

# Document Pack



sirgar.llyw.cymru  
carmarthenshire.gov.wales

**WEDNESDAY 14<sup>TH</sup> OCTOBER 2020**

**TO: ALL MEMBERS OF THE COUNTY COUNCIL**

I HEREBY SUMMON YOU TO ATTEND A **VIRTUAL MEETING** OF THE **COUNTY COUNCIL** WHICH WILL BE HELD AT **2.00 PM** ON **THURSDAY, 22<sup>ND</sup> OCTOBER, 2020** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Janine Owen</b>
<b>Telephone (direct line):</b>	<b>01267 224030</b>
<b>E-Mail:</b>	<b>JanineOwen@carmarthenshire.gov.uk</b>

NOTE: If you require Welsh to English simultaneous translation during the meeting please telephone 0330 336 4321 Passcode: 34827598# (For call charges contact your service provider)

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

# AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTERESTS.
3. CHAIR'S ANNOUNCEMENTS.
4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9<sup>TH</sup> SEPTEMBER 2020 5 - 12
5. PUBLIC QUESTIONS (NONE RECEIVED).
6. QUESTIONS BY MEMBERS:-

**6.1 QUESTION BY COUNCILLOR ALUN LENNY TO COUNCILLOR EMLYN DOLE, LEADER OF THE COUNCIL**

“The Office of National Statistics recently reported that almost 700,000 people found themselves out of work between March and July due to Covid-19. By the end of July unemployment rose to more than 4%. With the furlough scheme expiring at the end of this month, (October 31st) it's inevitable that unemployment will increase again. We cannot hide from the bleak winter ahead. So, with this in mind, is this Authority confident there is sufficient welfare support in place for its residents, and that this support is readily available?”

**7. TO CONSIDER THE FOLLOWING NOTICES OF MOTION:-**

**7.1 NOTICE OF MOTION SUBMITTED BY COUNCILLOR ALUN LENNY**

One Planet review request to Welsh Government

The One Planet Development (OPD) policy was implemented by the One Wales Government in 2010 and sits within Planning Policy Wales and Technical Advice Note (TAN) 6 –Planning for Sustainable Rural Communities. The policy has the commendable objective that Wales, within a generation, should use only its fair share of the earth's resources. In principle, it conforms with our agreement at Full Council in February 2019 to declare a climate emergency and commit to making Carmarthenshire County Council a net zero carbon local authority by 2030.

In practice, however, OPD is proving problematic for three specific reasons:

1. There's a common perception that the policy is being used to override the Local Development Plan. This has resulted in considerable resentment by rural residents who find it difficult – if not impossible – to build a new home for younger generations on their land.

2. TAN 6 states that a new dwelling in the countryside should only be allowed to support a rural enterprise which has already been established for at least three years and proved sustainable. An OPD application is not based on a prior evidence base, but on a management plan which forecasts the development's chances of success over a 5-year period after planning permission is granted.
3. An annual monitoring report must be submitted to the Local Planning Authority to show compliance with the management plan. Failure to meet the terms of the plan could result in enforcement proceedings. However, monitoring compliance is proving problematic, due to the lack of expertise in LPAs.

Carmarthenshire County Council believes that the One Planet Development policy, although commendable in its intention when implemented 10 years ago, is proving problematic in practice. In view of increasing concern about the way in which this policy is being implemented, the cumulative impact of such developments, and issues with monitoring, we call on the Welsh Government to review the policy and consider imposing a moratorium on OPD applications while such a review is held. We also suggest that such a review should consider whether elements of OPD, relating to sustainable practices, might be incorporated into mainstream planning policies in a more radical way, so as to have a wider impact on carbon reduction.

## **7.2 NOTICE OF MOTION SUBMITTED BY COUNCILLOR JOHN JAMES**

13 - 14

That this Council recognises the vital contribution small businesses, the farming industry and rural enterprise has made from the onset of the Covid-19 crisis in Carmarthenshire.

Without their total commitment to deliver to our communities and their ability to adapt their working practices to cater for ever changing needs, many Carmarthenshire residents would have struggled to survive.

They have played a fundamental role in underpinning this Local Authority's ability and determination to cope as well as it has during Covid-19.

So, we call on Carmarthenshire County Council to commit to assist and support these businesses in as many ways that it can during this unpredictable climate they find themselves, whilst also bearing in mind the unforeseeable negative impact a no-deal Brexit would have on them.

- |            |   |           |
|------------|---|-----------|
| <b>8.</b>  | <b>ANNUAL REVIEW OF THE CONSTITUTION</b>  | 15 - 68   |
| <b>9.</b>  | <b>TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS:-</b>   |           |
| 9 .1       | <b>CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2019/20</b>   | 69 - 156  |
| 9 .2       | <b>ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2019-2020</b>   | 157 - 174 |
| 9 .3       | <b>SWANSEA BAY CITY DEAL JOINT COMMITTEE AGREEMENT</b>  | 175 - 178 |
| 9 .4       | <b>REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018 - 2033</b>   | 179 - 278 |
| <b>10.</b> | <b>TO RECEIVE THE REPORT OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-</b>  |           |
| 10 .1      | <b>7<sup>TH</sup> SEPTEMBER 2020</b>  | 279 - 284 |
| 10 .2      | <b>21<sup>ST</sup> SEPTEMBER 2020</b>   | 285 - 292 |
| 10 .3      | <b>5<sup>TH</sup> OCTOBER 2020</b>  | 293 - 296 |
| <b>11.</b> | <b>TO APPROVE THE FOLLOWING CHANGES TO MEMBERSHIP OF COMMITTEES:-</b>   |           |
| 11 .1      | <b>THE PLAID CYMRU GROUP HAS NOMINATED COUNCILLOR DAI THOMAS TO FILL ITS VACANT SEAT ON THE COMMUNITY SCRUTINY COMMITTEE</b>  |           |
| <b>12.</b> | <b>MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)</b>   |           |
| 12 .1      | <b>PLANNING COMMITTEE - 10<sup>TH</sup> SEPTEMBER 2020</b>  |           |
| 12 .2      | <b>AUDIT COMMITTEE - 11<sup>TH</sup> SEPTEMBER 2020</b>   |           |
| 12 .3      | <b>STANDARDS COMMITTEE - 14<sup>TH</sup> SEPTEMBER 2020</b>   |           |
| 12 .4      | <b>PLANNING COMMITTEE - 22<sup>ND</sup> SEPTEMBER 2020</b>  |           |
| <b>13.</b> | <b>THE REPORT RELATING TO THE FOLLOWING ITEM IS NOT FOR PUBLICATION AS IT CONTAINS EXEMPT INFORMATION AS DEFINED IN PARAGRAPHS 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007. IF, FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST, THE COUNCIL RESOLVES PURSUANT TO THE ACT TO CONSIDER THIS ITEM IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING SUCH CONSIDERATION.</b> |           |
| <b>14.</b> | <b>PENTRE AWEL</b>  | 297 - 492 |

WEDNESDAY, 9 SEPTEMBER 2020

**PRESENT:** Councillor I.W. Davies (Chair)

**Councillors:**

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

**Also Present:**

W. Walters, Chief Executive  
 J. Morgan, Director of Community Services  
 C. Moore, Director of Corporate Services  
 G. Morgans, Director of Education & Children's Services  
 P.R. Thomas, Assistant Chief Executive (People Management & Performance)  
 L.R. Jones, Head of Administration and Law  
 G. Morgan, Head of Democratic Services  
 E. Evans, Principal Democratic Services Officer  
 M. Evans Thomas, Principal Democratic Services Officer  
 M.S. Davies, Democratic Services Officer  
 K. Thomas, Democratic Services Officer  
 S. Rees, Simultaneous Translator  
 J. Corner, Technical Officer  
 J. Hawker, Digital Support Officer  
 C.J. Warwick, Digital Support Engineer  
 E. Bryer, Democratic Services Officer

**Virtual Meeting - 10.00 am - 11.30 am**

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors F. Akhtar, S.M. Allen, P.M. Edwards, T.J. Jones, S. Phillips and A.D.T. Speake.

## 2. DECLARATIONS OF PERSONAL INTERESTS.

Councillor	Minute Number	Nature of Interest
A. James	7.1 Notice of Motion Submitted by Councillor Andrew James.	Family holding is the address detailed in the Notice of Motion.

## 3. CHAIR'S ANNOUNCEMENTS.

- The Chair on behalf of members, sends best wishes to Councillor Jim Jones who had recently undergone surgery.
- The Chair conveyed sincere condolences to the family of the late David Hughes Davies, or DH Davies as he was known to most people. DH passed away at the end of July. He was a Chief Executive of the former Dyfed County Council.
- The Chair on behalf Cllr David Thomas congratulated the farmers of the County for their help and support to residents during the pandemic. The Chair also extended this expression of thanks to all persons and businesses that had gone out of their way to help during the pandemic.
- The Leader provided an update on the major incident which involved a train derailment and diesel spillage at Llangennech on Wednesday 26th August. He advised that there was on-going monitoring of the situation. Both the Leader and Cllr Gwyneth Thomas expressed their gratitude to everyone who had worked together during this time. The Emergency Services, Authority staff, Community Council, and the numerous businesses, local schools, community centres and all the individuals who worked together to support the community during this emergency.
- The Leader made a statement on the cluster of Covid19 cases that had been confirmed in the County recently. The Leader conveyed his thanks to the people of Carmarthenshire for their adherence to the guidelines and for their efforts and commitment in maintaining vial services. However, he expressed his disappointment that a minority of people had shown a flagrant disregard for the safety of others and that the Authority would continue do all that it could to prevent further incidents.

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

**RESOLVED** that the minutes of the meeting of Council held on the 8<sup>th</sup> July, 2020 be signed as a correct record.

## 5. PUBLIC QUESTIONS

The Chair advised that no public questions had been received.

## 6. QUESTIONS BY MEMBERS

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

## **7. TO CONSIDER THE FOLLOWING NOTICES OF MOTION:-**

### **7.1. NOTICE OF MOTION SUBMITTED BY COUNCILLOR ANDREW JAMES**

(NOTE: Councillor A. James had declared an interest in this item)

Council considered the following Notice of Motion submitted by Councillor Andrew James:

During the pandemic period and lockdown, virtual meetings have become the normal and essential means of maintaining communication and carrying out Council business. Given the current situation it is highly unlikely that normal meeting gatherings will resume for quite a while. Having reliable and effective broadband provision is therefore essential to maintain this on-line communication going forward.

However, high-speed broadband access is extremely challenging if not impossible for people living in remote and rural areas. Local businesses, family households and Councillors like myself are frustrated by the unpredictable service currently being provided by BT Openreach. We in the County Council Chamber have had 3 separate presentations from officers from BT during recent years promising to deliver the service we all richly need and deserve, but to date the delivery of Superfast Broadband connectivity has not been realised across the county. Frustration and disappointment is an understatement for how we all feel, so rather than complain let's do something positive.

I therefore call on all Councillors and Local Authorities within the Brecon Beacons National Park Authority, including Carmarthenshire County Council, to support the request being sent to the Welsh Minister with responsibility for delivery of this essential everyday service which will benefit both businesses and households alike, which is:-

- Enabling all households and businesses to access the Global download speed of 11.03 Mega Bites per second. As of 23/07/2020 our download speed at Stangau Farm, Llanddeusant, Llangadog, SA199YL in Carmarthenshire is approximately 2.00 Mega Bites per second. This in contrast compares to a fast Broadband speed of 11 to 50 Mega Bites per second whilst very fast Broadband speed would be 100 Mega Bites per second.
- Further data confirms that the average upload Broadband speed is 0.45 Mbps in our house whilst the average Global upload speed is 1.00Mbps, whilst superfast Broadband upload speed can range from 19 to 24 Mbps.

For those of us living in rural communities with poor broadband provision, our demand for improved access has never been greater.

The Motion was duly seconded.

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

A number of statements were made in support of the Motion.

Following a vote it was

**RESOLVED that the Notice of Motion be supported and referred to the Welsh Minister with responsibility for broadband.**

## **7.2. NOTICE OF MOTION BY COUNCILLOR DERYK CUNDY**

Councillor Deryk Cundy advised the Council that he was withdrawing the Notice of Motion.

**NOTED.**

## **7.3. NOTICE OF MOTION BY COUNCILLOR EDWARD THOMAS**

Council considered the following Notice of Motion submitted by Councillor Edward Thomas:-

Carmarthenshire County Council deplores the decision of the Welsh Government to further delay the construction of the Llandeilo By Pass until 2025/26, so renegeing on an agreement made in 2016 to Adam Price our local Assembly Member.

Further it deplores the more the lack of consultation and the failure to produce evidence to support this decision and to provide clear workable alternatives to the grid lock and pollution that has been effecting Llandeilo for over forty years.

