholders and suppliers (both current and prospective) and subsequently provided us with an Advancing progressive procurement action plan – this includes recommendations that will further support opportunities for the Council to build community wealth building into our procurement activity. One being to explore opportunities to localise spend, prioritising interventions where there is a strong overlap between leakage and local economic vulnerability and further develop our market engagement approaches with economic development colleagues.</p> <p>This work is closely aligned with the Council’s economic recovery plan with progressive procurement being a key theme of that plan. This will incorporate a “Think Carmarthenshire First” theme for under £25k spend where there are no current arrangements in place.</p> <p>The report and recommendations was endorsed by CMT in March 2021 and now a working group with representation from the Council’s procurement, economic development and corporate policy teams, with input and support from other relevant Council services and partners, will be established to further develop this work.</p>		
<b>Service Head:</b> Helen Pugh		<b>Performance status:</b> On target	

<b>ACTIONS - Theme: WB05. Create more jobs and growth throughout the county</b>			
<b>Sub-theme: G - Supporting local and digital economic growth</b>			
Action	14892	Target date	31/03/2023
Action promised	Work with partners to address issues in terms of superfast broadband access and mobile phone signal across the County and in particular in rural areas.		
Comment	<p>Significant Commercial Investment in Gigabit fibre build secured and ongoing at Cross Hands, Llangennech, Burry Port, Llanelli, and Carmarthenshire.</p> <p>Superfast Cymru 2 Investment Secured to connect 3300 of Carmarthenshire’s worst served rural premises. Fibre builds currently ongoing, due to complete September 2022.</p> <p>4 new Mobile masts currently being planned for some of Carmarthenshire’s most rural areas as part of the mobile industries new Shared Rural Network Investment.</p> <p>Up to 10 Gigabit Voucher Scheme Community Projects currently ongoing and at various stages across the County. Support being provided by Regeneration staff.</p> <p>24 Public Sector Sites being upgraded to full fibre to improve provision of and access to public services.</p>		
<b>Service Head:</b> Jason Jones		<b>Performance status:</b> On target	

<b>ACTIONS - Theme: WB06. Increase the availability of rented and affordable homes</b>			
<b>Sub-theme: A - Affordable Homes Delivery Plan</b>			
Action	14972	Target date	31/03/2023
Action promised	We will further develop relationships with internal and potential external customers to encourage collaboration and commercial opportunities to make best use of Carmarthenshire’s property-related Frameworks and operational teams		
Comment	We continue to work with partner organisations to develop key relationships with a view to developing collaborative projects.		
<b>Service Head:</b> Jonathan Fearn		<b>Performance status:</b> On target	

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## Policy & Resources Scrutiny Committee

20.10.21

### DIGITAL SCHOOLS STRATEGY ANNUAL REPORT 2021

**Purpose:** This annual progress report provides an update on Carmarthenshire County Councils Digital Schools Strategy 2018 - 2021.

In May 2018 Carmarthenshire County Council produced its first ever Digital Schools Strategy 2018 - 2021. That Strategy sets out our vision, underpinned by overarching principles and key priorities areas for the provision of ICT Services to Schools across Carmarthenshire. Within each of these key priority areas a number of key projects and outcomes were approved, and this Annual Report details the progress made over the last 12 months.

#### To consider and comment on the following issues:

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.

**Reasons:** To approve the content of the Digital Schools Strategy – Annual Report 2021

**To be referred to the Cabinet / Council for decision:** NO

#### CABINET MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

**Directorate:** Chief Executives

**Name of Head of Service:** Noelwyn Daniel

**Report Author:** Matthew Jenkins

**Designations:**

Head of ICT and Corporate Policy

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**EXECUTIVE SUMMARY**  
**POLICY & RESOURCES SCRUTINY COMMITTEE**  
**20.10.21**

**Digital Schools Strategy Annual Report 2021**

**Purpose:** This annual progress report provides an update on Carmarthenshire County Councils Digital Schools Strategy 2018 - 2021.

In May 2018 Carmarthenshire County Council produced its first ever Digital Schools Strategy 2018 - 2021. That Strategy sets out our vision, underpinned by overarching principles and key priorities areas for the provision of ICT Services to Schools across Carmarthenshire. Within each of these key priority areas a number of key projects and outcomes were approved, and this Annual Report details the progress made over the last 12 months.

<b>DETAILED REPORT ATTACHED ?</b>	<b>YES</b>
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**IMPLICATIONS**

<b>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 :</b>						
<b>Signed:</b> Noelwyn Daniel			Head of ICT and Corporate Policy			
Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

**CONSULTATIONS**

<b>I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below</b>	
<b>Signed:</b> Noelwyn Daniel	Head of ICT and Corporate Policy
<b>1. Scrutiny Committee</b> n/a <b>2. Local Member(s)</b> n/a <b>3. Community / Town Council</b> n/a <b>4. Relevant Partners</b> n/a <b>5. Staff Side Representatives and other Organisations</b> A draft copy of the Annual Report has been shared with the Digital Equity Steering Group.	



<b>CABINET</b>	<b>PORTFOLIO</b>	<b>HOLDER(S)</b>	
<b>AWARE/CONSULTED</b>			
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: -**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>
Digital Transformation Strategy 2017-2020		<a href="https://www.carmarthenshire.gov.wales/media/1213933/digital-transformation-strategy-2017-2020.pdf">https://www.carmarthenshire.gov.wales/media/1213933/digital-transformation-strategy-2017-2020.pdf</a>
Digital Technology Strategy 2018-2021		<a href="https://www.carmarthenshire.gov.wales/media/1213936/digi_tech_strat_doc.pdf">https://www.carmarthenshire.gov.wales/media/1213936/digi_tech_strat_doc.pdf</a>
Digital School Strategy 2018-2021		<a href="https://www.carmarthenshire.gov.wales/media/1213938/schools_strat_doc.pdf">https://www.carmarthenshire.gov.wales/media/1213938/schools_strat_doc.pdf</a>

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# Carmarthenshire County Council

Digital Schools Strategy 2018 – 2021

Annual Progress Report 2020/21



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[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

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[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

## Digital Schools Strategy 2018 - 2021 Annual Progress Report 2020/21



**In May 2018 Carmarthenshire County Council produced its first ever Digital Schools Strategy from 2018 to 2021. That Strategy sets out our vision, underpinned by overarching principles and key priorities areas for the provision of ICT Services to Schools across Carmarthenshire.**

Our strategy aims to improve the current provision of technology within schools, creating the conditions to allow everyone involved with delivering education in Carmarthenshire, along with

pupils and parents to take full advantage of the opportunities offered by digital technology in order to raise attainment, ambition and opportunities for all.

The strategy outlines the technology we will deliver and support within schools, underpinning the skills and confidence of teachers whilst improving access to digital technology for all learners. We want to ensure that digital technology is a central consideration in all areas of curriculum delivery and that ICT is embedded deeply to enhance the overall quality of education throughout the county. Our strategy sets out how we underpin our ambitious approach to transform the way we deliver our services to Schools and ensuring that our teachers can achieve the ambitions of the National Digital Competence Framework.

Whilst 2020 was a challenging year for everyone, it placed significant pressure on ICT to ensure that learning continued to be delivered at home whilst students were unable to attend their normal classes. The foundation provided within our strategy and in particular the move into the Hwb learning environment allowed teachers and students to maintain contact and to continue learning.

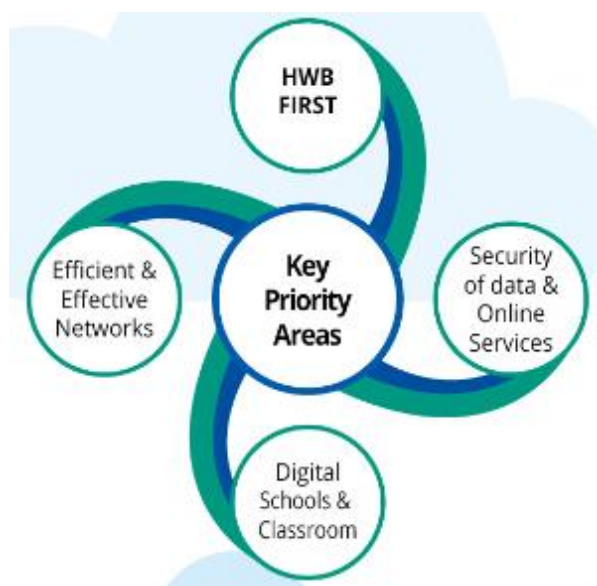
The Authority fully participates in the Hwb EdTech Programme, a transformational strategic initiative Welsh Government that has seen £92m of investment within schools in Wales. The objectives of the programme are fully aligned with several Carmarthenshire objectives and has seen our schools benefit from an investment in new infrastructure and devices of £3.27m in 2019/20 and £1.79m in 2020/21.

It was agreed by the Executive Board and Corporate Management Team that the Digital Schools Strategy would be reviewed annually, and we would report our progress in delivering on our key projects in this, our Annual Report.

## Why do we need a Digital Schools Strategy?

Carmarthenshire County Council's ICT Services Division provides extensive support and services to all schools across the Authority. Our Digital Schools Strategy provided the vision, underpinned by overarching principles and key priority areas for the provision of ICT Services to and in schools.

The schools' use of technology promotes innovative learning by digitally confident students, inspired by skilled and creative teaching. Welsh Government's Digital Competence Framework is distinct from ICT. Digital Competence is one of three cross-curricular responsibilities, alongside literacy and numeracy; it focuses on developing digital skills which can be applied to a wide range of subjects and scenarios that are transferable to the world of work.



This fully costed and resourced Digital School's Strategy outlines where we intend to take the ICT provision within Schools over the coming years, to ensure that schools have the appropriate technology to deliver the Digital Competence Framework. The audience for this Digital Schools Strategy are our schools, teachers, governors, staff and elected members.



ICT Services, through the Service Level Agreements it has in place with schools, articulates how we will continue to support schools of a day-to-day basis with its ICT support and services.

We will adopt the Sustainable Development Principles of the Wellbeing of Future Generations Act in our design and implementation of all transformational activity and new digital technologies to assist us in delivering the Future Generations Wellbeing Objectives



## A Digitally Enabled Carmartheshire

To help achieve this bold vision within Schools we must:

- Align all digital technology to the needs of teachers, learners, the Curriculum and the Digital Competence Framework.
- Fully migrate all schools to the Welsh Government HWB digital learning platform.
- Make digital connectivity and bandwidth the foundation of our schools technology stack, providing reliable and fast access to the Internet and HWB environment.
- Harness cloud environments to deliver technology anywhere, anytime for schools, teachers, staff and pupils.
- Decommission our central and schools based on premises infrastructure and replace with virtual cloud technology where at all possible.
- Assist schools wherever possible to achieve efficiency savings without affecting learning outcomes.
- Ensure schools have access to cost-effective ICT equipment, with a reasonable life span, that is supported by the central service and can be purchased within financial regulations.
- Provide timely remote and onsite support to ensure that essential equipment is available at key times.
- Provide appropriate web filtering controls to ensure that Internet users are safe online.
- Help and encourage schools to take ownership and responsibility of all matters relating to ICT within their school.