It further wonders whether £50M allocated to the project will be sufficient to fulfil this agreement by 2025/26.

The Motion was duly seconded

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

A number of statements were made both in support and against the Motion and following a vote, it was

**RESOLVED that the Motion be supported and referred to Welsh Government.**



## **8. COMPOSITION OF THE COUNCIL'S SCRUTINY, REGULATORY AND OTHER COMMITTEES AND THE APPOINTMENT OF MEMBERS TO SERVE UPON THEM**

In line with the requirements of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) regulations 1990, as amended, consideration was given to a report detailing the outcome of a review of the composition of the Council's Scrutiny, Regulatory and other Committees following the resignation of Councillor A. Speake from the Plaid Cymru Group and notification of wish to join the Independent Group. It was noted that as a consequence of the resignation, the Plaid Cymru Group would lose one scrutiny and one regulatory seat and the Independent Group would gain one scrutiny and one regulatory seat. The allocation of seats held by the Labour Group, New Independent Group and the unaffiliated member were unchanged.

In response to the required changes, as set out in table 2B within the report, the Plaid Cymru Group had agreed to relinquish one seat on the Environmental & Public Protection Scrutiny Committee and the Independent Group had nominated Councillor Alan Speake to fill its additional seat on this Committee.

With regard to the changes impacting the allocation of Regulatory seats as set out in Table 3 within the report, the Plaid Cymru Group had agreed to relinquish one seat on the Member Appointments Committee and the Independent Group had nominated Councillor Alan Speake to fill the additional seat on that Committee.

Furthermore, in accordance with Part 6 of the Local Government (Wales) Measure 2011, which set out the requirements for the appointment of Persons to Chair Overview and Scrutiny Committees, the Council noted that as Councillor Speake had moved between two groups that form the Executive, there was no change to the allocation for the 5 Scrutiny Chairs.

**RESOLVED that as a result of changes to the overall political composition of the Council,**

- 8.1 To adopt the changes to the number of seats held by the Plaid Cymru Group, and Independent Group as detailed within Tables 1, 2 and 3 of the report.**
- 8.2 In accordance with Corporate Procedure Rule CPR 2 (2) (n) to approve changes in Committee membership as a result of recommendation 1 above (as detailed within the report).**
- 8.3 To note that there are no changes to the number of seats held by the Labour Group, New Independent Group and the unaffiliated member.**
- 8.4 In accordance with Part 6 of the Local Government (Wales) Measure 2011 to note that the existing arrangements for the allocation of the 5 Scrutiny Seats remains unchanged.**

**9. APPOINTMENT OF MEMBERS TO SERVE ON COUNCIL ADVISORY PANELS AND OUTSIDE BODIES SUBJECT TO POLITICAL BALANCE REQUIREMENTS**

As a result of a review undertaken following the resignation of Councillor Alan Speak from the Plaid Cymru Group and notification of wish to join the Independent Group, the Council considered a report detailing the consequential changes to the overall political composition of the Council and reviewed the arrangements for the allocation of seats to political groups.

Council noted that the only changes arising from the above change of membership related to the allocation of seats to the political groups for the Dyfed Powys Police & Crime Panel and that following discussions with the Group Leaders it was proposed that the Plaid Cymru would relinquish its seat held by Councillor Emlyn Schiavone who would be replaced by Councillor Jim Jones of the Independent Group.

**UNANIMOUSLY RESOLVED that as a result of changes to the overall political composition of the Council:**

- 9.1 The allocation of elected member seats on the Dyfed Powys Police & Crime Panel be amended as follows:-  
Plaid Cymru (1) Labour (1) Independent (1)**
- 9.2 To note that, in accordance with recommendation 9.1 above, the Plaid Cymru Group had relinquished the seat held by Councillor Emlyn Schiavone and to approve the nomination of Councillor Jim Jones as the Independent Group's nomination as its additional representative.**

**10. APPOINTMENT OF CHAIR OF THE MEMBER APPOINTMENTS COMMITTEE**

In accordance with Corporate Procedure Rule CPR 2(2)(n) and following the receipt of nominations from the relevant political groups it was:

**UNANIMOUSLY RESOLVED that Councillor Mansel Charles be appointed as Chair of the Member Appointments Committee.**

**11. TO RECEIVE THE REPORTS OF THE MEETINGS OF THE EXECUTIVE BOARD**

**11.1. 29TH JUNE 2020**

**UNANIMOUSLY RESOLVED that the report of the meeting of the Executive Board held on the 29<sup>th</sup> June, 2020 be received.**

**11.2. 13TH JULY 2020**

**UNANIMOUSLY RESOLVED that the report of the meeting of the Executive Board held on the 13<sup>th</sup> July, 2020 be received.**

**11.3. 27TH JULY 2020**

**UNANIMOUSLY RESOLVED** that the report of the meeting of the Executive Board held on the 27<sup>th</sup> July, 2020 be received.

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

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

This page is intentionally left blank

## **AMENDMENT TO NOTICE OF MOTION SUBMITTED BY COUNCILLOR JOHN JAMES**

“That this Council recognises the vital contribution small businesses, the farming industry and rural enterprise has made from the onset of the Covid-19 crisis in Carmarthenshire.

Without their total commitment to deliver to our communities and their ability to adapt their working practices to cater for ever changing needs, many Carmarthenshire residents would have struggled to survive.

They have played a fundamental role in underpinning this Local Authority’s ability and determination to cope as well as it has during Covid-19.

So, we COMMEND Carmarthenshire County Council AND CALL ON THEM TO CONTINUE to assist and support these businesses in as many ways that it can during this unpredictable climate they find themselves, whilst also bearing in mind the unforeseeable negative impact a no-deal Brexit would have on them.”

PROPOSER - Councillor Emlyn Dole

SECONDER - Councillor Cefin Campbell

This page is intentionally left blank

## COUNTY COUNCIL 22<sup>ND</sup> OCTOBER 2020

### **ANNUAL REVIEW OF THE CONSTITUTION**

To update the Constitution to reflect amendments by the Constitutional Review Working Group and the requirement to annually review the Council Constitution.

#### **Recommendations/key decisions required:-**

- 1. To consider the following recommendations of the Constitutional Review Working Group following its annual review of the Constitution:-**
  - a) To amend Article 6 of the Constitution to update and ‘tidy up’ Scrutiny Remits (in accordance with a WAO Scrutiny Fit for the Future? recommendation)**
  - b) To recall the delegations granted to the Chief Executive, The Director of Corporate Services and the Head of Administration and Law in the Scheme of Delegation to Officers (which have never been exercised by them) with view to the function being exercised by the Executive Board (Part 3 Table 4 Responsibility for Functions and Part 3.2 Scheme of Delegation to Officers)**
  - c) To update Council Procedure Rules (Part 4.1) to stipulate a revised agenda order for ordinary meetings of the Council and to reflect remote attendance.**
  - d) To update Scrutiny Procedure Rules (Part 4.5) to reflect the advice of the Centre for Public Scrutiny that Executive Board Members should attend their respective Scrutiny Committee to present their reports and be held to account.**
  - e) To update Part 5.6 – Protocol for communications with elected members to reflect the decision of Council to hold paperless meetings.**
- 2. That the Monitoring Officer be authorised to make any minor amendments, correct typographical or drafting errors and ensure all cross-references within the Constitution are correct and that these be reported to the Constitutional Review Working Group as and when necessary.**
- 3. That subject to recommendations 1 above, the Council Constitution be adopted for 2020/21.**

#### **REASONS:**

Under Article 14 of the Constitution the Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure that the aims and principles contained therein are given full effect and to formulate recommendations for changes. Changes to the Constitution will only be approved by the full Council.

Relevant scrutiny committee to be consulted	NO
Exec Board Decision Required	NO
Council Decision Required	YES

**Executive Board Member Portfolio Holder:-** Leader of the Council

Directorate Chief Executive's	Designations:	Tel Nos.01267 224010
Name of Head of Service:	Head of Administration & Law	LRJones@carmarthenshire.gov.uk
Linda Rees Jones	Head of Democratic Services	Tel Nos.01267 224026
Report Author:		GMorgan@carmarthenshire.gov.uk
Gaynor Morgan		



# COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

## ANNUAL REVIEW OF THE CONSTITUTION

Council is required to review its Constitution on an annual basis and has established the Constitutional Review Working Group to present recommendations for constitutional change.

There have been no legislative changes during 2019/20 and to date for 2020/21 which require changes to be made to the Council's Constitution. The Council adopted Part 6.1 of the Constitution to reflect the IRPW prescribed amounts to be paid to Councillors for 2020/21 at its Annual meeting held on the 8<sup>th</sup> June 2020, however in view of the Covid-19 pandemic, the full annual review of the Constitution was deferred to a future meeting

The Constitutional Review Group met on the 4<sup>th</sup> August 2020, 15<sup>th</sup> September 2020 and 1<sup>st</sup> October 2020 to consider whether any changes were necessary going forward, and any recommended changes are included in this report. The proposals put forward by CRWG involve:

- (a) recommendations of Audit Wales "Scrutiny Fit for the Future?" report, and
- (b) recalling the delegated authorities currently exercisable by (but never exercised by) the Chief Executive, Head of Administration and Law and the Director of Resources (now known as the Director of Corporate Services) to authorise the instigation of legal proceedings by officers arising out of alleged defamatory statements provided such action is supported by Counsel's Advice, (commonly referred to as the "libel indemnity"), , and to reserve the right to exercise that power to the Executive Board under its existing personnel function.

Other than the issues raised, no other amendments are being put forward.

### DETAILED REPORT ATTACHED?

Appendix 1 – Article 6 Scrutiny Committees

Appendix 2 – Part 4.1 Council Procedure Rules

Appendix 3 – Part 4.5 Scrutiny Procedure Rules

Appendix 4 - Part 5.6 Protocol for Communication with Elected Members

## IMPLICATIONS

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

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

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

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

Adoption and any amendment to the Constitution is a matter for Full Council

### 2. Legal

The Council is required to comply with the Local Government Acts 1972 and 2000, and the Local Government (Wales) Measure 2011, in the drafting and subsequent operation of the Constitution.

## CONSULTATIONS

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

Signed Linda Rees Jones Head of Administration & Law

1. 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 - N/A

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Carmarthenshire Council Constitution		<a href="http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/">http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/</a>
Local Government Act 2000		<a href="http://www.legislation.gov.uk/ukpga/2000/22/pdfs/ukpga_20000022_en.pdf">http://www.legislation.gov.uk/ukpga/2000/22/pdfs/ukpga_20000022_en.pdf</a>

## Article 6 – Scrutiny Committees

6.1 There will be five Scrutiny Committees with the membership as indicated.

TITLE	MEMBERS	RESPONSIBILITIES
Policy and Resources Scrutiny Committee	<u>13 Members</u>	Corporate policy/strategy; Corporate performance monitoring; Communication; Customer Services; Emergency Planning; Cross cutting scrutiny issues; <del>Human Resources;</del> <del>Organisational Development;</del> <b>People Management and Performance</b> Financial planning and resources Finance; <del>Effective</del> Scrutiny of the Treasury Management Strategy and Policies; <del>Audit;</del> Procurement; Physical assets Non-housing maintenance; Information technology; <del>Sustainable development;</del> <b>Wellbeing of Future Generations Wales Act 2015</b> Scrutinising the work of the Carmarthenshire Public Service Board

TITLE	MEMBERS	RESPONSIBILITIES
<p>Environmental &amp; Public Protection Scrutiny Committee</p>	<p><u>14 Members</u>  (The Committee may also co-opt non voting employees, officers or members of Responsible Authorities or Co-operating persons or bodies in respect of its crime and disorder functions, subject to the provisions of the Crime and Disorder (Overview and Scrutiny) Regulations 2009)</p>	<p><del>Waste and</del> Environmental services including – <del>Gritting Bridges</del>; <del>Refuse Collection</del>, <del>Street Cleaning</del>, <del>Grounds Maintenance</del>, <del>Building Cleaning (including Schools, where relevant)</del>, <del>public toilets</del> <del>Transport and</del> Streetscene including Highways, <del>Street Lighting</del>, <del>Street Cleaning</del>, <del>Refuse Collection</del>; <del>Bridges</del>, <del>Grounds Maintenance</del>; <del>Building Cleaning</del> <del>Public Toilets</del> <del>Traffic Management</del> <del>Parking Services</del>, <del>Cycle paths and Rights of Way</del> Environmental Enforcement including Litter, Dog Fouling; <del>abandoned vehicles etc</del> <del>Parking services</del>; <del>Planning Enforcement</del>; <del>Trading Standards</del>; <del>Community safety issues including identified in the Corporate Community Safety and Crime and Disorder Reduction Strategies</del>, working with the relevant partners in the community including the Police, Fire Brigade and the Local Health Board, crime and disorder <del>referrals</del> functions (to include a power to make a report or recommendations to the County Council and/or the Council’s Executive Board); <del>Environmental and</del> <del>Public Health</del> <del>Pest Control</del>; <del>Social Inclusion</del>; the community. <del>Biodiversity</del> <del>Zero Carbon</del></p>
<p>Community &amp; Regeneration Scrutiny Committee</p>	<p><u>13 Members</u></p>	<p>Public and private sector housing; Housing services including council housing, <del>new homes</del>, repairs and maintenance; <del>Council managed buildings</del> Regeneration; Economic Development and Community Regeneration; Planning Policy; Recreation and Leisure - Sport, Libraries, Museums; <del>West Wales European Centre</del>. <del>Swansea Bay City Deal Regional Projects</del></p>

TITLE	MEMBERS	RESPONSIBILITIES
Social Care and Health Scrutiny Committee	<u>14 Members</u>	Social Care – <b>care and support services for adults</b> including <b>Learning Disability and Safeguarding Services</b> <del>adult services;</del> <del>Adult Learning Disabilities;</del> Mental Health; <del>National Health Service;</del> <b>Integrated Services - Health</b> <del>“Wanless” issues.</del>
Education and Children Scrutiny Committee	<u>14 Members</u> + 5 Voting Co-opted Members : (3 elected parent governors 1 representative Church in Wales 1 representative Roman Catholic Church )	Schools - <b>including effectiveness and access to education</b> Catering; Inclusion / Special Education Needs; Community Education; Children’s Services; Welsh Language (in the community); <b>Curriculum wellbeing;</b> <del>Building cleaning.</del>

**6.2 Generic Terms of Reference for all Scrutiny Committees** (except in the case of the Policy & Resources Scrutiny Committee and the Environmental & Public Protection Scrutiny Committee when exercising powers in relation to crime and disorder as referred to below in Paras. 6.3 and 6.4 respectively).

In respect of matters which are relevant to their thematic and other responsibilities:

To develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year, taking into account the Council's Forward Work Programme.

To review and/or scrutinise decisions made or actions taken in connection with the discharge by the Executive Board and or the Council of any of their functions and to make reports to the Council and/or the Executive Board in connection with the discharge of any functions.

To exercise the right to call-in decisions as set out in paragraph 6.7 of this Article.

To monitor performance of the Executive Board/Authority in delivering key targets and objectives through the receipt of regular performance monitoring reports.

To scrutinise the development and implementation of service business plans including the monitoring of progress against specified actions and targets.

To monitor progress in the undertaking of WPI reviews including the recommendation of future service options/performance targets to Executive Board/Council and the monitoring of subsequent action plans.

To undertake ~~WPI or other~~ reviews as requested by the Executive Board in response to issues highlighted by the annual risk assessment.

viii To participate in consideration of the authority's budget-setting process.

ix To contribute to the Authority's policy development and review process including the proposing of amendments to the Executive Board and/or Council as appropriate.

To receive requests from the Executive Board / Executive Board Members to contribute to the executive's decision making process by undertaking reviews of current policies/service provision and formulating views on proposed new policies or legislation.

x To undertake independent research through Task and Finish Groups, **One Day Inquiries etc**, with the aim of supporting improvements in service delivery and contributing to the Council's policy development and reviews.

xi To undertake further independent research with the aim of supporting improvements in service delivery (to also undertake requests received from the Executive Board in this area).

- xii To refer issues to Executive Board / other Scrutiny Committees for consideration (supported by evidence based reports and proposals).
- xiii To consider any matter affecting the area or its inhabitants with respect to their specific remit.
- xiv To question members of the Executive Board and/or Committees and Chief Officers and partners about their views on issues and proposals affecting the area.
- xv To prepare an Annual Report giving an account of the Committee's activities over the previous year.

### **6.3 Specific additional Terms of Reference for the Policy and Resources Scrutiny Committee**

Where matters fall within the remit of more than one scrutiny committee, to determine the issue following consideration of the Committees' reports and presentations by the appropriate Chairs where the Chief Executive deems this appropriate.

To resolve any issues of dispute between scrutiny committees.

~~To put in place and maintain a system to ensure that referrals from scrutiny committees to the Executive Board, either by way of report or for reconsideration are managed efficiently.~~

To contribute to the authority's policy development and review process in respect of corporate and cross-cutting issues.

To contribute to the development and monitoring of the Corporate and Community Strategies.

To scrutinise the Authority's Improvement Plan including specified performance targets.

To scrutinise and monitor the Council's overall performance against a set of key targets and objectives through receipt of regular performance monitoring reports.

To consider and contribute to the Council's response to ~~reviews~~ ~~Wales Programme for Improvement~~ including the undertaking of cross-cutting reviews and scrutinising progress and issues emerging from annual risk assessment. (Note scrutiny provides the discussion and debate on which improvement depends, and audit provides assurance upon the fitness and operation of the council's systems and processes)

To monitor delivery of the Council's efficiency programme.

To scrutinise the work of the Carmarthenshire Public Service Board (in accordance with the requirements of the Well-being of Future Generations (Wales) Act 2015

#### **6.4 Specific additional Terms of Reference where the Environmental & Public Protection Scrutiny Committee is considering the exercise of powers relating to crime and disorder**

To review and/or scrutinise decisions made or actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

To make reports and recommendations to the Council and/or the Executive Board with respect to the discharge of crime and disorder functions by the responsible authorities.

To consider at a meeting of the committee any local crime and disorder matter referred to the committee by a member of the Council. \*

To decide whether to make a report or recommendations to Council and/or the Executive Board in respect of a local crime and disorder matter, having regard to any representations made by that member as to why the committee should do so.

To notify the member concerned of its decision and the reasons for its decision in any case where the committee decides not to make a report or recommendations in respect of a local crime and disorder matter.

To provide a copy of any committee report or recommendations to the member concerned (in respect of a local crime and disorder matter) and to such responsible and co-operating persons or bodies, as it thinks appropriate.

To review responses to committee reports and recommendations, and to monitor action taken by responsible and co-operating persons or bodies in relation to the discharge of crime and disorder functions by the responsible authorities.



## **6.5 Membership**

The membership of each Scrutiny Committee will be drawn from amongst those Councillors who are not members of the Executive Board. The number of members for each committee is identified in Paragraph 6.1 of this Article. The Scrutiny Committee responsible for Education matters will include voting co-opted members who are elected parent governor representatives and church representatives as required by the Local Government Act 2000. The Environmental & Public Protection Scrutiny Committee may also co-opt members in relation to crime and disorder matters. The Council may also appoint, on the recommendation of Scrutiny Committees, other non-voting members to serve on those committees.

\* Please also refer to Part 5.7

## **6.6 Proceedings of Scrutiny Committees**

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules as set out in Part 4 of this Constitution, including where necessary consulting other committees, stakeholders or community groups.

These arrangements require that:

Any member of a Scrutiny Committee may between meetings ensure that any matter relevant to the remit of their Committee is placed on the agenda of that Committee for discussion and decision as to whether the Committee wishes to consider the matter further.

On receipt of such a request the Chief Executive will ensure that it is included on the next appropriate agenda.

Each Scrutiny Committee will be subject to the political balance rules as set out in the Local Government and Housing Act 1989.

Scrutiny Committees will meet in public except in circumstances where the committee decides that confidential or exempt information are to be discussed.

Scrutiny Committees can request members of the executive board to attend their meeting and assist them. (This power does not relate solely to scrutiny of decisions taken and can also be used to ask an Executive Board Member, for example, about forthcoming issues, provided due notice is given.)

## **6.7 Call-in Procedures**

Any three Council members can “call in” an executive decision.

A decision can be “called in” provided:

- i. that it is not an urgent matter (i.e. where there is a threat to life or where the Council’s financial or other interests, or the rights or interests of others, would be threatened if there were any delay);
- ii. that it is not in respect of matters which have previously been called in; or
- iii. that it will not result in unlawful delay in the making of the budget.

Except in cases of urgency, a decision taken by the Executive Board or by an individual Executive Board Member will not take effect until five clear working days after the decision is published on the Authority’s website and circulated via E mail to all members.

This gives three members the opportunity to exercise the right to ‘call in’ the decision by requesting the Chief Executive to call a meeting of the relevant Scrutiny committee to consider the decision.

This is achieved by sending to the Chief Executive or his designated officer (Head of Democratic Services) within the five clear working day stipulated period a requisition / e-mail signed by no less than three members asking that the matter be “called in” and providing their reasons therefore.

Arrangements will then be made for a meeting of the relevant scrutiny committee to be convened within 10 working days of receipt of the request to call the matter(s) in. Members who have exercised the ‘call in’ may be asked to appear before the Committee to expand on the reasons for the ‘call in’ and to provide evidence to support their request.

Following consideration of the matter(s) called in the scrutiny committee can decide:

- i. Not to object to the decision, in which case it takes effect immediately;
- ii. To refer the decision back to the Executive Board, relevant Executive Board Member or Officer (whichever is the original decision maker) for further consideration, who may then amend the decision or after re-consideration, implement it without amendment. The decision then takes effect immediately and is not subject to further call-in;
- iii. Dependent upon the extent to which the scrutiny committee’s concerns relate to the specified circumstances identified above, to refer the decision to the County Council if, for example, the decision appears to represent a departure from a policy agreed by the Council.

The ‘call in’ process will be reviewed on an annual basis by the Cross Party Constitutional Review Working Group with any suggested amendments considered at the Annual Meeting of the Council.

## **6.8 Roles and functions of the Chairs, Vice Chairs and members of Scrutiny Committees**

The Job Profile and Person Specifications for the Chair, Vice Chair and members of the Scrutiny Committees can be found in the Councillors and Co-opted Members’ Allowances Scheme (Part 6.1 of this Constitution).

This page is intentionally left blank

## **PART 4.1**

### **RULES OF PROCEDURE**

#### **(STANDING ORDERS)**

#### **COUNCIL PROCEDURE RULES**

##### **Preliminaries – Definitions**

<b>CPR 1</b>	<b>Annual meeting of the Council</b>
<b>CPR 2</b>	<b>Ordinary meetings</b>
<b>CPR 3</b>	<b>Extraordinary meetings</b>
<b>CPR 4</b>	<b>Appointment of Committees and Members of Committees and arrangements for meetings</b>
<b>CPR 5</b>	<b>Time and place of meetings</b>
<b>CPR 6</b>	<b>Notice of and summons to meetings</b>
<b>CPR 7</b>	<b>Chair of meeting</b>
<b>CPR 8</b>	<b>Quorum</b>
<b>CPR 9</b>	<b>Duration of meeting</b>
<b>CPR 10</b>	<b>Questions by the public and presentation of petitions</b>
<b>CPR 11</b>	<b>Questions by members</b>
<b>CPR 12</b>	<b>Motions on notice</b>
<b>CPR 13</b>	<b>Motions without notice</b>
<b>CPR 14</b>	<b>Rules of debate</b>
<b>CPR 15</b>	<b>Previous decisions and motions</b>
<b>CPR 16</b>	<b>Voting</b>
<b>CPR 17</b>	<b>Minutes</b>
<b>CPR 18</b>	<b>Record of attendance</b>
<b>CPR 19</b>	<b>Exclusion of public</b>
<b>CPR 20</b>	<b>Members' conduct</b>
<b>CPR 21</b>	<b>Disturbance by public</b>
<b>CPR 22</b>	<b>Filming During Meetings</b>
<b>CPR 23</b>	<b>Suspension and amendment of Council Procedure Rules</b>
<b>CPR 24</b>	<b>Application to Committees</b>

## **PRELIMINARY DEFINITIONS**

- (1) In these Council Procedure Rules, unless the context otherwise demands, the following terms have the meaning assigned to them:

"Authority" - Carmarthenshire County Council acting by any means which they may lawfully adopt;

"County" - County of Carmarthenshire;

"Chief Executive" - the person designated as such by the authority who shall also be the "head of the authority's paid service" under Section 4(1) of the Local Government and Housing Act, 1989;

"Chief Officer" - a person designated as such by the authority;

"Committee" - a committee of the authority;

"Director" - a person designated as such by the authority;

"The Leader of the Council" -the Leader – the executive leader elected by the County Council and as defined in section 11 (3) (a) of the Local Government Act 2000;

Deputy Leader of the Council –the Deputy Leader - a member elected as such by the County Council to deputise for the Leader of the Council;

"Executive Board" - the Council's Executive as defined in section 11 of the Local Government Act 2000;

"Executive Board Members" the Leader and Deputy Leader(s) of the Council and any Councillor appointed by the Leader of the Council pursuant to section 11 (3) (b) of the Local Government Act 2000 and notified by the Leader to the County Council;

"Executive Board Portfolio" - an area of County Council activity allocated by the Leader of the Council to an Executive Board Member and notified by the Leader to the Council;

"the Local Councillor(s)" means the Councillor(s) for any electoral area(s) to which a Council matter under consideration relates;

"Proper Officer" shall be taken to mean the officer appointed by the County Council for the purpose of this scheme, or in default of such appointment the Chief Executive/Head of Paid Service of the Council.