**ICT is an ever-changing environment. It is critical that the services and technology provided to schools underpins the key objectives of teaching and learning in order to enable students to reach their full potential and to fulfil the requirements of the Digital Competence Framework.**

# Overarching Principles

To achieve the ambitions laid out in this Digital Schools Strategy we will adhere to the following overarching guiding principles:



There are significant and compelling drivers to adopt a **HWB FIRST, CLOUD FIRST APPROACH** towards teaching resources, technologies and infrastructure. We will pursue and migrate to these solutions where at all possible.



Fully commit and align schools ICT provision to the **NATIONAL ICT AGENDA** as directed by Welsh Government where at all possible, to include but not limited to HWB, LiDW2, 21st Century Schools and the requirements of the Digital Competence Framework.



We currently host and support a variety of complex and ageing legacy technologies both centrally and within schools. Supporting and maintaining these is both resource intensive and educationally restrictive. We will seek to **RATIONALISE & CONSOLIDATE TO HWB** at every opportunity.



We will take advantage of potential benefits and efficiencies through the active investigation, pursuit and adoption of **NEW & EMERGING TECHNOLOGIES**. Where there is potential to add significant value within schools, we will pursue that technology.



We will strive to **IMPLEMENT ALL CHANGES** in a methodical and controlled manner. We will consult and communicate frequently with all relevant stakeholders.



Where there are opportunities to underpin and add value through **COLLABORATION**, we will do so, locally, regionally, nationally, across the education sector, the public sector, and private sector.

## Resources and Efficiencies

Throughout 2020/21 we have invested a significant amount of financial and staffing resources ensuring that our Schools continue to develop and improve their digital curriculum delivery and that technology is enhanced in order to raise attainment levels for all. We have made significant investments in our people and skills, digital systems and services, and in providing a robust and resilient infrastructure to underpin Education delivery across the County. In addition to the Service Level Agreement funding, all of which is reinvested in Schools ICT, we have invested the following over the past financial year:

### Capital Investment

- **£35K** on upgrading and enhancing Schools internet connectivity, working alongside Welsh Government and the all Wales Public Sector Broadband Aggregation team.
- **£360K** on ICT provision at new and refurbished schools via the Authority's Modernising Education Programme.

### People & Skills

Whilst 2020/21 has indeed been a very different year, we have invested **£12K** in upskilling ICT staff, providing them with the skills and ability to take our ambitious adoption of Digital Transformation and technology forward including the delivery of Schools ICT provision and support. In addition, we've taken advantage of fully funded local, regional and national development opportunities offered through Welsh Government, Academi Wales, the Institute of Leadership and Management and the Council's internal Learning and Development department.

Doing so is helping to develop and retain the Digital leaders and workforce of the future within Carmarthenshire who are working alongside colleagues in the Education department and Schools to shape our Digital Schools of the future.

The core Hwb Programme implementation team have also worked closely with Welsh Government, Microsoft and Google to manage our devices within their systems. Carmarthenshire was the first Authority in Wales to achieve integration on the greater part of its hardware estate.

### Efficiencies Delivered

- **£29K** annual savings delivered through the migration of Carmarthenshire Schools to the all Wales HWB Digital learning platform. This money has been reinvested in essential Cyber Security and Anti-Virus technology for all Schools.
- **£79K** of annual efficiencies for Schools via renegotiated Printing and Telecommunications contracts.
- **£33K** of revenue efficiencies achieved so far through the introduction of cashless catering systems across schools.
- **£25k** per annum from adopting the Hwb Device Management system instead of procuring an independent software package



## Engagement

In line with our departmental purpose, which is to “*engage with and understand our customers to help them deliver effective services*”, a significant amount of work has gone in to ensuring we are as proactive as possible in terms of customer care and engagement with Schools, our Education Department and Welsh Government throughout the year. This includes:

- Representing Carmarthenshire at the Welsh Technical Standardisation group, including piloting of presentation model to group.
- Representing Carmarthenshire on the Welsh Government Device Management forum, working closely with the Hwb Team, Microsoft and Google.
- Chair of the National Hwb EdTech Delivery Board for 2020/21
- Leading on all ICT related matters on the corporate Modernising Education project delivery board.
- 6 monthly technology development days for all secondary school ICT network managers.
- Attending quarterly meetings with all primary school’s digital champions.
- 6 monthly meetings with secondary school’s heads of curriculum for ICT.
- Attending primary schools head teacher meetings on at least a quarterly basis.
- Attending secondary school head teacher meetings.
- Regular attendance at Education department management team meetings.



## Modernising Education Programme

In addition to our ICT provision to schools via our Service Level Agreement, ICT Services also leads on all ICT related matters relating to the authority's Modernising Education Programme. This includes decisions and recommendations regarding the strategic direction of technology within new and refurbished schools as well as the delivery of that technology including procurement, configuration, installation and support.

Throughout 2020/21 we have successfully completed the full ICT implementation of Ysgol Pum Heol, Ysgol Llangadog and Ysgol Rhys Prichard, as part of our Modernising Education Programme. This work and investment has provided students and teachers with 21st Century technology to deliver first class digital education.

As part of our work across the MEP program we have modified our digital blueprint for Carmarthenshire schools to fully align with the Welsh Government Education Digital Standards document.



# HWB First



## Hwb Digital Learning Platform

**Management of all Windows and Chrome devices within Hwb platform** – During 2019/20, Carmarthenshire worked closely with Welsh Government, Microsoft and Google to manage devices within their respective systems, securely managed within Hwb. This has saved the Authority £25k per annum by migrating into the Hwb system that is supported by Microsoft and Google. The efficiencies have been reinvested into the school ICT service and into additional bandwidth for schools.

**Rollout of Devices via Hwb** – during the pandemic, a quick rollout of devices was essential to support teachers and learners in schools. With financial and technical support from the Hwb team, all 4785 Windows devices and 5552 Chromebooks were provisioned using the respective “White Glove” service. This means that devices were delivered directly to schools for them to log in using their Hwb username and password, knowing that they would work directly out of the box, putting them in the hands of learners far quicker and reducing visitors to schools during the pandemic. It further supported teachers in delivering lessons via the Hwb environment on equipment that provided a consistent and reliable experience.

**Provision of Learner Devices via Hwb** – the Authority has provided over 900 Chromebooks and Neverware Laptops (a Windows laptop converted to a Chromebook) to students to enable them to continue with their learning at home. These are all provisioned and managed, safely and securely within the Hwb environment, with additional web filtering enabled for enhanced safeguarding.

**Migration of all teacher and student data from on premises solutions into HWB’s secure platform** – Building on the planning carried out during 2019/20 and under challenging conditions in 2020/21, approximately 80% of all Primary School teacher data has now been migrated from onsite and local storage into the safe and secure Hwb cloud platform. All secondary schools have commenced the journey, with all providing their learning materials online. Two schools have eliminated nearly all of their on-premise data storage. Significant benefits have already been felt, with online lessons, student work and marked work all integrated within Hwb. It is planned that this will continue during 2021/22 until all onsite data storage is migrated.

**Migration of all schools websites from on-premise Umbraco solution into the HWB digital platform** – This work has been further delayed during 2020/21 as was not possible to provide adequate onsite training and hands-on migration support during the Covid pandemic. The decision to delay was also influenced by the potential risk of making any significant website

changes when many schools used their existing website for communication with parents. In the meantime, we have acted to ensure this delay has no adverse effect on Carmarthenshire Schools and the integrity of their websites. The existing on-premise environment has been updated and security patched to ensure optimized performance and that all Schools retain a fully functioning website for the foreseeable future.

## Hwb EdTech Programme

The EdTech Programme is an innovative and transformational scheme that aims to significantly improve the digital infrastructure within all maintained Schools in Wales. The scheme underpins the Education Digital Standards for Wales and aims to ensure that each Local Authority's has a plan in place to ensure that the ICT and learner experience each school is consistent, standardised and sustainable.



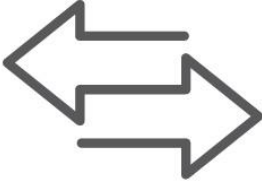









The Authority has worked closely with its schools to design and implement a long term Hwb Sustainability Scheme to ensure that the investment from Welsh Government is replaced as and when required into the future. Carmarthenshire was the first Authority in Wales to have a full sustainability scheme implemented.



With full access to schools anticipated during the next 12 months, it is expected that the deliverables of the project in terms of consistency, standardisation and sustainability will be fully achieved so that staff and students will receive the full benefits.

The sustainability scheme is reviewed annually to ensure that the hardware is replaced at the appropriate time, giving the best opportunities for staff and learners.

**Carmarthenshire has received a funding allocation of £3.27m in 2019/20 and £1.79m in 2020/21. Whilst access to schools has been challenging during the pandemic, they have already benefitted from the following works:**

Replaced data cabinets in <b>16</b> schools	Repaired/Extended <b>40</b> school networks	Implemented <b>318</b> switches at 74 Schools	Distributed and installed <b>1751</b> Staff Windows devices
			
Installed <b>3034</b> Student Windows devices	Rolled out <b>1500</b> connectivity docks on teacher desks	Provided <b>715</b> PC's	Distributed <b>5552</b> Chromebooks for Student Use
			
Enrolled <b>1350</b> existing Chromebooks into the management system	Provided <b>1669</b> student iPads – already enrolled into their new management system	Delivered <b>262</b> Trolleys for schools to safely and securely store and charge their devices	Replaced <b>103</b> broken screens and projectors across all schools
			



Welsh Government have provided an additional **3141** Chromebooks to schools and also granted a further allocation of **£878k** during 2021/22

## Efficient & Effective Networks



**Learning in a Digital Wales 2 (LiDW2) joint investment Project** – All schools have been upgraded as planned. With the developments within Digital Learning, impacted by the increase in numbers of devices, now that students have returned to the classroom this is having an effect on network connectivity in some schools. Three schools were upgraded to 1gbps as a pilot project with Welsh Government and we are currently working with BT PSBA to increase the bandwidth of two others. School internet usage is monitored and analysed on a weekly basis to ensure sufficient bandwidth is provided.

**Adoption of Cloud hosted web content filtering** – We worked closely with BT and Welsh Government colleagues throughout 18/19 to scope, test and configure this new collaborative, all Wales solution for Web filtering in Schools. All schools are now migrated to the solution with excellent results. During the initial lockdown period, we worked with Welsh Government, BT and their filtering provider to jointly develop a cloud-based filtering solution for Chromebooks that were lent to students at home. This now forms part of the standard offering to all schools within Wales.

**Schools Wireless Network maintenance and development** – The overall upgrade of the Wireless network was completed on time. However, with changing pupil numbers in schools and challenges to provide flexible and Covid-compliant learning, further developments have been made to the network in 2020/21.

## Security of Data & Online Services



**Expansion and evolution of schools' infrastructure cyber security capabilities** – Year-on-year, we have made improvements to our cyber-security portfolio, to ensure that our networks and data remain safe. We have installed a new core Firewall and have consistently ensured that our school filtering is on the latest security patch. Bandwidth requirements have increased significantly and with the new schools firewalls and switching purchased from our Hwb EdTech Programme allocations, over 70% of our schools have already been upgraded to take advantage of the new faster, safer technology. Remaining schools are scheduled for completion by end Summer holidays 2021.