"Statutory Officer" means:

- (a) the Head of Paid Service in respect of the manner in which the co-ordination by the Council of the discharge of their different functions is co-ordinated, the number of staff required for the discharge of those

functions, the organisation of those staff and the appointment and proper management of those staff;

- (b) the Monitoring Officer in respect of any proposal, decision or omission which has given rise to or is likely to give rise to a breach of law or of any statutory code of practice, or maladministration;
- (c) the Chief Finance Officer in respect of the proper administration of the Council's financial affairs (Local Government Finance Act 1972, section 151).

"Majority group" - a political group to which belong either:-

- (a) more than half of the members of the Council; or
- (b) exactly half of the number of members of the Council, including the Chair;

"Meeting" - a meeting of the Council or a committee as the case may be;

"Member" - in relation to the Council, a member of the Council; in relation to any committee a person appointed as a member of that committee whether or not entitled to vote;

"Number of members" - in relation to the Council, the number of persons who may act at the time in question as members of the Council, and in relation to a committee or the number of persons who may act at the time in question as voting members of that body;

"Person Presiding" - the person entitled, or appointed to preside at any meeting;

"Political Group" - a political group as defined in the Local Government (Committees and Political Groups) Regulations 1990 as amended by the (Amendment) Regulations of 1991 and 1993;

"the 1972 Act" - the Local Government Act 1972;

"the 1989 Act" - the Local Government and Housing Act 1989;

"the 2000 Act" - the Local Government Act 2000;

"Without Comment" - in relation to the moving, seconding or putting of a motion without any person speaking except to indicate the wording of the motion, the fact that it is being moved, seconded or put, or (in the case of the person presiding) the effect of adopting the motion;

"Working Day" - a weekday during which the offices of the Authority are normally open for business.

- (2) Unless the context otherwise requires, the singular includes the plural and the plural includes the singular.
- (3) Any reference in any Council Procedure Rule to a numbered paragraph is, unless the context otherwise requires, a reference to the paragraph of that Council Procedure Rule bearing that number.

## **CPR 1 - ANNUAL MEETING OF THE COUNCIL**

### **1.1 IN A YEAR WHERE THERE IS AN ORDINARY ELECTION OF COUNCILLORS**

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place on a date in May.

The business to be transacted shall be as follows:

- (a) to receive any declarations of interest from members;
- (b) to elect a person to preside if the Chair of Council is not present;
- (c) to elect the Chair of Council;
- (d) to elect the Vice Chair of Council;
- (e) to approve the minutes of the last meeting;
- (f) to receive any announcements from the Chair and/or Head of the Paid Service;
- (g) to elect the Leader of the Council;
- (h) to be informed by the Leader of the Council of the name(s) of the Councillors he/she has chosen to be members of the Executive Board;
- (i) to appoint scrutiny committees, the Standards Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
- (j) to decide the size and terms of reference for those committees;
- (k) to decide the allocation of seats to political groups in accordance with the political balance rules;
- (l) to receive nominations of Councillors to serve on each committee and outside body; and
- (m) to appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council to a committee;
- (n) to elect Chairs and Vice Chairs of Committees of the Council;
- (o) to agree such parts of the scheme of delegation as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (p) to consider any other business set out in the notice convening the meeting

### **1.2 ANNUAL MEETING OF THE COUNCIL IN A YEAR WHERE THERE IS NO ELECTION OF COUNCILLORS**

In a year when there is no ordinary election of Councillors, the annual meeting will take place on a date in May to be agreed by the Council and the business to be transacted shall be as follows:-

- (a) to receive any declarations of interest from members;
- (b) to elect a person to preside if the Chair of Council is not present;
- (c) to elect the Chair of Council;
- (d) to elect the Vice-Chair of Council;
- (e) to receive any announcements from the Chair, Leader and/or the Head of the Paid Service;
- (f) to elect Chairs and Vice-Chairs of Committees of the Council;
- (g) to appoint members to fill vacancies on committees;



- (h) to approve the minutes of the last meeting;
- (i) to consider any business set out in the notice convening the meeting that has been agreed by the Chief Executive in consultation with the Chair, as being in need of urgent consideration (i.e. cannot be delayed until the next ordinary meeting of the Council);
- (j) if the Chair decides that an item of business not included on the agenda for the meeting sent with the summons for the meeting may be taken for reasons of urgency, that item shall, subject to any direction or resolution under paragraph (k) be taken at the end of the other items of business;
- (k) the order of business in paragraphs (e)-(i) above be varied by invitation of the Chair.

## **CPR 2 – ORDINARY MEETINGS**

- (1) Ordinary meetings of the Council will take place in accordance with the diary of meetings drawn up by the Chief Executive.
- (2) The order of business at every meeting of the Council shall be arranged by the Chief Executive so as to give priority to items requiring decisions. Items for consideration may include:-
  - ~~(a) In the absence of the Chair and Vice-Chair, to choose a member of the Council to preside;~~
  - ~~(b) to receive any declarations of interest from members;~~
  - ~~(c) to receive any announcements from the Chair, Leader, members of the Executive Board or the Head of Paid Service;~~
  - ~~(d) to receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;~~
  - ~~(e) to receive questions from members of the public;~~
  - ~~(f) to receive petitions;~~
  - ~~(g) to deal with any business remaining from the last Council meeting;~~
  - ~~(h) to elect Chairs and Vice-Chairs of Committees in the event of a vacancy arising mid term;~~
  - ~~(i) to consider the recommendations of the Executive Board;~~
  - ~~(j) to receive the reports from the Executive Board and the Council's Committees and receive questions and answers on any of those reports;~~
  - ~~(k) to receive reports about and receive questions and answers on the business of joint arrangements and external organisations;~~
  - ~~(l) to consider motions of which notice has been given;~~
  - ~~(m) to appoint a Committee arising from an item on the summons for the meeting;~~
  - ~~(n) to appoint members to fill vacancies on Committees;~~
  - a. In the absence of the Chair and Vice-Chair, to choose a member of the Council to preside;
  - b. to receive any declarations of interest from members;
  - c. to receive any announcements from the Chair, Leader, members of the Executive Board or the Head of Paid Service;
  - d. to deal with reports that require decision
  - e.
  - f. any business remaining from the last Council meeting;
  - g. to elect Chairs and Vice-Chairs of Committees in the event of a

- vacancy arising mid term;
  - h. to consider the recommendations of the Executive Board;
  - i. to receive the reports from the Executive Board ~~and the Council's~~  
~~Committees~~ and receive questions and answers on any of those reports;
  - j. to receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
  - k. to consider motions of which notice has been given;
  - l. to receive questions from members of the public
  - m. to receive petitions;
  - n. to receive questions on notice from members,
  - o. to appoint a Committee arising from an item on the summons for the meeting;
  - p. to appoint members to fill vacancies on Committees;
- (3) The order of business in paragraphs (a)-(k o) above may be varied by invitation of the Chair;
- (4) If the Chair decides that an item of business not included on the agenda for the meeting sent with the summons for the meeting may be taken for reasons of urgency, that item shall, subject to any direction or resolution under paragraph (3), be taken at the end of the other items of business.

### **CPR 3 – EXTRAORDINARY MEETINGS**

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:-

- the Council by resolution;
- the Chair of the Council;
- the Monitoring Officer; or
- five members of the Council if they have signed a requisition presented to the Chairperson of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

No business shall be transacted at any extraordinary meeting except such as shall be specified in the notice convening the meeting.

### **CPR 4 - COMMITTEES – APPOINTMENT, MEMBERS, SUBSTITUTE MEMBERS AND ARRANGEMENTS FOR MEETINGS**

- (1) Every person appointed as a voting member of a committee and every person appointed to exercise other functions in relation to a committee shall continue as such until the appointment is terminated by the authority.
- (2) The appointment of Chairs and Vice Chairs of Committees of the Council shall be undertaken by the Council at its Annual Meeting or at an ordinary meeting of Council should a vacancy arise mid term.

Nominations for Chairs or Vice Chairs of Committees should be delivered in writing or by electronic mail to the Chief Executive (for the attention of the

Democratic Services Manager) no later than midday 7 working days before the day of the meeting giving details of the proposer and seconder for each nomination. The nominations received will then be considered and voted upon by the Council in accordance with CPR 17.6.

- (3) In the absence of the Chair at a meeting of committee, the Vice-Chair shall preside.
- (4) If the persons appointed under paragraph (2) of this Procedure Rule are absent, a meeting of a committee shall appoint, from among the voting members present, a person to preside at the meeting. The motion, and any amendments, shall be put to the meeting in accordance with Procedure Rule 17(6) (voting on appointment or election of members).
- (5) A member of the Council who is not otherwise entitled to attend a committee meeting may do so but at such meeting he/she shall not be entitled to vote and may speak only:-
  - (a) during the consideration of any motion of which notice in accordance with Procedure Rule 12 (motions on notice) has been given which he/she has moved or seconded at a meeting of the Council and which has been referred to that committee or which has been deemed to have been referred to that committee or meeting; or
  - (b) with the agreement of the person presiding at the meeting.
- (6) The Chair and the Leader of the Council may attend and speak at a meeting of a committee of which they are not voting members.
- (7) Subject to there being sufficient business to be transacted, ordinary meetings of committees shall be convened in accordance with the diary of meetings drawn up by the Chief Executive.
- (8) A special meeting of a committee may only be convened following the agreement of the Chief Executive in consultation with the relevant Chair.
- (9) The membership of all committees shall be generally reviewed by the council at its annual meeting and also as and when changes in the political make up of the Council arise.

Appropriate training shall be provided for those committees. In the case of the Licensing and Planning Committee it is a prerequisite that members shall have attended appropriate training prior to attending their first Committee meeting.

- (10) Where an ordinary member of a committee will be absent for the whole of the meeting a political group shall be permitted to substitute any of its members from members of that same group, who are not already members of that particular Committee, save for the Planning, Licensing and Appeals Committees where no substitution will be allowed.

Any member of the Licensing Committee may, however, act as a substitute member for a member of one of the three sub-committees of the Licensing Committee referred to in Part 3 Table 3 of this Constitution.

- (11) Executive Board Members may not act as substitutes for members of scrutiny committees.
- (12) Substitute members may attend meetings in that capacity only:
  - (a) to take the place of the ordinary member for whom they are substituting;
  - (b) after the absent member or political group leader has notified the Chief Executive or his/her representative before the commencement of the meeting of the intended substitution;
  - (c) if he/she takes his/her place by the commencement of the meeting.
- (13) Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting e.g. Chairing the meeting.

## **CPR 5 - TIME AND PLACE OF MEETINGS**

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

## **CPR 6 - NOTICE OF AND SUMMONS TO MEETINGS**

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least three clear days before a meeting, the Chief Executive will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

## **CPR 7 - CHAIR OF MEETING**

The person presiding at the meeting may exercise any power or duty of the Chair. Where these rules apply to committee meetings, references to the Chair also include the Chair of a committee.

## **CPR 8 - QUORUM**

- (a) The quorum of a meeting of the Council and all its Committees (save for the Planning Committee) will be one third of the members rounded up, with a minimum of 3;
- (b) The quorum of a meeting of the Planning Committee will be one half of the members of the Planning Committee, rounded up;
- (c) During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn

- immediately. Remaining business will be considered at a time and date fixed by the Chief Executive in consultation with the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting;
- (d) The quorum of the Executive Board shall be one third of the Executive Board members rounded up.

## **CPR 9 - DURATION OF MEETING**

### **9.1 DURATION OF MEETING**

If the business of the meeting has not been concluded within three hours of its commencement the Chair will draw attention to that fact and any member speaking must immediately sit down. The Chair will call for the vote immediately on the item under discussion. The vote will then be taken in the usual way without any further discussion. (The Council or Committee can continue with its remaining business provided that a motion is passed to suspend Council Procedure Rules [CPR 23.1]).

### **9.2 MOTIONS AND RECOMMENDATIONS NOT DEALT WITH**

If there are other motions or recommendations on the agenda that have not been dealt with at this juncture, they shall be formally moved and seconded (together with any amendments) and voted upon in the usual way. No speeches will be allowed on these items.

### **9.3 RECORDED VOTE (AT A MEETING OF COUNCIL)**

If a recorded vote is called for during this process it will be taken immediately.

### **9.4 MOTIONS WHICH MAY BE MOVED**

During the process set out in Rules 9.1–9.3 above, the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report.