The safety provided by the Hwb environment has already provided benefits to our email users, but with Blended Learning being a key feature of learning during lockdown, the safety from the Microsoft Teams and Google Meet applications within Hwb have provided important functionality in a safe and secure way.

**Review, upgrade and evolution of schools' antivirus and device encryption solutions** – The implementation of a cloud-based antivirus solution has been extremely successful, however through the Hwb EdTech collaboration with Welsh Government, access to other software packages have become available and the Primary Schools have been migrated to product within that portfolio. Secondary school provision is under review and a decision will be made in 2021/22. Currently Welsh Government are working on a central device encryption package for which we anticipate providing to our schools when it is available.

## Digital Schools & Classrooms



**Classroom Hardware Provision** – Significant savings and service improvements had been obtained from the standardisation and streamlining of our product portfolios. However, the implementation of the Hwb EdTech Programme, with its centralised purchasing framework and all-Wales economies of scale has now superseded this arrangement for high value items. The Carmarthenshire framework remains for consumables and small peripherals (such as

**Microsoft Enterprise Agreement (Software)** – The All-Wales agreement between Welsh Government and Microsoft has been immensely beneficial to our staff and learners. All students have access to Microsoft Office on 5 of their personal devices and all of our Windows devices have the latest versions of Windows 10 and Microsoft Office.

The most significant development in 2019/20 has been the full adoption of the Device Management services that are fully implemented within the Hwb environment. All new devices are already enrolled within Microsoft InTune or the Google Management Console, requiring all users requiring to authenticate with their Hwb username and password. This provides significant security and achieves many of our future identified security objectives.



# IMPACT OF COVID-19 on Schools ICT Service

## September 2021



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Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



Page 113

## KEY SERVICE STATISTICS DURING COVID-19

Supported over **2,200**  
**TEACHERS WORKING**  
**FROM HOME**



...plus an extra **150 LEARNING SUPPORT ASSISTANTS** who were supporting specific students or groups of students

Provided the following equipment to students at home:



**1,603 DEVICES**

**241 4G MIFI DONGLES**

Rolled out **CLOUD BASED**  
**WEB FILTERING**  
to **STUDENT**  
**CHROMEBOOKS**



by end of May

Implemented **1751**  
**NEW LAPTOPS TO**  
**TEACHING STAFF**



Installed over **160 new switches** by  
the **end of the Autumn Term**



### ICT in Schools

Our Digital Schools Strategy set out an ambitious vision to move our schools forward in several difference areas. The unexpected but extremely welcome introduction of the Hwb Programme, some £5.5m of Welsh Government funding, completely transformed the vision of ICT in Schools and came at a most opportune time, with devices arriving just after lockdown began.

Whilst the Strategy had started the transformation of the networks and hardware, access to the additional funding for infrastructure and devices allowed most of the original objectives to be achieved quicker than planned.

It was fortuitous that when the pandemic struck, that significant numbers of new devices had been ordered and were on their way from the manufacturers. This put us in an extremely favourable position to respond quickly to ensure that our teaching staff were able to continue teaching from home, using Microsoft Teams or Google Classroom.

## Our Digital Schools Strategy: How it affected our response during the Pandemic:

### *Hwb First*

The decision was made in 2018 to move all locally hosted email and collaboration services into the Hwb environment. Whilst there were several objectives behind the decision, it also meant that staff and learners had invested significant time in Hwb and they were developing quality skills from using the applications within it.

With staff and students familiar with Hwb and some schools already sharing homework and other tasks within the environment, it was natural progression for all virtual learning to transition into Hwb as well. Whilst it cannot be underestimated how difficult the journey from physical to virtual teaching was for some staff, the hard work of the staff and the schools did achieve the transition for everyone.

Since students have returned to their physical classrooms, a significant amount of learning has remained within Hwb and schools are eager not to lose the benefits and skills achieved from transitioning to an online delivery. Consideration is being given in 2021/22 as to whether providing each student with their own device is practical, affordable and achievable.

There remains a challenge to continue investing staff time in using all of the different packages within Hwb and to ensure that teachers and learners are trained in and adopt any new functionality.

### *Efficient & Effective Networks*

Whilst the school networks were not under pressure during lockdown, it did give the opportunity to upgrade the infrastructure without directly affecting teaching and learning.

39 schools received upgraded network switching (funded by the Hwb project) during the Summer Term, when ICT Support Staff were allowed to revisit school premises.

The remainder of schools will be completed by October 2022.

### *Security of Data & Online Services*

Having moved the core schools systems into Hwb, there was significant confidence that the data storage and provision of any online services were extremely safe. With regulation from Welsh Government and our own ICT Security Officer, plus regular testing from the Hwb Team, the investment in security from all parties has been considerable.

During the pandemic, all new devices provided to both staff and students were linked to Hwb and all users were required to authenticate with their Hwb username and password in order to gain access to the device, before being asked to re-enter the details again to access the Hwb platform.

In order to keep learners safe online at home, any loaned Chromebooks were also enrolled in cloud-based web filtering so that students would have the same level of protection as in school. Carmarthenshire was the first Authority in Wales to roll-out this functionality after an extensive testing programme.

Whilst the iPads loaned from the Authority did not have filtering enabled, these were targeted at Foundation Phase learners, when the device was used under the supervision of an adult.

## Digital Schools & Classrooms

When learners returned to school, with their schoolwork focused on the resources contained within Hwb, it was imperative that the devices purchased from the Hwb Programme funding were circulated to schools quickly. Approximately 8,000 devices were circulated to schools between June 2020 and October 2020. A further 5,800 devices were circulated to schools between January and July 2021 to keep our students learning.

Every teacher now has their own allocated device, centrally managed and updated using the Hwb environment. This gives all teaching staff the tools to remote teach should a further lockdown or firebreak occur. There was also a dedicated process implemented to ensure that any existing laptops that were faulty were able to be replaced using a fast-track process to ensure continuity of teaching.

### What other responses were required?

Working under guidance from Welsh Government and alongside the Education Department, IT Services provided over 1600 devices and nearly 250 connectivity devices to learners at home.

The effort and logistics committed to supporting our learners via the Continuity of Learning Programme should not be under-estimated and although it was achieved in the end, the rollout of devices was not as quick as anticipated.

The Welsh Government strategy was to re-use older devices from schools and to turn them into Chromebooks. The time and effort required to contact schools, wait for them to clear their data and then to meet ICT staff was significant and progress at times was frustrating. Many devices came from schools without chargers and additional time was spent and costs incurred in obtaining new and waiting for them to be delivered before they could be distributed.

Distribution required a set of policies and procedures, checked by other CCC officers to ensure that schools staff were kept safe whilst issuing devices and that the exercise was legally compliant. If this exercise were repeated, the Authority would manage the distribution of the devices to eliminate inconsistencies between different distribution hubs. In some cases, learners who were directly supplied from the Local Authority had a far better and quicker experience than those supported by a Hub.

### Overall...

**the pandemic put significant demands on the Schools ICT Service and staff responded well under often difficult conditions. However, if there were to be a further lockdown, some elements (particularly supporting students at home) would be approached very differently.**



## What Challenges Did We Face?

- The balance of deploying a major replacement project whilst not being able to have access to school buildings or permitted to work in close proximity to school staff was particularly challenging.
- Some key (but not critical) elements of the Hwb project were delayed due to access issues or because schools did not want internet access interrupted during term time. This has set the overall infrastructure element back by several months, although end-users and particularly learners, have not been affected.
- Connectivity for learners at home was alleviated in the short term by the provision of 4G MiFi dongles by Welsh Government (although funded by Carmarthenshire) but for a minority, overall usage was low.
- The coordination of over 1600 devices to students at home was a huge logistical and technical project that consumed significant resources but did not reach learners as fast as anticipated.
- Upskilling teaching staff to move from a classroom-based delivery to online delivery was a significant task, although support from Education and schools staff ensured everyone was able to support learning.

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

The rollout of significantly increased numbers of devices and the large-scale adoption of online/blended learning is a huge achievement and has permanently changed the way learning is delivered.

With online and blended learning now firmly embedded into the provision of education, schools are now revising their plans to ensure that the method of delivery continues. With the potential for recording lessons and making learning materials available safely within the Hwb environment, it allows students to revisit lessons and for those isolating at home to remain learning whilst recovering from illness.

Long term, there remains the challenge of ensuring that students have access to devices in order to undertake their learning at home and in school. Whilst the Hwb Programme will ensure that there are greater numbers of devices available, further discussions are taking place about how this can be improved.

Connectivity is also critical and whilst the Authority is taking every opportunity to lobby all stakeholders to improve connectivity within the County, affordability for families should not be forgotten.

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## Policy & Resources Scrutiny Committee

20.10.21

### VACCINATION POLICY

**To consider and comment on the following issues:**

The Authority has developed a new vaccination policy for its staff

**Reasons:**

To ensure the Authority has a clear and consistent process and procedure in place in relation to its staff for the roll out of the COVID19 vaccination programme.

**To be referred to the Cabinet / Council for decision:** Yes

**CABINET MEMBER PORTFOLIO HOLDER:-** Councillor Mair Stephens

**Directorate:**

**Name of Head of Service:**

Paul R Thomas

**Report Author:**

Paul Thomas

**Designations:**

Assistant Chief Executive  
(People Management)

**Tel/Email addresses:**

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[PRThomas@carmarthenshire.gov.uk](mailto:PRThomas@carmarthenshire.gov.uk)

**EXECUTIVE SUMMARY**  
**POLICY & RESOURCES SCRUTINY COMMITTEE**  
**20<sup>TH</sup> OCTOBER 2021**

**Vaccination Policy**

**Background & Summary**

Carmarthenshire County Council's role in assisting with the roll of the vaccination programme has been overseen by a Vaccination Tactical Group, and this Group was tasked with developing a vaccination Policy for the Authority that sets out clearly the Authority's approach to vaccination and the ancillary workforce issues that surround it.

The policy has been developed to reflect the changes in guidance and regulation coming from Welsh Government.

The Policy was originally scheduled for discussion earlier in the year but was held back pending national advice / guidance relating to mandatory vaccination. To date there has been no decision on this matter, and so our policy strongly encourages all staff to take up the offer. The policy will be reviewed as and when new guidance is received.

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:** Paul R Thomas, Assistant Chief Executive (People Management)

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

### 1. Policy, Crime & Disorder and Equalities

This policy supports the wider issue of Employee wellbeing and Welsh Government/National Government's objectives to combat the Covid19 Pandemic.

### 2. Legal

As above. As the Law currently stands, as an Employer, we are unable to enforce our staff to be vaccinated. Should this change, then the policy will be amended accordingly.

### 3. Finance

There is no cost to receiving the vaccination, but there may be direct costs of releasing staff to have their vaccinations, which will be accommodated within existing departmental budgets.

### 4. Staffing implications

As above.