### **9.5 CLOSE OF THE MEETING**

When all motions and recommendations have been dealt with, the Chair will declare the meeting closed.

## **CPR 10 - QUESTIONS FROM THE PUBLIC AND PRESENTATION OF PETITIONS**

### **PART A – PUBLIC QUESTIONS AT COUNCIL - GENERAL**

**(CPR 10 PART A shall apply to meetings of the Executive Board.  
For Questions at Scrutiny Committees rf. Scrutiny Procedure Rules Part 4.5  
Constitution)**

## **10.1 MEMBERS OF THE PUBLIC**

Members of the public, provided that they are residents of the County, own a business located within the County or are employed within the County may ask questions of members of the Executive Board at ordinary meetings of the Council.

## **10.2 ORDER OF QUESTIONS**

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

## **10.3 NOTICE OF QUESTIONS**

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive (e-mail [chiefexecutive@carmarthenshire.gov.uk](mailto:chiefexecutive@carmarthenshire.gov.uk)) no later than 10.00 a.m. 7 clear working days before a meeting (i.e. clear days does not include the day the question is received or the day of the meeting). Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put.

## **10.4 NUMBER OF QUESTIONS**

Normally at any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

## **10.5 SCOPE OF QUESTIONS**

The Chief Executive may reject a question if it:

- (a) is not about a matter for which the county Council has a responsibility or which affects the County;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- (d) requires the disclosure of confidential or exempt information.

## **10.6 RECORD OF QUESTIONS**

The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

## **10.7 ASKING THE QUESTION AT THE MEETING**

The Chair will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

## **10.8 SUPPLEMENTARY QUESTION**

A questioner who has put a question in person may also be allowed to put normally no more than one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds in Rule 10.5 above. A written reply may be given if the information relevant to the response is not available.

## **10.9 WRITTEN ANSWERS**

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

## **10.10 REFERENCE OF QUESTION TO THE EXECUTIVE BOARD OR A COMMITTEE**

Unless the Chair decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Executive Board or the appropriate committee. Once seconded, such a motion will be voted on without discussion.

## **PART B – PRESENTATION OF PETITIONS**

**10.11** Any member of the Council or any local government elector of the County may, forward to the Chief Executive a written petition which is relevant to some matter in relation to which the authority have functions, or which affects the area of the authority, or part of it, or the inhabitants of that area, or some of them provided however that such written petition must be signed by not fewer than fifty registered electors of the County who are not members of the Council and that it has been delivered in writing to the Chief Executive no later than 10.00 a.m. 7 clear working days (i.e. clear days does not include the day the petition is received or the day of the meeting) before the day of the meeting it is proposed to be presented at.

**10.12** The Chief Executive shall indicate the receipt of any request for presentation of a petition in the agenda of the relevant meeting of Full Council in the order in which he /she received those requests.

**10.13.** In the case of a petition on a Council function the petitioner will be invited to present the petition formally to the Council save that in the case of a petition on a Council function delegated to a Council Committee (e.g. a planning or licensing matter) the petitioner will be given a choice to elect to formally present their petition to that relevant Committee. Where the petitioner elects to present the petition to the relevant Committee Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of that relevant Committee to inform its decision in the matter.

**10.14.** In the case of a petition on an executive function the petitioner will be given a choice to elect to formally present their petition to the County Council, the Executive Board, or where relevant, the relevant Executive Board member save that the

eventual executive decision shall be a matter for the Executive Board or Executive Board Member. Where the petitioner elects to formally present the petition to the Executive Board of Executive Board Member Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of the Executive Board or Executive Board member to inform its decision on the matter.

**10.15** In the case of a petition being referred to an Executive Board Member he/she will meet the petitioners, accept the petition and make a brief response. He/she will then refer the petition to the relevant officers to prepare a report on the matter for consideration at one of his/her decisions meetings.

**10.16** The presentation of a petition at a meeting of the Council, Executive Board, relevant Committee or to the relevant Executive Board Member shall be limited to not more than five minutes, and shall be confined to reading out or summarising the prayer of the petition, indicating the number and description of the signatories, and making such further supporting remarks to the petition as the person presenting it shall think fit

**10.17** At a meeting of Council or a relevant committee the Leader or the relevant Executive Board Member or Committee Chair shall be entitled to make a brief response to the presentation

## **CPR 11- QUESTIONS BY MEMBERS**

### **11.1 ON REPORTS OF THE EXECUTIVE BOARD OR COMMITTEES**

A member of the Council may ask the Leader or the Chair of a committee any question without notice upon an item of the report of the Executive Board or a committee when that item is being received or under consideration by the Council.

### **11.2 QUESTIONS ON NOTICE AT FULL COUNCIL**

Subject to Rule 11.4, a member of the Council may ask:-

- (a) the Chair of the Council;
- (b) a member of the Executive Board; or
- (c) the Chair of any committee;
- (d) a question on any matter in relation to which the Council has powers or duties or which affects the area of the authority, or part of it, or the inhabitants of that area, or some of them.

### **11.3 QUESTIONS ON NOTICE AT COMMITTEES**

Subject to Rule 11.4, a member of a committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which affect area of the authority, or part of it, or the inhabitants of that area, or some of them and which falls within the terms of reference of that committee.

### **11.4 NOTICE OF QUESTIONS**



A member may only ask a question under Rule 11.2 or 11.3 if either:

- (a) they have given notice in writing of the question to the Chief Executive by 10 a.m. 7 clear working days (i.e. clear days does not include the day the question is received or the day of the meeting) before the day of the meeting; or
- (b) the question relates to urgent matters, they have the consent of the person to whom the question is to be put and the content of the question is given to the Chief Executive by 09.00 hours on the day of the meeting.

### **11.5 ORDER OF QUESTIONS**

Questions of which notice has been given under rule 11.2 or 11.3 will be listed on the agenda in the order received by the Chief Executive

### **11.6 CONTENT OF QUESTIONS**

Questions under rule 11.2 or 11.3 must:-

- (a) be concise;
- (b) be in the form of a question rather than a statement; and
- (c) relate to matters in relation to which the Council has powers and duties or which affect the area of the Authority, or part of it, or the inhabitants of that area, or some of them.

### **11.7 RESPONSE**

An answer may take the form of:-

- (a) a direct oral answer;
- (b) a written answer;
- (c) where the desired information is in a publication of the Council or other published work, a reference to that publication;

### **11.8 SUPPLEMENTARY QUESTION**

A member asking a question under Rule 11.2 or 11.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or reply.

## **CPR 12 - MOTIONS ON NOTICE**

### **12.1 NOTICE**

Except for motions which can be moved without notice under CPR 13 and in cases of urgency, written notice of every motion, must be delivered to the Chief Executive either in hard copy (to be signed by a proposer and seconder) or by email (the proposer is required to copy in the seconder of the motion) not later than 10 a.m. 7 clear working days (i.e. clear days does not include the day the motion is received or the day of the meeting) before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

### **12.2 MOTIONS SET OUT IN AGENDA**

Motions for which notice has been given will be listed on the agenda in the order received by the Chief Executive

### **12.3 SCOPE**

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

### **12.4 ONE MOTION PER MEMBER**

No member may give notice of more than one motion for any Council meeting except with the consent of the Chair

### **12.5 ALTERATION OF MOTION**

- (a) Written amendments of Notices of Motion must be received by the Chief Executive 24 hours before the relevant Council meeting signed by the mover and seconder, and will be circulated to members by electronic means as soon as possible after receipt;
- (b) Only alterations which could be made as an amendment may be made i.e.:
  - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words as long as the effect is not to negate a motion.

### **CPR 13 - MOTIONS WITHOUT NOTICE**

The following motions may be moved without notice:

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adopt recommendations of committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond three hours in duration;
- (n) to suspend a particular Council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.5; and

- (q) to give the consent of the Council where its consent is required by this Constitution.

## **CPR 14 - RULES OF DEBATE**

- (a) In all proceedings of the Council, the Executive Board and meetings of Committees the Welsh language and the English language shall have the same status and validity.
- (b) All persons shall have the right when addressing the Council to speak in Welsh or English.
- (c) Simultaneous translation facilities shall be provided at all meetings referred to in paragraph (a) above.

### **14.1 NO SPEECHES UNTIL MOTION SECONDED**

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

### **14.2 RIGHT TO REQUIRE MOTION IN WRITING**

Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.

### **14.3 SECONDER'S SPEECH**

When seconding a motion or amendment, a member may reserve his/her speech until later in the debate.

### **14.4 CONTENT AND LENGTH OF SPEECHES**

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed four minutes without the consent of the Chair.

### **14.5 WHEN A MEMBER MAY SPEAK AGAIN**

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

### **14.6 AMENDMENTS TO MOTIONS**

- (a) An amendment to a motion must be relevant to the motion and will either be:
  - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words as long as the effect of (ii) to (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of by being voted upon.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

#### **14.7 ALTERATION OF MOTION**

- (a) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (b) Only alterations which could be made as an amendment may be made.

#### **14.8 WITHDRAWAL OF MOTION**

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

#### **14.9 RIGHT OF REPLY**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

#### **14.10 MOTIONS WHICH MAY BE MOVED DURING DEBATE**

When a motion is under debate, no other motion may be moved except the following procedural motions:-

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;

- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond three hours in duration;
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4.

#### **14.11 CLOSURE MOTIONS**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:-
  - (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

#### **14.12 POINT OF ORDER**

A member may raise a point of order at any time. The Chair will hear the point of order immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final.

#### **14.13 PERSONAL EXPLANATION**

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

### **CPR 15 - PREVIOUS DECISIONS AND MOTIONS**

#### **15.1 MOTION TO RESCIND A PREVIOUS DECISION**

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless it is recommended by the Executive Board or a committee or notice in accordance with Procedure Rule 12 Motions on Notice has been given by as many members as would constitute a quorum of the Council.

### **15.2 MOTION SIMILAR TO ONE PREVIOUSLY REJECTED**

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least as many members as would constitute a quorum of the Council. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

## **CPR.16 - VOTING**

### **16.1 MAJORITY**

Unless these rules provide otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

### **16.2 CHAIR'S CASTING VOTE**

If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

### **16.3 SHOW OF HANDS**

Unless a recorded vote is demanded under Rule 16.4, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

### **16.4 RECORDED VOTE**

If 10 members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes (but only in relation to meetings of Council).

### **16.5 RIGHT TO REQUIRE INDIVIDUAL VOTE TO BE RECORDED**

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### **16.6 VOTING ON APPOINTMENT OF ELECTED MEMBERS TO POSITIONS TO BE FILLED BY THE AUTHORITY**

Where a vote is required on a motion to appoint or elect a member of the Council to a position to be filled by the authority and there are two or more members nominated for that position, the names of all those nominated shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for only one

person. If there is not a majority of those voting in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

## **16.7 VOTING ON STAFF APPOINTMENTS**

Where a vote is required on a motion to appoint a person to any paid office of employment under the authority voting shall be by ballot and where there are two or more candidates for that appointment, their names shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for only one person. If there is not a majority of those voting in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

## **CPR 17 – MINUTES**

### **17.1 SIGNING THE MINUTES**

The Chair will sign the minutes of the proceedings at the next appropriate meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

**17.2** Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

### **17.3 FORM OF MINUTES**

**17.3.1** The decision records for executive decisions and minutes of Council and committee meetings will as appropriate record:-

- (a) the decision made;
- (b) the date the decision was made;
- (c) the reasons for that decision;
- (d) any personal interest declared;
- (e) any dispensation to speak granted by the authority's standards committee;
- (f) any consultation undertaken prior to the decision and, if such consultation has not taken place, the reason why.

**17.3.2** In addition the minutes of Council and committee meetings will be proportionate to the matters under discussion. They will comprise a reasonably fair and coherent record of proceedings. Where the substance of the matter demands, they will contain in the preamble to each minute a brief summary of the matter under discussion and the principal points made during any debate without attributing views or opinions to any members by name.

**17.3.3** Where parts of the minutes are excluded because they refer to exempt information and the minutes available do not provide a reasonably fair and coherent

record, a written summary will be provided which provides such a record without disclosing the exempt information.

**17.3.4** Minutes will contain all motions and amendments in the exact form and order the chair put them.

## **CPR 18 - RECORD OF ATTENDANCE**

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

## **CPR 19 - EXCLUSION OF PUBLIC**

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 21 (Disturbance by Public).