## CONSULTATIONS

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

**Signed:** Paul R Thomas, Assistant Chief Executive (People Management)

1. Scrutiny Committee N/A

2. Local Member(s) N/A

3. Community / Town Council N/A

4. Relevant Partners N/A

5. Staff Side Representatives and other Organisations

Trade Unions have been consulted on this Policy at the CERF meeting held on 12<sup>th</sup> February 2021

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

Include any observations here

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**  
There are none

# COVID-19 VACCINATION POLICY

May 2021

[carmarthenshire.gov.uk](http://carmarthenshire.gov.uk)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



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## 1. Background

The Government is currently rolling out its national COVID-19 vaccination programme. Carmarthenshire County Council fully supports the Covid-19 vaccination process and aims to ensure that all employees get the opportunity to receive the vaccine when this is offered to them.

The aim of this Policy is to clearly set out the Authority's approach to all aspects of the COVID-19 vaccination in relation to our employees.

## 2. Scope

This policy and procedure applies to all Carmarthenshire County Council employees excluding staff on the complement of locally managed schools. Schools may wish to adopt a similar approach.

## 3. Vaccination Process

Vaccinations are free of charge on the NHS. They are being administered according to a priority list at vaccination centres, including some hospitals, sports facilities, conference centres and GP surgeries.

We encourage employees who are not registered with a GP to do so as soon as they can. See [NHS 111 Wales - Local Services : GPs - Information and Links](#) for information on how to do this.

## 4. Individual's decision

We ask that, when a coronavirus vaccination becomes available, employees take the opportunity to be vaccinated. We understand that this is ultimately each individual's choice, but we encourage our workforce to make an informed decision by:

- reading up about COVID-19 vaccinations via official sources,
- paying attention to the information the NHS provides when offering a vaccine; and
- being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.

We would also encourage any of our employees who have concerns to discuss these directly with their line manager.

## 5. Further information

Information on the national COVID-19 vaccination programme is set out at:

[www.phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information](http://www.phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information)].

## 6. Time off for vaccination appointments

To assist our workforce, and where appointments fall within your normal working hours, we are providing employees with time off during 2021 to attend COVID-19 vaccination appointments.

Employees should obtain approval from their line manager in advance of taking time off to attend a COVID-19 vaccination appointment. They should give their line manager as much notice as they can that they would like to take time off for this purpose.

Line managers may, at their discretion, ask employees to produce evidence of their appointment (for example an appointment card or email/text inviting them to a COVID-19 vaccination appointment).

To facilitate this, appropriate time off with pay will be granted for employees who receive a vaccination appointment during working hours.

Time off will not be credited to an employee who receives a vaccination appointment outside normal working hours.

Time off is provided for the two vaccination appointments for 2021 only.

## 7. Return to work following vaccination appointments

Following a vaccination, employees should be able to resume their normal activities, including working, as long as they feel well.

This means that employees should return to work as soon as they can after their vaccination appointment. If it is not practical for the employee to return to work immediately after their appointment, for example if it is towards the end of their working day, they should discuss alternative arrangements with their line manager.

However, employees who are unwell after receiving a coronavirus vaccination should take sickness absence in the usual way and should notify their line manager as soon as reasonably practicable, preferably before they are due to start work.

## 8. Treating colleagues with respect

We recognise that the subject of the COVID-19 vaccination programme can be divisive and lead to the expression of strong opinions. However, employees must

remain responsible and respectful when communicating with their colleagues about COVID-19 vaccinations.

Employees must not act against colleagues in a way that could amount to bullying or harassment, for example mocking a colleague's views on COVID-19 vaccinations or foisting their own views on COVID-19 vaccinations on others.

For example, the harassment or intimidation of colleagues because of their views or individual circumstances may lead to disciplinary action, up to and including dismissal.

Any employee who is offended by, or concerned about, a colleague's behaviour in this regard should raise the matter with management and/or can raise a formal complaint by referring to our [Behavioural Standards in the Workplace guidance](#).

#### 9. Travelling claims for Covid19 Vaccinations

The costs of travelling to receive the vaccination will not be covered.

#### 10. Staff who refuse to have the Covid 19 vaccination

As an employer, we cannot compel our employees to be vaccinated if they do not wish to do so. However, we are supportive of the Covid 19 vaccination programme and would strongly encourage you to take up the offer of a vaccine, particularly if you are working in a client / patient facing role. We would also encourage any of our employees who have concerns to discuss these directly with their line manager.

However, there may be instances where staff who perform specific roles with Services Users who are clinically potentially at greater risk of serious illness from Covid19, who for a range of reasons may not be vaccinated. In these rare situations, the Authority may need to undertake a risk assessment to ensure that both Employees and Service users are safeguarded, and that we endeavour to assess and minimise the exposure to risk of harm.

**THIS POLICY IS BEING KEPT UNDER REVIEW AND WILL BE UPDATED AS  
NEW LEGISLATION OR GUIDANCE IS PUBLISHED.**

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## Policy & Resources Committee

20<sup>th</sup> October 2021

### ETHICAL EMPLOYMENT IN SUPPLY CHAINS POLICY AND MODERN SLAVERY, ETHICAL EMPLOYMENT IN SUPPLY CHAINS STATEMENT

#### Recommendations / key decisions required:

1. To receive comments on the Ethical Employment in Supply Chains Policy and;
2. To receive comments on the Council's annual Modern Slavery, Ethical Employment in Supply Chains Statement

#### Reasons:

1. As part of the Council's sign up to the Welsh Government's Code of Practice – Ethical Employment in Supply Chains in June 2018 one of the 12 commitments (No.1) was to produce a written policy on ethical employment within our own organisation and our supply chains. Once produced we are required to communicate the policy throughout our organisation and we will review it annually and monitor its effectiveness.
2. Our 11th commitment is to produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains.

Relevant scrutiny committee to be consulted YES – Policy and Resources – 20<sup>th</sup> October 2021

Cabinet Decision Required YES – 8<sup>th</sup> November 2021 (PEB 4<sup>th</sup> Oct 2021)

Council Decision Required NO

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

Directorate:  
Corporate Services / Chief Executive's

**Names of Directors:**  
Chris Moore

**Report Authors:**  
Helen Pugh

Clare Jones

Colleen Evans

Designations:

Director of Corporate Services

Head of Revenues & Financial Compliance

Principal Procurement Officer

Senior HR Advisor

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**EXECUTIVE SUMMARY**  
**Policy & Resources Committee**  
**20<sup>th</sup> October 2021**

**Ethical Employment in Supply Chains Policy and  
Annual Modern Slavery, Ethical Employment in Supply Chains Statement**

The Welsh Government contacted all Local Authorities across Wales on the 9th February 2018, requesting the Council’s adoption of the Code of Practice – Ethical Employment in Supply Chains. In June 2018 Carmarthenshire County Council formally committed to signing up to the Code and an action plan was produced by the Corporate Procurement Unit and colleagues in Policy and HR to take this forward.

As part of our commitment we are required to produce a written policy on ethical employment within our own organisation and our supply chains. Once produced we are required to communicate the policy throughout our organisation and we will review it annually and monitor its effectiveness.

A further commitment is to produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains.

A Social Partnership and Public Procurement (Wales) Bill is out for consultation which ended on the 23<sup>rd</sup> April 2021. This proposed Bill is looking to ensure the delivery of Fair Work through Procurement and to place duties on contracting authorities to explore options for delivering fair work. The proposal is to look at the inclusion of fair work practice questions and living wage, including due diligence on overseas supply chains, Employee voice and representation – union recognition, access to workers, collective bargaining; Security and flexibility; Opportunities for access growth and progression; Safe, Healthy and inclusive working environment; Legal rights supported and given substantive effect and Equality and diversity. This Bill will place duties on contracting authorities on the procurement cycle as a whole, not just the “advert to award” stages.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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**IMPLICATIONS**

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

**Signed: Helen Pugh** **Head of Revenues & Financial Compliance**

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

**1. Policy, Crime & Disorder and Equalities**

To ensure ethical employment in our supply chains.

## 2. Legal

We need to ensure that the Council complies with all relevant legislation.

## 5. Risk Management Issues

The Council will be required to carry out regular reviews of expenditure and undertake a risk assessment on the findings, to identify products and/or services where there is a risk of modern slavery and/or illegal or unethical employment practices within the UK and overseas.

# CONSULTATIONS

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

Signed: Helen Pugh

Head of Revenues & Financial Compliance

### 1. Scrutiny Committee

Policy & Resources Scrutiny Committee will be consulted at its meeting scheduled for 20<sup>th</sup> October 2021

2. Local Member(s) N/A

3. Community / Town Council N/A

4. Relevant Partners N/A

5. Staff Side Representatives and other Organisations

Consulted with the TU's on the draft Policy in November 2019.

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

Cllr David Jenkins

**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
Ethical Employment in Supply Chains Policy		Intranet
Modern Slavery, Ethical Employment in Supply Chains Statement		Intranet

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# Ethical Employment in Supply Chains Policy

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



## Ensuring Equality of Opportunity

All employees are required to adopt a positive, open and fair approach and ensure this policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

In addition, the Welsh Language Standards ask us to 'ensure that the Welsh language is treated no less favourably than the English language' and this principle should be adopted in the application of this policy and procedure.

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the Procurement Team who will, if necessary, ensure the policy/procedure is reviewed accordingly.

If you require this publication in an alternative format please contact the Corporate Procurement Unit.

## Overview

The aim of this policy is to set out clearly the context for ethical trade and employment practices for Carmarthenshire County Council within our own organisation and our supply chain. We are committed to ensuring a high standard of practice to eradicate acts of modern day slavery and human trafficking within our business and multi-tier supply chain. This Policy has been written by the Corporate Procurement Unit and will be embedded throughout the Council.

**The Modern Slavery Act 2015** was introduced to criminalise slavery, forced servitude and human trafficking in the UK, we acknowledge our responsibility to the Act and expect our suppliers to observe best practice and continue to seek improvements throughout their supply chains.

We have signed up to the Welsh Government's **Code of Practice on Ethical Employment in Supply Chains** to show our continued commitment to the development of more ethical supply chains in delivering our contracts. In signing up to the Code the Council has agreed to comply with the 12 commitments designed to eliminate modern slavery and support ethical employment practices. These commitments are embedded into this policy.

## **Our Commitment & Approach**

This policy will be communicated throughout Carmarthenshire County Council. The Corporate Procurement Unit will monitor and review this policy's effectiveness and the Council has appointed an Anti-Slavery and Ethical Employment Champion.

In line with the *Code of Practice* Commitments we pledge to comply with the following:

### **Employment practices**

- The production of a whistle-blowing policy - Our existing whistle-blowing policy has been updated to reference the Welsh Government's Code of Practice on Ethical Employment in Supply Chains and encourages workers to 'blow the whistle' where it is reasonably believed malpractice has taken place or is likely to take place.
- Ensure employment practices are mainstreamed in the procurement process - We will require that a copy of this policy is included in all tenders.
- We will ensure that false self-employment is not undertaken and that umbrella schemes and zero hour contracts are not used unfairly - We will mitigate any risk of unethical employment by assessing the eligibility of all self-employed claims against HMRC guidelines and ensure that umbrella schemes and agencies are registered with appropriate regulation bodies. In addition to this, the People Management team will review casual working arrangements on a regular basis, to ensure that workers are afforded the rights to be recognised with employee status, where appropriate.
- We will ensure that workers are free to join a trade union without discrimination - Our policies ensure that staff are able to join trade unions without discrimination.
- The Council pays our employees the Foundation Living Wage (non-statutory) as a minimum and we will encourage our suppliers to do the same.
- We will ensure that all those undertaking work on an outsourced contract are treated fairly and equally - In accordance with the "Transfer of Undertakings (Protection of Employment) Regulations 2006" employees' rights are protected when the organisation or service they work for transfers to a new employer. Outsourced contracts are also subject to the Welsh Government Code of Practice on Workforce Matters (Two Tier Code). The County Council will continue to observe these regulations.