## **CPR 20 - MEMBERS' CONDUCT**

### **20.1 STANDING TO SPEAK**

When a member speaks at full Council he/she must stand, unless disabled from doing so **or attending remotely**, and address the meeting through the Chair. If more than one member stands, the Chair will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

### **20.2 CHAIR STANDING**

When the Chair stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

### **20.3 MEMBER NOT TO BE HEARD FURTHER**

If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

### **20.4 MEMBER TO LEAVE THE MEETING**

If the member continues to behave improperly after a motion is carried under CPR 20.3 above, the Chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

### **20.5 GENERAL DISTURBANCE**



If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

## **CPR 21 - DISTURBANCE BY PUBLIC**

### **21.1 REMOVAL OF MEMBER OF THE PUBLIC**

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. The Chair may adjourn the meeting for as long as he/she thinks necessary.

### **21.2 CLEARANCE OF PART OF MEETING ROOM**

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared. The Chair may adjourn the meeting for as long as he/she thinks necessary.

## **CPR 22 – FILMING DURING MEETINGS**

Save during parts of the meeting when the public are excluded under CPR 19 above filming and recording shall be permitted so long as there is no disturbance to the conduct of the meeting and only when meetings are also being webcast by the Authority.

## **CPR 23 - SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

### **23.1 SUSPENSION**

All of these Council Rules of Procedure except Rule 16.6 and 17.2 may be suspended by motion on notice or, without notice if at least one half of the whole number of members of the Council or a Committee are present. Suspension can only be for the duration of the meeting.

Planning Committee membership as detailed within CPRs 4(9), 4(10) and 8 cannot be suspended as these are subject to the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 and the Local Authorities (Standing Orders)(Wales)(Amendment) Regulations 2017.

### **23.2 AMENDMENT**

Any motion to add to, vary or, revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **CPR 24 - APPLICATION TO COMMITTEES**

All of the Council Rules of Procedure apply to meetings of full Council. None of the rules apply to meetings of the Executive Board except CPR14 (a-c) and CPR 22. Only Rules 4–9, 11–14, 16–18 (but not rule 16.4), 19–23 (but not Rules 20.1, nor 22 (save for meetings of the Planning Committee)) apply to meetings of committees and sub-committees of the Licensing Committee.

## **PART 4.5 - SCRUTINY PROCEDURE RULES**

### **1. What will be the number and arrangements for scrutiny committees?**

The Council will have the scrutiny committees with the membership, powers and terms of reference as identified in Article 6.

### **2. Who may sit on scrutiny committees?**

All Councillors except members of the Executive Board may be members of a scrutiny committee. However, no member may be involved in scrutinising a decision which he/she has been directly involved.

### **3. Non- Voting Co-optees**

Each scrutiny committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-opted members, if considered appropriate. Co-opted members should be able to represent the interests of those who receive the services within a scrutiny remit or contribute expert knowledge and skills that will strengthen the scrutiny process. The number of co-opted members on a scrutiny committee should not exceed a third of the total membership of the committee.

Council will ensure that recruitment processes in relation to co-optees, whether on an individual or representational basis, are inclusive and fair to encourage people with a wide diversity of knowledge and experience to participate in scrutiny activity.

Appointment of co-optees may be for:

- i) The life of a committee;
- ii) Until such time as Council decides to terminate the appointment; or
- iii) For the purpose of a particular review or performance monitoring exercise.

### **4. Voting Education representatives**

Each relevant scrutiny committee dealing with education matters shall include in its membership the following voting representatives:

- (a) one Church in Wales representative
- (b) one Roman Catholic Church representative;
- (c) three elected parent governor representatives;

A relevant scrutiny committee in this paragraph is a scrutiny committee of a local education authority, where the committee's functions relate wholly or in part to any education functions which are the responsibility of the authority's executive. If the scrutiny committee deals with other matters, these representatives shall not vote on those other matters although they may stay in the meeting and participate in the discussion.

Revised at Council 24/05/2017

## **5. Meetings of scrutiny committees**

There shall be at least six ordinary meetings of each scrutiny committee in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate and following the agreement of the Chief Executive in consultation with the Chair of the appropriate committee.

## **6. Venues**

Scrutiny Committees will usually meet in one of the Council's administrative offices but from time to time will meet in appropriate community facilities.

## **7. Quorum**

The quorum for a scrutiny committee shall be one third of the Members rounded up to the nearest whole number.

## **8. Who chairs scrutiny committee meetings?**

Chairs and Vice Chairs of scrutiny committees will be drawn from among the Councillors sitting on the committee and will be appointed by the council at its annual meeting in accordance with the procedure set out in the Council Procedure Rules in Part 4 of this Constitution.

## **9. Work Programme**

Subject to overall co-ordination of the exercise by the Policy & Resources Scrutiny Committee in order to avoid duplication of resources, scrutiny committees will be responsible for setting their own work programmes. Prior to the development of their work programmes, scrutiny committees will seek views from the public on topics that could be considered as part of their work. Copies of final work programmes will be sent to public sector and other relevant partners.

The programme itself will also be subject to ongoing review during the year as circumstances change. Updated work programmes will be made available on the Council's website throughout the municipal year.

## 10. Agenda items

- (1) Any member of a Scrutiny Committee may, between meetings, ensure that any matter relevant to the remit of their Committee is placed on the agenda and considered at a meeting of that Committee by submitting a request in writing to the Chief Executive **in consultation with the Chair of the relevant Scrutiny Committee**.  
On receipt of such a request the Chief Executive will ensure that it is included on the next appropriate agenda.
- (2) At a meeting of a Scrutiny Committee any member under the agenda item "Forthcoming Items" may request that an item be placed on the agenda of the next meeting for consideration. The committee will then consider the member's rationale for the request and decide:
  - i) to approve or disallow the request
  - ii) that they require additional information prior to considering the request
- (3) Any member of the public may request that an item relevant to the remit of a Scrutiny Committee may be placed on its agenda. A formal request will need to be submitted to the Council's Democratic Services Unit by 10 a.m. 7 clear working days before the date of the Committee meeting (i.e. clear days does not include the day the request is received or the day of the meeting). This will outline the nature of the item and why it should be considered at a Scrutiny Committee. The person submitting the request will be entitled to present this case in person. This request will be considered by the Scrutiny Committee at its next available meeting. The Committee will then decide whether the request is approved and included on a future agenda of a Committee or whether to reject the request. Feedback on the committee's decision regarding the request and the outcome of any scrutiny debate will be conveyed to the person submitting the request.
- (4) Any member of the public, if they are residents of the County, own a business located within the County or are employed within the County, may ask questions of the Scrutiny Committee at its ordinary meetings subject to notice of the question having been given by delivering it in writing or by electronic mail to the Council's Democratic Services Unit by 10 a.m. 7 clear working days before the date of the Committee meeting (i.e. clear days does not include the day the question is received or the day of the meeting) and the question being about a matter for which the County Council has a responsibility or which affects the County and being within the remit of the Committee. Each question must give the name and address of the questioner. The Chair will invite the questioner to put the question to the Committee. If the questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf, in which case the Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner that the question will not be dealt with.

## 11. Reports from scrutiny committees

Once it has formed recommendations on proposals for review, a scrutiny committee will prepare a formal report and submit it to the Chief Executive for consideration by the Executive Board.

Revised at Council 24/05/2017

## **12. Presentation of Task and Finish Group Reports**

Task and Finish Group interim and final reports will be presented by the Group's Chair to the Scrutiny Committee for consideration.

The final report will set out its recommendations in order of achievability with associated cost implications i.e.:

- What could be implemented immediately or in the very near future at none or very little cost
- What could be implemented in the middle term
- Long term goals

The recommendations would also identify the Lead/Responsible Officers for implementing the immediate/short term recommendations and for drawing up and implementing a programme for the medium/long term recommendations.

Following adoption of the Group's final report and any further amendments or additional recommendations agreed by the Scrutiny Committee, the final report will initially be presented by the Chair of the Scrutiny Committee to Executive Board Members for an informal discussion. The Chair will give an overview of the task undertaken by the group and its findings and the Executive Board Members may provide an indication of any additional views they may have in respect of the report's findings. This will provide the Chair and supporting Officers with an opportunity to obtain additional information prior to the report being formally submitted to the Executive Board for consideration.

At the formal meeting of the Executive Board the Chair of the Scrutiny Committee will formally present the final report for the Board's consideration and provide the Executive Board members with an overview of the task undertaken, a brief description of the process followed and the findings.

Executive Board Members will then have the opportunity to question the Chair on the report's findings and consider the recommendations being put forward for consideration.

## **13. Reporting Executive Board and Council Decisions**

Following consideration of a Scrutiny Committee's report and recommendations the Executive Board's decision will be reported back to the next meeting of the Scrutiny Committee.

In not adopting any recommendations submitted by a Scrutiny Committee the Executive Board should record the reasons for not doing so.

#### **14. Rights of scrutiny committee members to documents**

In addition to their rights as Councillors, members of scrutiny committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

When dealing with crime and disorder matters, the Environmental & Public Protection Scrutiny Committee have a right to information from Responsible Authorities and Co-operating persons and bodies (as defined by Section 5 of the Crime and Disorder Act 1998) on written request. Information provided will be normally be de-personalised and will exclude information likely to prejudice legal proceedings or current or future operations.

#### **15. Members and officers giving account**

(a) Any scrutiny committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council and /or Executive Board functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may request, any member of the Executive Board, the Head of Paid Service and/or any Director and /or Head of Service to attend before it to provide further explanation in respect of any matters within their remit:

- i) any particular decision or series of decisions; and/or
- ii) the extent to which the actions taken implement Council policy; and/or
- iii) their performance;

and it is the duty of those persons to attend if so required.

(b) Where any member or officer is required to attend a scrutiny committee under this provision, the Chair of that committee will inform the Chief Executive who will inform the member or officer in writing giving at least 15 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, then the member or officer concerned will be given an additional fifteen working days to allow for preparation of that documentation.

(c) Where, in exceptional circumstances, the member or officer is unable to attend the required date, then the scrutiny committee shall, in consultation with the member or officer, arrange a convenient alternative date for attendance.

## **16. Officer Attendance at meetings of Scrutiny Committees**

There is no requirement for Directors or Heads of Service to routinely attend meetings of Scrutiny Committees. However, Heads of Service and/or other relevant officers, who's attendance has been requested by the Chair, or who have produced materials for consideration by the Committee will be expected to attend.

Once an Officer's item of business has been considered by the committee they will, with the Chair's agreement, then withdraw from the meeting.

## **17. Executive Board Member Attendance at meetings of Scrutiny Committees**

There is no requirement for Executive Board Members to routinely attend meetings of Scrutiny Committees. ~~Executive Board Members can only attend meetings of Scrutiny Committees as observers and should only take part in discussions or debates by the Committee if invited to do so by the Chair.~~

~~Executive Board Members will be expected to attend meetings of Scrutiny Committees when Committees consider their half-yearly and annual performance monitoring reports or policy reports. During consideration of these reports the Chair will expect the Executive Board Member(s) present to present the report(s) and to respond to any questions by members on the reports or to provide additional information.~~

~~Once these items of business have been considered by the committee the Executive Board Member (s) may then withdraw from the meeting if they so wish.~~

Executive Board Members will normally be expected to attend meetings of the Scrutiny Committee, to allow scrutiny of their respective portfolios in relation to decisions taken. Executive Board Members will present reports and to answer questions in relation to proposed decisions that have been included within the Forward Plan/included on the agenda. Executive Board Member may call upon Officers to provide additional information on operational issues.

Executive Members are encouraged at Scrutiny meetings to avail themselves of every opportunity to gauge the views of non-Executive Members on any issues falling within their remit. A close working relationship and an open exchange of views will be of particular importance to the Executive Member, Scrutiny Chairs and Vice Chairs, and to Scrutiny Members, where consideration is being given to the development of the Council's budget or policy framework.



## **18. Scrutiny Participants**

A scrutiny committee may invite members of the public or representatives of other bodies to address it and to discuss issues of local concern and/or answer questions.

A member of the public may also request to submit either written or verbal evidence to a Scrutiny Committee, Joint Overview and Scrutiny Committee or a Scrutiny Committee Task and Finish Group in support of a scrutiny topic or review or Call-in request (see Article 6.6 Call-in procedures).

A formal request will need to be submitted to the Council's Democratic Services Unit by a minimum of seven working days before the date of the Committee meeting. This request will outline the nature and purpose of the evidence to be provided at the meeting.

The Chair in conjunction with the Monitoring Officer can decide to refuse a request if this is considered to be potentially vexatious, discriminatory, inappropriate or unreasonable. The justification for the refusal will be communicated to the person making the request.

The Chair will allocate a timeslot on the agenda for verbal evidence from the member of the public. The Chair will have discretion to stop a speaker at any time in proceedings if, in their view, a speaker is making comments that are, or appear to be, defamatory, vexatious, discriminatory or offensive.

Where evidence has been submitted, the outcome of the scrutiny debate or review will be communicated to the individual in question.