## **Training**

- The delivery of a training programme on modern slavery and ethical employment – Alongside our colleagues in Learning and development we will identify the training needs of staff, and provide appropriate, ongoing training in order to ensure an understanding of modern slavery and human rights abuses, including human trafficking. We will adopt the Welsh Government's eLearning module as part of this process.

## **Procurement Tendering & Contract Management**

- Questions on ethical employment practices will be included in tenders as appropriate and incorporate appropriate contract conditions.
- Information on the Welsh Government's Code on Ethical Employment in Supply Chains will be provided in new tenders and suppliers will be encouraged to sign up to the Code when appropriate.
- Work with suppliers to ensure that working arrangements do not compromise ethical employment practices - We will work with our suppliers to ensure that they do not compromise ethical employment practices. We will ensure that suppliers are paid in good time.
- Assess expenditure to identify and address issues of modern slavery, human rights abuses and unethical practice - We will review supplier expenditure, and work with our departments to identify high risk suppliers. We will work with suppliers to rectify issues of illegal or unethical employment practice. We will monitor employment practices of high risk suppliers.
- We will ensure that, where appropriate, tender specifications contain clear, effective ethical procurement criteria, which encompass economic, social and environmental factors.

## **Process**

We will also communicate the Welsh Government's *Code of Practice on Ethical Employment in Supply Chains* to our existing suppliers with the expectation they sign up to the Code as far as is reasonable and practical.

## **Measuring & Reporting**

This policy will be monitored and measured, and progress on its implementation will be reported at the Policy and Resources Scrutiny Committee.

We will produce an annual written statement of our progress on ensuring that slavery and human trafficking are not taking place in the organisation and supply chain - The annual statement will be submitted to the Executive Board and CMT for Approval, It will be signed off by the Anti-Slavery and Ethical Employment Champion and published on the County Council's website.



# Modern Slavery, Ethical Employment & Supply Chains Statement

2021-2022

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



In accordance with the Modern Slavery Act 2015, Carmarthenshire County Council recognises it has a responsibility as an employer to be aware of the potential for instances of modern slavery and to report such instances or concerns to the relevant body. We are committed to acting ethically and with integrity and transparency in all business dealings. We will put effective systems and controls in place to safeguard against any form of modern slavery taking place within the Council or our supply chain.

In June 2018, the Council's Executive Board signed up to the *Welsh Government's Code of Practice on Ethical Employment in Supply Chains* which aims to ensure that all public sector organisations are taking action to eradicate unlawful and unethical employment practices.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes Carmarthenshire County Council's Ethical employment and supply chains statement for the financial year ending 2022.

It sets out the Council's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains.

Modern Slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

We work with a variety of suppliers from large corporations, sub-contractors to small to medium local suppliers providing a wide range of services. Our supply chain members are diverse, not only in the goods and services that they provide but also in the size and structure of their organisations. We encourage smaller businesses to apply to join our supply chain in order to promote local business initiatives in Wales.

Where appropriate the Council will, as part of its tendering and contracting process, seek assurances from suppliers and potential suppliers that they have no knowledge of any of the above forms of modern slavery within their organisations or supply chains. The Council will expect that those suppliers take responsibility to seek similar assurances from their own supply chains.

In addition, the Council will ensure that staff involved in procurement activities will undertake relevant training via the Welsh Government e-learning module.

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

- **Recruitment policy.** We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all directly employed staff, and agencies on approved frameworks are audited to provide assurance that pre-employment clearance has been obtained for agency staff, to safeguard against human trafficking or individuals being forced to work against their will.
- **Equal opportunities.** As an equal opportunities employer we have a statutory duty to promote equality under the Equality Act 2010, and are fully committed to creating and ensuring a non-discriminatory and respectful working

environment for our staff. We have a range of controls to protect staff from poor treatment and/or exploitation. These include provision of fair pay rates, fair terms and conditions of employment, and access to training and development opportunities. All employees are required to adopt a positive, open and fair approach and ensure the Council's Equality and Diversity Policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

- In addition, the **Welsh Language Standards** ask us to 'ensure that the Welsh language is treated no less favourably than the English language' and this principle should be adopted within the Council and our supply chain.
- **Safeguarding and Whistleblowing.** Our policies and procedures provide clear guidance so that our employees are clear on how to raise safeguarding concerns about how colleagues or people providing our services are being treated, or about practices within our business or supply chain without fear of reprisals.
- **Employee Code of Conduct and behavioural standards guidance.** These make clear to employees the actions and behaviours expected of them. The Council strives to maintain the highest standards of employee conduct and ethical behaviour.
- **Ethical Employment & Supply Chains Policy.** This policy sets out the context for ethical trade and employment practices for the Council and our supply chains and outlines our commitment, steps taken and future planned steps to address slavery and human trafficking risks.

During 2021-2022 as part of our commitment to preventing modern slavery and human trafficking the Council will undertake the following activities:-

- Make staff aware of the Modern Slavery Act 2015 and inform them of the appropriate action if they suspect a case of slavery or human trafficking.
- Ensure that consideration of the modern slavery risks and prevention are added to procurement strategies and contract terms and conditions include references to modern slavery and human trafficking.
- Deliver training on Modern Slavery and Ethical Employment Practices to staff procuring goods and services.
- Communicate our commitment to the Welsh Government's Code of Practice on Ethical Employment in Supply Chains both internally and within our supply base.

This statement was approved on xx/xx/20xx by xxxx who will review and update it annually.

Signed ..... (Anti-Slavery and Ethical Employment champion)

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## Policy & Resources Scrutiny Committee 20 October 2021

### CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES – MAY & JULY 2021

#### Recommendations / key decisions required:

1. To consider and scrutinise the content of the PSB minutes from its virtual meetings on 4 May and 15 July 2021.

#### Reasons:

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

Cabinet Decision Required                      NO

Council Decision Required                      NO

CABINET MEMBER PORTFOLIO HOLDER:- Cllr. Emlyn Dole, Leader

**Directorate:** Chief Executive

**Name of Head of Service:**

Noelwyn Daniel

**Report Author:**

Gwyneth Ayers

**Designations:**

**Head of ICT & Corporate  
Policy**

**Corporate Policy,  
Performance & Partnership  
Manager**

**Tel Nos.**

01267 224659

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**EXECUTIVE SUMMARY  
POLICY & RESOURCES SCRUTINY COMMITTEE  
20 October 2021**

**Carmarthenshire Public Services Board (PSB) Minutes –  
May & July 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 May 2021 Carmarthenshire PSB meeting were approved by the PSB at its 15 July 2021 meeting and the minutes of the July 2021 meeting were approved by the PSB at its 29 September 2021 meeting.

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

<b>DETAILED REPORT ATTACHED?</b>	YES
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**IMPLICATIONS**

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

**Signed: 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

**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 – 20 October 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

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		Cymraeg <a href="http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf">http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf</a> English <a href="http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf">http://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-en.pdf</a>
Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards		Cymraeg <a href="http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-cy.pdf">http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-cy.pdf</a> English <a href="http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-en.pdf">http://gov.wales/docs/dpsp/publications/170817-public-services-boards-guidance-en.pdf</a>

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2.00pm, Tuesday 4 May 2021  
Virtual 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
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
Huw Thomas	Hywel Dda University Health Board
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	National Probation Service
Wyn Morris	Department for Work and Pensions
Andrew Charles	Welsh Government

### In attendance

Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Amy Richmond-Jones	Mid and West Wales Fire & Rescue Service
Alun Harries	Carmarthen Town Council
Isabel Macho	Carmarthenshire County Council
Russel De'Ath	Natural Resources Wales (Item 3)
Heléna Herklots	Older People's Commissioner for Wales (Item 4)
David McKinney	Older People's Commissioner for Wales (Item 4)
Gareth Rees	Older People's Commissioner for Wales (Item 4)

### 1. Welcome and Apologies

Barry Liles, Chair, welcomed everyone to the virtual meeting, new members Wyn Morris and Andrew Charles, and guests were introduced.

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Maria Battle	Hywel Dda University Health Board
Ros Jervis	Hywel Dda University Health Board
Andrew Cornish	Coleg Sir Gâr
Helen Roderick	Brecon Beacons National Park Authority

### **3. Environment (Wales) Act – Biodiversity and Resilience of Ecosystems Duty / Nature Partnership / State of Nature Resources Report**

#### Environment (Wales) Act – Biodiversity and Resilience of Ecosystems Duty / Nature Partnership

Isabel Macho, Biodiversity Officer for CCC, provided a presentation on Section 6 of the Environment Act – Biodiversity Duty. In addition to the climate emergency, we also have a nature emergency, and one cannot be considered without the other. The Environment Act complements provisions within the WBFGA and applies to all public bodies and the PSB. To comply with the S6 duty, public bodies should embed the consideration of biodiversity and ecosystems into early thinking and business planning, including policies, plans, programmes and projects, as well as day-to-day activities. The Environment Act provides multiple benefits which can enable public bodies to deliver against their well-being goals. It also introduces Area Statements which must be considered in the preparation of Well-being Assessments which in turn inform the PSB well-being plans.

An example of an ecological network was shown with suggestions on how it could be improved. Grassland habitats could be better managed by mowing at a higher level and less often as grassland is good at storing carbon. Species affected by climate change can be helped by installing bird and bat boxes. Cleaning products can also be damaging to watercourses and consideration should be made in procuring environmentally sensitive products.

Carmarthenshire Nature Partnership (CNP) has been in existence for 20 years and is part of the Local Nature Partnership Cymru network. It has a number of partners including CCC and NRW as public bodies and other organisations such as Butterfly Conservation, Wildfowl and Wetland Trust, Wildlife Trust. The CNP has a Nature Recovery Plan for the county reflecting the national objectives. There is also close working with the South West Area Statement team within NRW. The CNP receives a small amount of funding annually which will be used to produce a State of Nature Report for Carmarthenshire, working alongside partners, and various projects to support action.

A wildlife in your ward profile has been produced for each ward within the county and will be circulated to raise awareness of wildlife in these areas and what can be done to help.

#### State of Nature Resources Report (SoNaRR)

Russel De'Ath, Lead Specialist Advisor for NRW, gave a presentation on SoNaRR. NRW have a duty to produce this report every 5 years and feeds into the Future Trends Report and WG Natural Resources Policy. It is an evidence base on the extent to which the sustainable management of natural resources is being achieved and is based on four key aims:

- Stocks of natural resources are safeguarded and enhanced (extend and condition)
- Resilient ecosystems

- Healthy places for people (air quality/pollution, waste management, noise pollution, water pollution, land use and soils, invasive non-natives, flood risk)
- A regenerative economy (sustainable production and consumption and our overseas footprint)

There is evidence to show that we are taking far more from the earth than we are giving back, and the conclusion from SoNaRR is that to tackle challenges, we need transformational change in the food, energy and transport systems. Wales Environmental Information Portal has information to support the production of the well-being assessment, also the Area Statements sets out challenges at a local level. There is a need to consider marine and coastal issues, particularly for communities at threat from rising sea levels. An offer was made for support to facilitate a Three Horizons workshop which is a future scanning tool.

The Healthy Environment Delivery Group is progressing this work. The natural environment is under immense pressure and there is a need to find a solution to address this for future generations. Public sector organisations understand the message, but it needs to be highlighted amongst the private sector. Land use going forward may be influenced by post Brexit policies. Examples given demonstrate that this should be key part of the PSB work programme going forward.

ACTION	
Healthy Environment Delivery Group to consider what can be done to assist in reducing phosphate levels	HEDG
Environment and biodiversity key part of future work programme moving forward	HEDG
Circulate Nature Recovery Plan and Wildlife in your Ward documents to members when available	PSB Support Team
Circulate briefing note on SoNaRR	PSB Support Team

#### 4. Older People's Commissioner for Wales: Age-friendly Communities

Heléna Herklots, Older People's Commissioner for Wales, stated that, as we transition through stages of the pandemic, there is a need to ensure that our ageing population is not forgotten. A presentation was provided on age-friendly communities, where older people feel valued, respected and included and communities support people to age well.

The WG draft strategy, which was open to consultation prior to March, outlined its vision to support people of all ages to live and age well. The 'Leave no-one behind' report, launched last August, outlines key areas with medium and long term actions. WHO have identified age-friendly domains which cover all aspects of community life that need to be considered when making plans. Two projects currently in existence within Carmarthenshire are Connect and Bwcabus.

The aspiration of an age-friendly Wales is to be progressed by Local Authorities. There is a National Age-friendly Steering Group, and Community of Practice which enables practitioners to connect with each other. Locally, the benefit would be for older residents to engage in shaping the place they live. The WHO Network application requirements were outlined and assistance with the application process was offered by the OPCW. It was clarified that the application would need to be made by the local authority but working in partnership is crucial.

Emlyn Dole confirmed that he is supportive of the work and of working with others, but there is a need to scope out prior to proceeding. Martyn Palfreman added that he was pleased that Connect was shown as good practice and mentioned other programmes that support older people. He said there are opportunities for the RPB to work alongside the Council.

ACTION	
Invite Heléna Herklots to a future RPB meeting	Martyn Palfreman
Agreement in principle to take forward discussion on Age-friendly Communities with RPB on regional approach	PSB Support Team & Martyn Palfreman

## 2. Minutes and Matters arising

### 23 March 2021

The minutes were accepted as a true and accurate record.

### Action Log

Updates were provided on previous actions.

## 5. Carmarthenshire Well-being Plan Updates

### Foundational Economy Challenge Fund Public Sector Food Procurement Project

The project finished at the end of March 2021. Discussions are being held with WG and other funding streams regarding Phase 2 which will focus on the development of local food supply.

In terms of procurement, reports and recommendations have been sent to the anchor organisations, the procurement officers will meet, and an invitation extended to partners not previously involved.

### Natural Resources Wales funding update

A progress report was provided for the two successfully delivered projects – tree planting and green infrastructure.

Huwel Manley thanked Kate Harrop and Wendy Phillips for their work on this grant which had been a challenge in terms of the process. He added that there is uncertainty around the funding for the new financial year.

### Coronavirus Volunteering Recovery fund update

The website and learning platform are live and will be officially launched during Volunteering Week 1-7 June. Courses can be accessed by partners in the meantime.

### Workplan

Updates on the workplan were shown in bold.

It was agreed to consider utilising NRW funding for the social and green solutions for health, therefore an early decision on future funding would be beneficial.

There will be a further series of workshops taking place at the end of May focusing on the four key areas of progressive procurement as identified in the workplan.

### Annual Report

The PSB is required to submit their annual report by the end of July. The report should reflect what has been achieved over the last 12 months against the Well-being Plan. The report will be considered by the Policy and Resources Scrutiny at their 10 June meeting, a draft will be circulated to members mid May for comment.

ACTION	
Circulate link to new Volunteering website and learning platform	PSB Support Team
Circulate draft Annual Report for members' comments prior to submission to Policy and Resources Scrutiny Committee in June	PSB Support Team

### **6. Town Centre Public Service Hubs**

The group has met twice since the last meeting with the University also joining in the discussions. An invitation was extended to any other organisations wishing to join.

Assets have been mapped in Llanelli, Ammanford, Carmarthen, and the 10 towns which has identified a cluster of towns with many assets. A pilot project is being considered for Llandovery and Llandeilo as there may be more effective use of these assets. The next piece of work is to map out the need in those areas as it is apparent that each organisation will have different requirements.

There was a discussion on locations where outdoor meetings can be held.

ACTION	
Members to provide a list of outdoor working/meeting areas available within the county	All

### **7. Well-being Assessment Update**

It was agreed at the last meeting to work in partnership with Ceredigion, Pembrokeshire and the RPB. The regional funding from WG will be utilised for a project co-ordinator post. Members approved the joint methodology framework for undertaking the assessment of local well-being, and also endorsed the submission of an application to Co-production Network for Wales for their support in engagement activity during this round of assessments and over the course of the next five years.

**ACTION**

Nominate a data lead and engagement lead for the Well-being Assessment	All
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**8. Any Other Business**

It was agreed that the move to using Zoom had enabled better simultaneous translation.



**2.00pm, Thursday 15 July 2021**  
**Virtual Meeting**

<b>MINUTES</b>
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<b>Present</b>	
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Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr Emlyn Dole	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
CI Shaun Bowen	Dyfed Powys Police
Ruth Mullen	Carmarthenshire County Council
Kevin Jones	Mid & West Wales Fire and Rescue Service
Cllr Elwyn Williams	Mid & West Wales Fire and Rescue Service Authority
Ros Jervis	Hywel Dda University Health Board
Anna Bird	Hywel Dda University Health Board
Huw Thomas	Hywel Dda University Health Board
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Andrew Charles	Welsh Government
Andrew Cornish	Coleg Sir Gâr

<b>In attendance</b>	
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Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Jason Jones	Carmarthenshire County Council
Sharon Burford	Carmarthenshire County Council
Richard Reynolds	Carmarthenshire County Council
Gareth Jones	Carmarthenshire County Council
Ceri Jenkins	Carmarthenshire County Council

<b>1. Welcome and Apologies</b>
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Barry Liles, Chair, welcomed everyone to the virtual meeting, new member Cllr Elwyn Williams and guests were introduced.

<b>Apologies</b>	
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Name	Organisation
Maria Battle	Hywel Dda University Health Board

Rhian Dawson	Hywel Dda University Health Board
Supt Gary Phillips	Dyfed Powys Police
Carys Morgans	Office of the Police and Crime Commissioner
Christine Harley	National Probation Service
Martyn Palfreman	West Wales Regional Partnership Board

## 2. Carmarthenshire Economic Recovery & Delivery Plan

Jason Jones, Head of Regeneration, gave a presentation on the work to aid economic recovery in the County.

A report on the impact of Covid on Carmarthenshire businesses was presented to the Council's Executive Board in June 2020. Two groups were established – Business and Economy Recovery Group (internal) and Business Advisory Group (external). The outcome of the subsequent independent review by consultants was positive.

Key points referred to:

- Projections indicate that GVA and Employment will unlikely recover to pre pandemic levels within three years without intervention.
- An overview was provided on the 11 themes – capital infrastructure; business support; town centre economy; procurement; planning; rural economy; communities; digital connectivity; skills; tourism and events; land assets.
- The delivery plan aims to support 6,500 businesses, create 2,000 jobs, improve skills and qualifications of 750 individuals, help 1,000 individuals back into employment, increase local procurement spend by £20m, digital connectivity investment of £10m and access to superfast broadband for 95% of premises.
- Looking at an innovation strategy focusing on procurement, health and well-being, digital information, climate change and green recovery. Cardiff University is assisting with this work and will also include engagement with stakeholder cohorts, which the PSB were invited to participate in.
- Future funding opportunities – previous support from the PSB was appreciated and it is hoped would continue.
- Better Ways of Working - In addition to the Property Group looking at assets, land could also be included in a data map, creating hubs for agile working, collaborative space for public sector and test trading for independent trading/food market etc.

The request for involvement in the Stakeholder Engagement Group was endorsed and a request made for regular feedback on progress.

- It is anticipated that the 10 Towns will see an increase in footfall due to agile working. There will also be a focus on town centre accommodation in the primary towns, possibly by purchasing town centre premises.
- The objectives of the procurement programme will be communicated with the various sectors to enable diversification to ensure local supply chain.

Huwel Manley stated that NRW has a large estate in Carmarthenshire and would welcome engagement on potential ways to deliver wider objectives.

**ACTION**



Regular feedback on progress with implementing the Economic Recovery Plan to be provided to PSB	Jason Jones
Link in with Huwel Manley on potential ways to deliver wider objectives	Jason Jones
Ensure PSB engagement as a stakeholder cohort in the development of the Innovation Strategy	Jason Jones
Schedule update on Community Renewal Fund feedback at a future meeting	PSB Support Team

### 3. Swansea Bay City Deal Pentre Awel Project Update

Sharon Burford, Project Manager, and Richard Reynolds, Project Officer, provided a presentation on the Pentre Awel, which is a Carmarthenshire County Council project.

The site, which covers 83 acres of land, will have four zones and areas of green space with the potential for social prescribing:

1. City Deal and Leisure
2. Housing and Assisted Living/Residential Care
3. Assisted Living and Business Expansion
4. Hotel

The key aim is to have a site that is accessible to all and multi-generational. The focus to date has been on zone 1 which benefits from £80m of public sector investment – £40m from the Swansea Bay City Deal Programme to fund the business, education, research and health components; £27m CCC capital programme to fund replacement leisure facilities and £15m towards infrastructure for the site i.e. footways and cycleways, public realm, landscaping and main carpark. Zone 1 will be owned and operated by the Authority and the Business Plan was formally approved in March. An overview of its layout was provided which was developed following engagement with multiple stakeholders.

A continuum of education, skills and training has been developed to encourage people back into education, skills and training. Most of the training available is around health and care but also includes construction, support services such as administrative and reception and digital training. Providers are in place for each element and a Memorandum of Understanding signed with University of Wales Trinity Saint David, Coleg Sir Gâr, Swansea University and Cardiff University.

A clinical delivery and clinical research centre will support the shift towards community-based care. It is designed to optimise and place students and trainees in a clinical setting. The procurement of Zone 1 is currently out to tender and due to close next week.

It is recognised that the wider determinants of well-being are health, job creation, access to services, skills, training, and community cohesion. A public exhibition was held with the local community, and it was suggested by PSB members that this be repeated to encourage local use of the facilities. It was also suggested that consideration be given to the potential need over the next 20-30 years and building places that can adapt.

Consider ways that Pentre Awel can work for local communities, local businesses and third sector.	All
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#### 4. Swansea Bay City Deal Digital Infrastructure Project Update

A presentation was provided by Gareth Jones, Digital Programme Manager, on the latest developments. The key aim for the connectivity is speeds above 1000mbps, with priority given to those who do not currently have superfast broadband.