Council recognises the need to support participants invited to attend Scrutiny Committees and Scrutiny Task & Finish Groups and the valuable contribution that they will make to the scrutiny process.

A Charter and Guidance for Participants has therefore been drawn up which sets out:

- what participants can expect when attending a Scrutiny Committee / Task & Finish Group meetings;

- the steps that will be taken to keep participants informed about the procedure; and

- what will be expected of participants throughout the scrutiny process they are involved in .

## **19. Call-in**

The procedures for call in are set out in Article 6.6 of Part 2 of this Constitution.

## **20. Prohibition of whipped votes and declaration of party whips**

When considering any matter in respect of which a member of a scrutiny committee is subject to a party whip the member must declare the existence of the whip and the nature of it before the commencement of the committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

A member of a Scrutiny Committee shall not be allowed to vote in any matter if he or she is subject to a party whip in respect of that matter. If a decision made with a party whip declared is materially affected, it should be treated as if it has not been made.

## **21. Procedure at scrutiny committee meetings**

- (a) Scrutiny committees shall consider the following business:
- i) Declarations of interest;
  - ii) Declarations of prohibited party whips;
  - iii) Receive questions on notice from, and provide answers to, the public (in accordance with 10(4) above);
  - iv) Consideration of any matter referred to the committee for a decision in relation to call in of a decision or other matters referred to the committee by members of the public and through the Councillor Call for Action and Local Crime and Disorder referral process;
  - v) Responses of the Executive Board to reports and requests of the scrutiny committee on a quarterly basis;
  - vi) Forthcoming items;
  - vii) The business otherwise set out on the agenda for the meeting;
  - viii) Minutes of the last meeting.
- (b) Where a scrutiny committee conducts reviews or considers other matters, the committee may invite individuals, representatives of key partner organisations or other outside bodies to attend and give evidence at committee meetings. The meetings of the committees will be conducted in accordance with the following principles:
- i) that the review will be conducted fairly and all members of the committee will be given the opportunity to ask questions of participants, and to contribute and speak;
  - ii) that those assisting the committee by giving evidence will be treated with respect and courtesy; and

- iii) that the review will be conducted so as to maximise the efficiency of the process.
- (c) Following any review, a committee will prepare a report, for submission to the Executive Board and/or Council as appropriate and shall make its report and findings public.

## **22. Matters within the remit of more than one scrutiny committee**

Where a matter for consideration by a scrutiny committee also falls within the remit of one or more other scrutiny committees, the decision as to which scrutiny committee will consider it will be resolved by the Policy & Resources Scrutiny Committee where the Chief Executive deems this appropriate.

## **23. Referrals to Executive Board, Executive Board Members and other Scrutiny Committees**

These should only be made:

- if the committee is recommending that existing policy should be amended;
- if the committee is recommending that a new policy should be introduced;
- if the committee is drawing attention to new areas of risk.

All recommendations should also be accompanied by details of the relevant implications e.g. policy, legal, finance, human resource etc.

## **24. Councillor Call for Action and Local Crime and Disorder Referral**

Any member may refer a local government or crime and disorder matter that has not been resolved through any other avenue to the relevant Scrutiny Committee through the Councillor Call for Action (CCfA) and Local Crime and Disorder Referral (LCDR) procedure. The procedure for CCfA and LCDR are set out in Part 5 of this Constitution.

This page is intentionally left blank

## **Part 5.6 - PROTOCOL FOR COMMUNICATIONS WITH ELECTED MEMBERS**

### **INTRODUCTION**

This Protocol explains how communication will take place with Members of the Council. It encompasses communication between Members themselves and between Members and officers of the Council.

It is intended to state clearly, to Members and officers:

- What information will be provided?
- What support will be provided?
- How it will be provided?
- Who is responsible for providing information and support?

The Protocol identifies three key areas:

- **Information provision**
- **Consultation**
- **Support Services**

All Members also have access to information through their respective Group Meetings, the monthly Shadow Executive Board Meeting and by contacting Executive Board Members direct.

Staff and members are provided with Authority e-mail addresses for conducting Council business and personal addresses should not be used. Based on this, electronic communication to elected members will be via @carmarthenshire / @sirgar addresses and not personal e-mail, in accordance with the Authority's E-mail Usage Policy.

### **1. INFORMATION PROVISION**

Members are looking for information within the following broad categories:

- **Council, Executive and Committee Decisions**
- **Ward Information**
- **Contact Information**
- **Access to Information (private & confidential)**

#### **1.1 Council, Executive and Committee Decisions**

Members want access to information about the decisions being made by the Council, Committees, Executive Board and Executive Board Members.

Under political arrangements Executive Board Members make decisions in two forums:

- 1) Executive Board Meetings, and
- 2) Executive Board Member Decision-Making Meetings.

### 1.1.1 Agenda and Reports

The Council will:

- Publish-Agenda at least three working days in advance of meetings
- Publish copies of all agenda and reports on the Council Intranet and Internet
- Send e-mails to all Members, informing them that the Agenda are available to view on the Intranet ( an electronic link to the agenda will also be included in the message)
- Provide a hard copy of agenda and reports to view and inspect in the Members' Lounge at County Hall.

**Council, Executive Board and Committee Meetings** are held in public and members can attend as observers.

Members are entitled to have access to public committee papers and background information identified in a public report to Council, Executive Board or any committee. Exempt reports are only made available to the Members of the Committee considering that report. (See also Appendix 1 of this protocol regarding access to exempt /confidential information).

The Leader and Deputy Leader of the Opposition Group and the Chairs of Scrutiny Committees will be allowed to remain at Executive Board meetings when exempt reports are considered and will be given a copy of the exempt report at the meeting.

A protocol for non-executive members' attendance at formal Executive Board meetings is available to view via the Democracy tab on the internet.

**Executive Board Member Decision Meetings** are not open to the public and press to attend but non-executive members can attend as observers.

**The Democratic Services Unit is responsible for the publication of all Agendae and accompanying reports.**

**Contact: Democratic Services 01267 224028 Int. Ext No. 4028**

### 1.1.2 Minutes and Decision Notices

The Democratic Services Unit also produce and publish all Council and Committee Meeting Minutes and Executive Board and Executive Board Member Decision Notices.

The Council will:

- Send copies of the Decision Notices of Executive Board Meetings to all Members by email, within three working days of the meeting and publish them on the Council's intranet and website.

- Members of the relevant Scrutiny Committee then have an opportunity to “Call in” any decision within a further 5 working days where there are genuine and serious grounds for doing so, before the decision can be actioned.  
(The procedures for call in are set out in Article 6.6 of Part 2 of this Constitution.)
- Copies of the minutes of Council and Committee Meetings are published on the Council Intranet and Internet normally within 10 working days of the meeting.

**The Democratic Services Unit is responsible for publication of all Council & Committee Meeting Minutes and Executive Board / Executive Board Member Decision Notices.**

**Contact: Democratic Services 01267 224028 Int Ext No. 4028**

### **1.1.3 Press Releases**

The Council will:

Publish Press Releases, relating to Agenda items and Decision Notices, in advance of, and after, the respective meeting.

- All press releases will be published in accordance with the Protocol for Dealing with the Press & Media
- All press releases will be published daily on the Council’s Intranet and Internet sites

**The Marketing and Media Section is responsible for publishing all press releases.**

**Contact: Press Office 01267 224037, Int Ext No. 4037**

### **1.2 Ward Information**

Members want to be kept informed about what is happening in their area.

The Council will inform local Members, by email, about:

- **Planning Applications** – the Council has a statutory responsibility to inform Members about applications
- **New capital schemes** – e.g. highway schemes, new developments or buildings
- **Major work on Council property or facilities** – e.g. housing repair schemes, school extensions
- **Service developments/launch of new services or initiatives** – e.g. grant schemes, environmental initiatives, road safety projects, extension to schools
- **Closure of facilities or suspension of services** – e.g. closure of a leisure centre, school or care facility
- **Changes or disruption to service delivery** – e.g. road closure, refuse collection

**Heads of Service are responsible for ensuring that Members are kept informed of new developments within their electoral wards.**

### **1.3 Contact Information**

Members want an effective system for dealing with their enquiries/complaints and they want up to date contact information for key officers.

The Council will:

Publish a contact list of key officers, within each Department. This information will be published in hard copy and will also be available on the Council Intranet.

Operate a Members Enquiry Service. Enquiries will be taken directly by the Democratic Services unit from members in person, via telephone, E mail or via the Enquiry Forms available on the Intranet.

Heads of Service are asked to respond to Members enquiries within a maximum of 10 working days but invariably will do so much sooner than this.

**The Democratic Services Unit is responsible for Member Support and the Members' Enquiry Service.**

**Contact: Democratic Services 01267 224028 Int Ext No.4028**

### **1.4 Access to Information**

The Council's Constitution clearly states what information Members have a right to access.

Under the Data Protection Act there are restrictions on accessing personal information. For further details please see Appendix One of this protocol and Part 4.2 of the Council's Constitution which contains the Access to Information Procedure Rules.

## **2. CONSULTATION**

Members want to be consulted on matters affecting their ward.

The Council will:

- Consult Members on issues, concerning their ward, before the matter goes before Executive Board/Council/Committee for decision
- Consult Members, by E.Mail or in exceptional circumstances by post allowing at least five working days for that Member to respond
  - The consultation document will include a brief overview/letter detailing the purpose of the consultation, an executive summary of any relevant documentation and details of where further information is available
  - Where consultation meetings are being arranged for Members they will be sent a notice at least three working days in advance of the meeting
  - A summary of the response from Members will be included on the report cover sheet distributed with the Agenda



- Consult Members through the following forums:
  - Scrutiny Committees – have a role in policy development and will be used to consult Members on policy developments and decisions being considered by the Executive Board/Council
  - Advisory Panels – are forums established by the Executive Board to review existing policies and to develop new ones, they involve non-executive members as part of these groups.

**Heads of Service are responsible for ensuring that Local Members are consulted on matters going before the Executive Board / Executive Board Members / Council and Committees for decision.**

### **3. MEMBER SUPPORT**

- **IT Support**
- **Postal Service**
- **Council Diary**

#### **3.1 Information Technology Support**

Members require support in using IT and all Members are expected to use the IT Equipment provided by the Council as the initial point for accessing information.

**IT Services are responsible for IT support**

**Contact IT Services Help Desk 01267 246789 Int Ext No. 6789**

Informal one to one IT training and advice is provided by IT Staff.

Formal IT Training for all Members, will be arranged by the People Management & Performance Division.

Following each County Council Election there will be a comprehensive induction programme for all members over a range of subjects including IT which will be complimented by an ongoing programme of development and seminars.

**People Management and Performance is responsible for supporting Member Development. Contact 01267 246172 Int Ext No. 6172.**

#### **3.2 Postal Service**

Members want to minimise the amount of information sent, to them, in the post.

The Council will:

Use email as the main method of communication with Members including sending notices of meetings and decisions.

~~Provide Members with a hard copy of agendas for those Committees on which they serve (unless members have asked for electronic copies only).~~

Provide each Member with a pigeon hole in the Democratic Services Unit at County Hall where non urgent mail can be collected in person. Any mail placed in the pigeon holes will not be posted.

### **3.3 Council Diary of Meetings**

Members want the Council Diary to be managed to minimise instances where meetings clash.

The Council will:

Ensure that all meetings involving Members are included in the Council Diary

Publish the Council Diary on the Internet and Intranet

Avoid arranging any meetings on the same day as County Council, to allow for Council meetings extending into the afternoon (The exception being All Member Development Seminars / Consultation events)

**The Democratic Services Unit is responsible for managing the Council Diary of meetings.  
Contact: Democratic Services on 01267 224028 Int Ext No. 4028**

# Appendix 1 - Restrictions on access to information

The Council's Constitution clearly states what information Members have a right to access:

"Members have a right to inspect Council documents, so far as their access to the documents is reasonably necessary to enable them to properly perform their duties as members of the Council. This principle is commonly referred to as the "need to know" principle...but a member has no right to a "roving commission" to examine documents of the Council. Mere curiosity is not sufficient".

The decision on whether there is a "need to know" basis for a member to access that information must initially be made by the relevant Director and Monitoring Officer. In the event of a dispute, the matter may be referred to the relevant Executive Board Member(s) and Director, with legal advice from the Monitoring Officer.

## **Access to personal or confidential information relating to a resident or business**

Access by members to personal information held by the Council relating to a third party is a complex area of law and members are therefore advised to apply to the Council's Monitoring Officer for the release of such information setting out their reasons for doing so. The Monitoring Officer will then consider each case on its merits and advise the member on how such information can be used and if it should be released by them to the public.

Members should also be aware that individuals are protected by the Data Protection Act. Severe penalties (£100k and more) have been imposed by the Information Commissioner on Council's that have been found to be in breach of the provisions of the Act.