Carmarthenshire benchmarks very well against other rural authorities in terms of commercial investment of fibre build. Superfast Cymru 2 investment has been secured with £9.2m to connect 8,600 of worst served premises across the Swansea Bay City region; 3,300 in Carmarthenshire. There are four, potentially five, new mobile masts being built in the most rural parts of Carmarthenshire with work ongoing to identify sites. Mobile is a valid alternative to broadband. There are currently ten Gigabit Voucher Scheme Community Projects in place with others in the pipeline. Seven are with DCMS awaiting approval, they will use the voucher scheme to discuss with suppliers to get better broadband – there are currently four suppliers active in the county. WG recently announced they will be topping up the scheme.

The project has been signed off and agreed by all parties and the regional digital infrastructure governance is in place. Adverts are currently out for the Project Manager post, resources for each local authority and a Specialist Advisor.

Significant Regional investment:-

- £3.5m from regional partners, primary local authority
- £9.2m of Superfast Cymru funding, impacting 3,300 properties in Carmarthenshire
- £290k DCMS Rural Gigabit Connectivity Hub
- £500k for Community broadband projects
- £400k for open access wireless ‘Internet of Things’

Workshops will be held in the coming months and partners/stakeholders will be invited. There was a brief conversation on the Internet of Things and it was agreed that a presentation be brought to a future meeting.

ACTION	
Provide details of marketing and media contacts to Gareth Jones	All
Invite PSB members/contacts to various Digital Project Workshops	Gareth Jones
Discuss further digital inclusion and Internet of Things (IoT) opportunities with health board colleagues	Huw Thomas & Gareth Jones
Internet of Things presentation to be brought to a future meeting	PSB Support Team
Contact PSB partners to exploit assets for IoT network & infrastructure	Gareth Jones
Presentations to be circulated to PSB Members	PSB Support Team

#### 5. Minutes and Matters arising

4 May 2021

The minutes were accepted as a true and accurate record.

Action Log

Updates were provided on previous actions.

## 6. Carmarthenshire Well-being Plan Updates

### Foundational Economy Challenge Fund Public Sector Food Procurement Project

Although funding ended at the end of March, work is ongoing in relation to procurement. This is a key part of the Economic Recovery Plan.

In terms of the food element, Gwyneth Ayers is engaged in various projects, both public sector and community, in developing the local food chain to ensure alignment of projects. There are a few potential funding applications in terms of progression especially looking at collaboration in the produce sector. An update will be brought back when appropriate.

Carmarthenshire Food Network is an exciting project led by CAVS. It was established and brought together community based stakeholders e.g. foodbanks, community growing schemes, allotments, orchards, producers etc.

This will be included within the workplan in future rather than an agenda item.

Discussions are ongoing on the proposal of phase 2 to further progress the work.

### Coronavirus Volunteering Recovery fund update

Work with the consultants is coming to an end and draft reports have been received. Some amendments are to be made prior to taking to the Strong Connections Delivery Group for discussion.

Work with volunteering and the learning platform continues to develop along with the volunteering strategy.

### Town Centre Public Service Hubs

Meetings are ongoing around a possible collaboration in Llandeilo. A location has been identified with potential for agile working co-location, customer facing opportunities and outreach facility for staff working in the community. Proposals are being costed. Support in principle was sought from PSB members with each one taking to own organisation to progress. There is growing commitment and support in making this work.

### Workplan

(This item was not discussed, however a number of updates had been provided during the meeting.)

ACTION	
Re-establish PSB Procurement links in order to progress recommendations of CLES report	PSB Support Team
Advise Gwyneth Ayers of developments and projects relating to the food sector to be progressed in partnership	All
Liaise with Anna Jones to ensure links with CAVS regarding volunteer funding	Barry Liles
Town Centre Hubs proposal to be brought to September meeting	PSB Support Team

## 7. Well-being Assessment Update

An overview of recent developments was provided and progress has been made in a number of key areas. A Regional Survey Group was set up to develop the survey which is themed around the seven well-being goals. Survey should be live from early August to end September. There are discussions with RPB colleagues to ensure joint engagement opportunities considered between population assessment and well-being assessment.

Regional Engagement Plan – looking at other opportunities for engagement with a toolkit being drafted to facilitate discussions. A number of stakeholder events are to be held in the county.

A map of the Upper Super Output Area was circulated, however feedback from the Future Generations Commissioner from the previous assessment was that data should be more local. It was suggested that the Upper Super Output Area is used as a starting point and can capture survey data from postcode. Development of community profiles for the 6 areas to be looked at going forward. Following discussion on the USOA and MSOA, it was agreed to use the USOA but for data sets available at MSOA level to be identified.

The new Regional Well-being Project Coordinator is due to start in post on 2 August. Unfortunately, the Co-production Network bid discussed at the last meeting was unsuccessful. The Digital Information System, Gorwel, is currently being tested before going live and consideration given to if it can be used for the well-being assessment. The Well-being Assessment timeline was discussed - although the deadline is May, publication is aimed for March 2022, prior to the Local Government elections.

Andrew Charles informed that the work under the Well-being of Future Generations Act to develop national milestones, look at gaps in national well-being indicators in the context of Covid, and the Future Trends Report. These are scheduled for publication in December 2021 but there will be a consultation in the Autumn.

ACTION	
Identify data sets which are available at Middle Super Output Area (MSOA) Level	Kate Harrop
Circulate link to the Well-being of Future Generations’ National Well-being: Indicators, Milestones and Trends blog <a href="https://shapingwalesfuture.blog.gov.wales/">https://shapingwalesfuture.blog.gov.wales/</a>	PSB Support Team
National Well-being: Indicators, Milestones and Trends to be included on a future agenda.	PSB Support Team

## 8. Any Other Business

Barry Liles welcomed Ros Jervis back to the meeting and thanked her and her team for the hard work undertaken during the Covid pandemic.

## POLICY & RESOURCES SCRUTINY COMMITTEE 20<sup>th</sup> OCTOBER 2021

### FORTHCOMING ITEMS FOR NEXT MEETING TO BE HELD ON 10<sup>TH</sup> DECEMBER 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.

<b>Proposed Agenda Item</b>	<b>Background</b>	<b>Reason for report</b>
		<p>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></p> <p><i>If the item is for information or for noting, can the information be provided in an alternative format i.e, via email?</i></p>
TIC Annual Report 20/21	This Annual Report details the work of the TIC Programme over the last year and outcomes achieved thus far.	The 'Transform, Innovate and Change' programme was launched in response to the significant financial challenges being faced by the Council. A dedicated team was established to support a programme of radical and transformational change across the Council, and to seek opportunities to drive out waste and inefficiency by delivering more purposeful services.
Revenue & Capital Budget Monitoring Report 2021/22	This is a standard item which allows members to undertake their monitoring role of the departmental and corporate budgets.	The Committee is being requested to scrutinise the budget information.
Mid-Year Treasury Management and Prudential Indicator Report 1st April 2021 to 30th September 2021	This is a standard quarterly update in relation to Treasury Management	The Revised CIPFA Treasury Management Code of Practice 2017 stipulates that there should be regular reporting to Members and Member scrutiny of the treasury policies. The Policy and Resources Scrutiny Committee is responsible for ensuring this effective scrutiny of the treasury management strategy and policies.

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.
September 2021 PSB minutes	The Well-being of Future Generations (Wales) Act 2015 notes the requirement that a designated local government scrutiny committee is appointed to scrutinise the work of the PSB. In Carmarthenshire, the Council's Policy & Resources Scrutiny Committee has been designated as the relevant scrutiny committee.	To consider and scrutinise on the content of the PSB minutes.

**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.**

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

10 <sup>th</sup> June 2021	21 <sup>st</sup> July 2021	20 <sup>th</sup> October 2021	10 <sup>th</sup> December 2021	14 <sup>th</sup> January 2022	2 <sup>nd</sup> February 2022	1 <sup>st</sup> April 2022
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	<del>Sickness Absence Monitoring Report – Half Year Q2</del> 2021/22 Moved to January meeting	November 2021 PSB minutes	Revenue Budget Strategy Consultation 2021/22 to 2024/25 [Moved from January]	Quarterly Treasury Management and Prudential Indicator Report 1st April 2021 to 31st December 2021
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	Sickness Absence Monitoring Report - Half Year Q2 2021/22 [Moved from December]	Five Year Capital Programme 2022/23 - 2026/27 [Moved from January]	Revenue & Capital Budget Monitoring Report 2021/22
<del>Sickness Absence Monitoring Report – end of year</del> 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	Quarter 2 performance management report [Moved from December]	Treasury Management Policy & Strategy 2022/23 [Moved from January]	Policy & Resources Scrutiny Committee Actions and Referrals Update
Revenue & Capital Budget Monitoring Report 2020/21	Policy & Resources Scrutiny Committee Actions and Referrals update	Quarter 1 performance management report	Mid-Year Treasury Management and Prudential Indicator Report 1st April 2021 to 30th September 2021		Revenue and Capital Budget Monitoring Report 2021/22 [Moved from January]	Quarter 3 performance management report
Policy & Resources Scrutiny Committee Annual Report 2020/21	Annual Digital Transformation [and Technology] Strategy Report	Digital Schools Strategy Annual Report 2021 [moved from July meeting]	Policy & Resources Scrutiny Committee Actions and Referrals Update		Business Plans [added 11/10/21]	Learning Policy [added 11/10/21]
CCTV Policy	Sickness Absence Monitoring Report - end of year 2020/21	Annual Treasury Management and Prudential Indicator Report 2020-2021 [moved from July meeting]	September 2021 PSB minutes			

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

	Handling Personal Data Policy [added 13/7/21]	Vaccination Policy [added 26/7/21]	Quarter 2 performance management report Moved to January meeting			
		Ethical Employment in Supply Chains Policy and Annual Modern Slavery, Ethical Employment in Supply Chains Statement [added 11/10/21]				

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

**Council Meetings:** 12<sup>th</sup> May; 19<sup>th</sup> May [AGM]; 9<sup>th</sup> June; 14<sup>th</sup> July; 15<sup>th</sup> September; 13<sup>th</sup> October; 10<sup>th</sup> November; 8<sup>th</sup> 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)**

<b>COMMUNITY SERVICES</b>				
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
<b>DEVELOPMENT OF A NEW TENANT TYPE CHALLENGE PANEL</b>	Jonathan Morgan – Head of Homes and SCr/Les James	Housing		24 <sup>TH</sup> May 2021
<b>UNIVERSAL CREDIT AND RENTS UPDATE RENT ARREARS POSITION STATEMENT</b>	Jonathan Morgan – Head of Homes and Safer Communities/ Jonathan Willis	Housing		26 <sup>th</sup> April 2021
<b>ANTI SOCIAL BEHAVIOUR POLICY</b>	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
<b>CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN</b>	Jonathan Morgan – Head of Homes and Safer Communities/ Rachel Davies/ Gareth Williams	Housing	January 2022	February 2022 (Budget)
<b>DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2019/20</b>	Jake Morgan – Director of Communities/Silvana Sauro	Social Care & Health		TBC
<b>DOG BREEDERS LICENCE UPDATE (Change of Policy / Legislation – awaiting WG confirmation)</b>	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)**

<b>EDUCATION &amp; CHILDREN</b>				
<b>Subject area and brief description of nature of report</b>	<b>Responsible Officer</b>	<b>Executive Portfolio</b>	<b>Scrutiny Committee to be consulted</b>	<b>Date of expected decision by Executive Board</b>
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 <sup>th</sup> 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

Wednesday, 21 July 2021

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

**Councillors:**

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

**Also in attendance:**

Councillor L.M. Stephens, Deputy Leader;  
C.A. Davies, Executive Board Member for Communities and Rural Affairs;  
P. Hughes-Griffiths, Executive Board Member for Culture, Sport and Tourism;  
D.M. Jenkins, Executive Board Member for Resources;

**The following Officers were in attendance:**

C. Moore, Director of Corporate Services;  
N. Daniel, Head of I.C.T. and Corporate Policy;  
J. Jones, Head of Regeneration;  
J. Morgan, Head of Homes & Safer Communities;  
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);  
G. Ayers, Corporate Policy and Partnership Manager;  
A Clarke, Lead Business Partner (HR);  
H. Font, Fitness for Work Manager;  
L. Evans, Senior HR Advisor;  
S. Rees, Simultaneous Translator;  
L. Jenkins, Executive Board Support Officer;  
J. Owen, Democratic Services Officer;  
M.S. Davies, Democratic Services Officer.

**Virtual Meeting: 10.00 am - 1.05 pm**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

There were no declarations of personal interest.

**3. PUBLIC QUESTIONS**

No public questions had been received.

**4. CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2020/21**

The Deputy Leader presented the Council's draft Annual Report for 2020/21 together with the relevant Well-Being Objective [WBO] detailed reports falling within the remit of the committee namely:

- WBO5 - Tackling poverty;

- WBO14 - Promoting Welsh language and culture;
- WBO15 - Building a Better Council and Making Better Use of Resources.

It was noted that it was a requirement of the Local Government (Wales) Measure the Authority must publish an Annual Report on past performance by the end of October each year.

Amongst the issues raised on the report were the following:

#### **WBO5**

- In response to a comment relating to the ban on evictions during the covid pandemic and the consequent expectation that the number of households threatened with homelessness might have been less than indicated in the report it was agreed that the Executive Board Member for Housing be requested to provide further information on this matter and also the Authority's future housebuilding plans;
- the Executive Board Member for Communities and Rural Affairs noted a concern that there were households which were unable to benefit from Welsh Government's Flying Start initiative as they were not in areas which qualified;
- the Council was thanked for its action in regard to the provision of food parcels and then payments in lieu of free school meals;
- In response to a query it was confirmed that the Pupil Development Grant was included in the budget for this year. There had been no indication about any future withdrawal of the grant, the impact of which would be significant, and it was considered that the only thing Welsh Government could, or might, do in the future would be to transfer the grant to the Revenue Support Grant;
- The Executive Board Member for Culture, Sport and Tourism, in response to a comment, agreed to make enquiries as to whether Valleys Regional Park funding could be made more widely available for parks which currently did not qualify under the initiative;

#### **WBO14**

- It was noted that the Executive Board Member for Culture, Sport and Tourism had already agreed to do all that was possible to ensure that businesses in Carmarthenshire were able to benefit from the visitors expected for the Urdd Eisteddfod 2023;

#### **WBO15**

- the Executive Board Member for Resources agreed to ascertain the amount of money spent on external contractors when work was above the capacity of the Council's own workforce.

A concern was expressed over the backlog of requests for the provision of pavements, in rural areas particularly, which impacted on the ability of people to keep fit and 'Age Well' within the context of the Annual Report and also in regard to safe walking routes to schools. It was noted that this did not fall within this Committee's remit and it was suggested the Environmental and Public Protection Scrutiny Committee be asked to consider the issue of pavement provision.

**UNANIMOUSLY RESOLVED to recommend to the Executive Board that the**



**draft Annual Report 2020/21 be endorsed.**

**5. STRATEGIC EQUALITY PLAN ANNUAL REPORT 2020-21 AND ACTION PLAN 2021-24**

The Executive Board Member for Communities and Rural Affairs presented the Strategic Equality Plan Annual Report 2020-21, and the Action Plan for 2021-24, 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.

Amongst the issues raised on the report were the following:

- A concern was expressed that the Ward Profiles accessed through the Council's corporate website did not appear to have up-to-date information in areas such as the population characteristics, socio-economic position based on occupation and housing type and tenure and that such information was vital when trying to address inequality and support communities. The Executive Board Member for Communities and Rural Affairs agreed to follow up the matter;
- In response to a query regarding the much larger percentage [81%] of female staff who had sought well-being advice and support via the Employee Well-being Advice and Support Centre compared with male staff it was suggested that men appeared to be less inclined to seek help but the Assistant Chief Executive (People Management & Performance) agreed to raise the matter with his team;
- Reference was made to the excellent work undertaken by the Equality and Diversity Task & Finish Group (Black, Asian, and Minority Ethnic) and in particular the decision to erect appropriate interpretation boards at the base of the monument to Sir Thomas Picton.

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

**6. WELSH LANGUAGE ANNUAL REPORT 2020-21**

With reference to minute 7 of the meeting held on the 5<sup>th</sup> October 2016 the Executive Board Member for Culture, Sports, Tourism presented the Annual Report in relation to the Welsh language and compliance with the Welsh Language Standards during 2020-21. The Report had been produced in order to comply with the Welsh Language Commissioner's monitoring arrangements.

Amongst the issues raised on the report were the following:

- In response to a comment regarding the changing of Welsh place-names to English the Executive Board Member for Culture, Sports, Tourism commented that the Council's concerns had been conveyed to Welsh Government which was considering the matter;
- The Assistant Chief Executive (People Management & Performance) agreed to ascertain the language record figures for the 2460 school-based staff included in the language skills data;
- In response to a comment that St. David's Day should be a bank holiday the Executive Board Member for Culture, Sports, Tourism responded that many celebrations took place at schools which might not otherwise be the case if it was a bank holiday. The matter was being discussed by Welsh Government.

**UNANIMOUSLY RESOLVED to recommend to the Executive Board that the Annual report on the Welsh Language 2020-21 be endorsed.**

**7. DIGITAL TRANSFORMATION STRATEGY AND DIGITAL TECHNOLOGY STRATEGY ANNUAL REPORT 2021**

The Deputy Leader presented the Digital Transformation Strategy and Digital Technology Strategy Annual Report 2021 in accordance with commitments given within both the Digital Transformation Strategy 2017-2020, approved by the Executive Board in May 2017, and The Digital Technology Strategy 2018 – 2021 approved by the Executive Board in May 2018. A commitment had been given within both strategies to produce an annual report.

Amongst the issues raised on the report were the following:

- In terms of the transition to, and increased reliance on, Cloud services the Head of ICT & Corporate Policy gave an assurance that there was a very detailed Disaster Recovery plan for the Authority's infrastructure and tests were regularly undertaken;
- In response to a query the Head of ICT & Corporate Policy commented that, following the adoption of the Bring Your Own Device Policy, members could now have Outlook installed on their own devices to access features such as their council in box and diary;
- Members were assured that all Carmarthenshire's schools had excellent connectivity and funding had been made available to ensure they had the necessary IT devices and equipment;
- the Head of ICT & Corporate Policy outlined progress being made with regard to improving connectivity to all areas of the County which included initiatives within the Swansea Bay City Deal;
- the Head of ICT & Corporate Policy agreed to ascertain the reason why, in Wales between 2018 and 2020, there had been a decrease in the percentage of households which could access the internet from 89% to 88%;
- the Head of ICT & Corporate Policy agreed to follow up a concern regarding the backlog of funding applications awaiting approval by the Department for Culture, Media and Sport to enable the provision of superfast broadband to communities where it was needed;
- In regard to access to services by people who had limited or no digital access members were advised that the Council's services could also be accessed at the Council's Town Centre Hwbs and via phone;
- The Deputy Leader, in response to a concern, advised that the Corporate Governance Group was already cognisant of the inequalities which might increase between those who had access to IT and those without;
- the Head of ICT & Corporate Policy agreed to circulate details of the voucher scheme to support rural communities where possible to increase digital connectivity;
- the Head of ICT & Corporate Policy, in response to a comment, advised that dialogue with the Health Board was ongoing in terms of the sharing of data which would particularly benefit integrated teams.

**UNANIMOUSLY RESOLVED that the Digital Transformation Strategy Digital Technology Strategy Annual Report 2021 be endorsed.**

## 8. HANDLING PERSONAL DATA POLICY

The Deputy Leader presented a proposed 'Handling Personal Data Policy' which would replace the existing 'Handling Personal Information Policy' and 'Procedure and Breach Reporting & Response Policy' both of which had exceeded their review dates and required updating to reflect changes in working practices, the use of new IT and decisions and guidance issued by the Information Commissioner's Office.

Amongst the issues raised on the report were the following:

- It was noted that the policy would be supported by more user-friendly information on the Council's website and e-learning modules;
- The Head of Revenues and Financial Compliance advised that data breaches were reported to the Corporate Governance Group the minutes of which were submitted to the Governance and Audit Committee.

**UNANIMOUSLY RESOLVED to recommend to the Executive Board that the Handling Personal Data Policy be endorsed.**

## 9. SICKNESS ABSENCE MONITORING REPORT - END OF YEAR REPORT - 2020/21

### [DURATION OF MEETING

At 1:00 p.m. during consideration of this item, the Committee's attention was drawn to Standing Order 9 'Duration of Meeting' and the fact that the meeting had been underway for 3 hours. It was therefore

**RESOLVED to suspend Standing Orders to allow the remaining items on the agenda to be considered.]**

The Deputy Leader presented a report which provided sickness absence data for the cumulative period ending 31st March 2021 and an overview of the employee wellbeing support provided.

Amongst the issues raised on the report were the following:

- Reference was made to the excellent role played by staff who had volunteered as wellbeing champions within departments to help promote wellbeing initiatives and signpost individual staff members seeking help;
- The Committee was apprised of various arrangements which had been put in place during the current pandemic with regard to support provided to new staff;
- In response to a comment the Assistant Chief Executive (People Management & Performance) acknowledged that with the increase in home working, combined with the new ways of working initiatives, the Authority's learning and development packages needed to be reviewed so that managers had the ability to lead and manage staff on a 'remote' basis moving forward;
- The Employee Wellbeing Manager agreed to include the number of staff who do not turn up for appointments at the Occupational Health Centre in future reports.

**UNANIMOUSLY RESOLVED that the report be received.**

**10. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT**

The Committee received the Non-Submission report.

**UNANIMOUSLY RESOLVED** that the report be noted.

**11. FORTHCOMING ITEMS**

**UNANIMOUSLY RESOLVED** that the list of forthcoming items to be considered at the next scheduled meeting to be held on the 20<sup>th</sup> October 2021 be received.

**12. POLICY & RESOURCES SCRUTINY COMMITTEE ACTIONS AND REFERRALS UPDATE**

**UNANIMOUSLY RESOLVED** that the report detailing progress in relation to actions, requests or referrals emerging from previous scrutiny meetings, be noted.

**13. MINUTES - 10TH JUNE 2021**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting held on the 10<sup>th</sup> June 2021 be signed as a correct record.

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**