**More detailed advice regarding Members' rights to inspect Council documents can be obtained from the Monitoring Officer, Linda Rees Jones on 01267 224010 ext 4010.**

This page is intentionally left blank

## COUNTY COUNCIL

**22<sup>ND</sup> OCTOBER 2020**

### CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2019/20

**Executive Board Recommendations:**

To approve the content of the Annual Report.

**Reasons:**

1. Under the Local Government (Wales) Measure 2009 we must publish an Annual Report on past performance by the end of October each year.
2. Under the Well-being of Future Generations (Wales) Act 2015 we are required to publish an Annual Report on our Well-being Objectives.
3. This report meets both these requirements in one document.

Relevant scrutiny committee to be consulted:

*Not applicable due to COVID-19 restrictions.*

Exec Board Decision Required	Yes (5 <sup>th</sup> October 2020)
Council Decision Required	Yes (22 <sup>nd</sup> October 2020)

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-**

Cllr. Mair Stephens (Deputy Leader) and Cllr Cefin Campbell (Communities and Rural Affairs)

Directorate  <b>Chief Executive's</b>  <b>Noelwyn Daniel</b>  Report Author <b>Robert James</b>	Designations:  Head of ICT & Corporate Policy  Performance Management Officer	Tel Nos./ E Mail Addresses:  <b>01267 246270</b> <a href="mailto:NDaniel@carmarthenshire.gov.uk">NDaniel@carmarthenshire.gov.uk</a>  <b>01267 224486</b> <a href="mailto:RNJames@carmarthenshire.gov.uk">RNJames@carmarthenshire.gov.uk</a>
--	---	---

# EXECUTIVE SUMMARY

**COUNTY COUNCIL  
22<sup>ND</sup> OCTOBER 2020**

## **CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2019/20**

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

The report provides:

- an overview of 2019/20 Performance
- progress reports for all 15 Well-being Objectives
- recently published 2019/20 results from the National Survey for Wales

*The statutory publication deadline for this Annual Report is the 31<sup>st</sup> October.*

### COVID-19

We have a statutory duty to publish an Annual Report for 2019-20 by the 31<sup>st</sup> October 2020. There has been no relaxation on this statutory duty despite the pandemic. It is not possible to provide as much in-depth analysis and evaluation as we have done in previous years due to some information not being gathered nationally as a result of the current pandemic. There are some gaps in information, for instance, the Welsh Government has confirmed that comparative out-turn data will not be available for the 2019-20 period.

**DETAILED REPORT ATTACHED?**

**Yes**

# IMPLICATIONS

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

**Signed: Noelwyn Daniel**

Head of ICT and Corporate Policy

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

## 1. Policy, Crime & Disorder and Equalities

To comply with the Well-being of Future Generations (WbFG) Act 2015, we must (in carrying out sustainable development):

<ul style="list-style-type: none"> <li>Set and publish well-being objectives</li> <li>Take all reasonable steps to meet those objectives</li> <li>Publish a statement about well-being objectives</li> <li>Publish an annual report of progress</li> </ul>	<p>Corporate Strategy update published – June 2019.</p> <p>This will be accomplished by the enclosed Annual Report</p>
--	--

Only when a public body can demonstrate it has taken into account the sustainable development principle in the setting, taking steps and meeting of its well-being objectives will it be compliant with the Act. Public bodies may take other matters into account when making their decisions, but in order to comply with the Act they must take into account the 5 ways of working.

1. Long term
2. Integrated
3. Involving
4. Collaborative
5. Preventative

## 2. Legal

We have to publish our Annual Report by the 31<sup>st</sup> October to comply with the Local Government Measure 2009.

## 3. Finance

Well-being Objective 15 - Building a Better Council and Making Better use of Resources covers financial matters.

# CONSULTATIONS

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

**Signed: Noelwyn Daniel**

Head of ICT and Corporate Policy

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

All Departments have been consulted and have had the opportunity to provide comments on their performance and progress.

Public Consultation

- As in previous years we consulted with the public on the set of Well-being Objectives as part of budget consultation.
- Analysis of the results showed agreement for the objectives.

## **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
The Local Government Measure (Wales) 2009	<a href="https://gov.wales/local-government-measure-2011-guidance">https://gov.wales/local-government-measure-2011-guidance</a>
Statutory guidance on the Well-being of Future Generations (Wales) Act 2015. SPSF2: Individual Public Body Role	<a href="#">SPSF2:Individual Public Body Role</a>
June 2019 - Corporate Strategy	<a href="https://www.carmarthenshire.gov.wales/media/1219049/corporate-strategy-revised-2019-20.pdf">https://www.carmarthenshire.gov.wales/media/1219049/corporate-strategy-revised-2019-20.pdf</a>



---

Moving Forward in Carmarthenshire

# ANNUAL REPORT for 2019/2020

on the Council's Corporate Strategy

---



October 2020

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



Page 73

## Welcome from the Leader of the Council



Once again it is time to publish our annual report so that we can examine how we have progressed against our well-being and improvement objectives. It illustrates the stark contrast between where we started the year and how it has ended. It also highlights how much has been done for the residents of our county and how much more we intend to do, although some of it may be on hold while we deal with the current pandemic. The spread of COVID-19 has impacted on us all and forced us as an Authority to adapt our services almost overnight, initially to ensure that we could support and assist our residents to respond to the pandemic and now to aid the recovery process. The impact on our county and across the country has been significant and is likely to continue for the foreseeable future. The way we deliver our services in the future is likely to have to adapt longer-term but I can assure you that we are planning and delivering to ensure we are able to provide the safest and most effective services to our residents.

It's important to remember that this is a report on 2019/20 and the pandemic only impacted in the last few weeks of the financial year in question. It seems indulgent to spend time on reporting on the past year at this time, but it gives us a baseline to judge recovery against. It is good practice to maintain a focus on performance and outcomes, recognise progress and identify and address weaknesses in an open and transparent way. This will aid us as we plan for future delivery of services. It is also a legal obligation to publish this report by the 31<sup>st</sup> October and there has been no relaxation on this requirement. It is not as comprehensive as usual as Welsh Government has understandably not compiled the comparative results of all councils in Wales as it would normally due to the pandemic. Our regulators have not been able to complete any annual assessments for 2019/20 due to the pandemic's impact which we would also normally have included.

The report does show the progress we are making against our Corporate Strategy's Well-being Objectives and I am very pleased that our end of year results as measured by the performance indicators all councils in Wales shows an 8% net improvement. This is a considerable step from the 25% net decline the previous year. I am also pleased to see that the National Survey for Wales identified us in the top 5 of the 22 councils in Wales for providing high quality services.

Other highlights for me would include the publication of our strategy on Moving Rural Carmarthenshire Forward Report, the first of its kind in Wales. The strategy makes clear our aspiration to regenerate our local economies and protect the Welsh Language with 55 recommendations for action and will stand us in good stead as we respond to the impacts of the pandemic. We were also the first in Wales to publish a Net Zero Carbon action plan, to ensure we deliver on our declaration of a Climate Emergency. I am pleased with the progress to date and we will continue to ensure action is taken against our set objectives so that we can achieve our commitment.

We have some of the finest officers in Wales, and the past few months has more than reinforced that statement. I can't thank them enough for their efforts throughout the year and their response to the COVID-19 pandemic has been extremely humbling. They have worked tirelessly to ensure that our residents, communities, organisations, and businesses are kept safe and supported. I really must pay tribute to the front-line staff who've shown great courage in continuing their work, often putting others before themselves and their families. I'd also like to thank those who have moved from their day-to-day work to cover other areas of front-line service – those who usually work in offices who have worked in care homes, driving buses, and delivering food. The commitment and willingness to support others is truly inspiring.

When I became Leader five years ago, my appeal to this county was that we should be innovative, and even daring, in our approach and over the past few months I have witnessed that immeasurably. It is pleasing to see the progress being achieved in across Carmarthenshire and we will continue to move Carmarthenshire forward over coming years.

*Councillor Emlyn Dole*

**Leader of Carmarthenshire County Council**

We welcome constructive comments on our strategies and services. Feedback from customers and service users is essential in identifying opportunities for improvement and we hope that if you have any comments or suggestions that you believe would help that you will share them with us. Please contact us at **Corporate Performance Management**, Carmarthenshire County Council, County Hall, Carmarthen SA31 1JP or email at [performance@carmarthenshire.gov.uk](mailto:performance@carmarthenshire.gov.uk)

# Contents

Page

## COVID-19 and Introduction

4

## Carmarthenshire's Well-being Objectives

Start Well	1. Help to give every child the best start in life and improve their early life experiences	14
	2. Help children live healthy lifestyles	17
	3. Support and improve progress and achievement for all learners	20
	4. Ensure all young people are in Education, Employment or Training (EET) and are following productive learning and career pathways	23
	5. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty	27
Live Well	6. Create more jobs and growth throughout the county	30
	7. Increase the availability of rented and affordable homes	33
	8. Help people live healthy lives (tackling risky behaviour and obesity)	35
	9. Support good connections with friends, family and safer communities	39
Age Well	10. Support the growing numbers of older people to maintain dignity and independence in their later years	42
	11. A Council wide approach to support Ageing Well in Carmarthenshire	45
In A Healthy, Safe & Prosperous Environment	12. Look after the environment now and for the future	49
	13. Improve the highway and transport infrastructure and connectivity	52
	14. Promote Welsh Language and Culture	55
	15. Building a Better Council and Making Better Use of Resources	60&64

## Appendices

1. Legal requirements	69
2. Data on our Well-being Objectives Success Measures	71
3. National Survey for Wales results (published July 2020)	74
4. Whether our results have improved year on year	77
5. Regulatory reports received 2019/20	80
6. Future Generations Commissioner for Wales	81

# COVID-19

The COVID-19 crisis has significantly changed the world we live in within the space of a few months. However, we have a statutory duty to publish an Annual Report for last year by the 31<sup>st</sup> October 2020. There has been no relaxation on this statutory duty due to the COVID-19 pandemic.

In some cases, at the time of preparing this report, Council resources remain committed to dealing with the crisis/recovery and it is therefore not possible to provide as much in-depth analysis and evaluation as we have done in previous years. There may also be some gaps in information available, for instance, the Welsh Government due to the pressures of dealing with the crisis has agreed that comparative *Out turn data* will not be available for 2019-20.

This report has been written to assess performance during *April 2019 to March 2020*. At least 11 months of the year went by before the crisis hit.



## COVID-19 TIMELINE

		IMPLICATIONS
FEB	28 <sup>th</sup>	The first COVID-19 case in Wales was confirmed
	3 <sup>rd</sup>	<b>CONTAIN PHASE</b> - The UK Government published an action plan for the UK
MARCH	10 <sup>th</sup>	Carmarthenshire County Council Meeting
	12 <sup>th</sup>	The UK Government moved to the <b>DELAY PHASE</b> . <ul style="list-style-type: none"> <li>This was in recognition that the virus was beyond containment and steps required around delaying the onset, with the aim of extending and flattening the peak of the pandemic curve.</li> <li>The aim of this is to reduce extreme pressures upon health and social care services to minimise loss of life.</li> </ul>
	12 <sup>th</sup>	All officers moved into <i>Gold Command</i> mode (a command hierarchy used for major incidents)
	16 <sup>th</sup>	Carmarthenshire's <i>Executive Board</i> met
	18 <sup>th</sup>	The <i>Chief Executive</i> had to take the decision to suspend all democratic meetings as a precaution
	19 <sup>th</sup>	A decision had to be taken to <b>close the Authority's administrative buildings</b> to the public to protect staff
	23 <sup>rd</sup>	<b>Prime Minister Boris Johnson</b> announced a ' <b>lockdown</b> ' in an attempt to halt the spread of the virus. He gave an instruction to the nation <i>to stay at home except for limited purposes, including travelling to and from work, but only where absolutely necessary and the work could not be done from home</i>
		<b>Urgent arrangements were made on:</b> <ul style="list-style-type: none"> <li>Residential and Domiciliary Care</li> <li>School closures for a significant period</li> <li>Provision of childcare arrangements for critical / essential staff to enable them to continue to work whilst schools closed.</li> <li>Business advice, support and intervention</li> <li>Continued refuse collection</li> <li>Enhanced cleaning</li> <li>Community volunteer coordination and support.</li> <li>Rapid reduction in services and move to home working enabled by IT readiness, staff communications and support, revision of HR policies</li> <li>Redeployment of staff from non-critical to critical</li> <li>Financial losses from closure of leisure centres, catering services, loss of car park income, trade waste income etc. and increased expenditure</li> </ul>
JUNE	10 <sup>th</sup>	On the <a href="#">10<sup>th</sup> June, County Council</a> meetings were restored via digital means

## When the going gets tough...

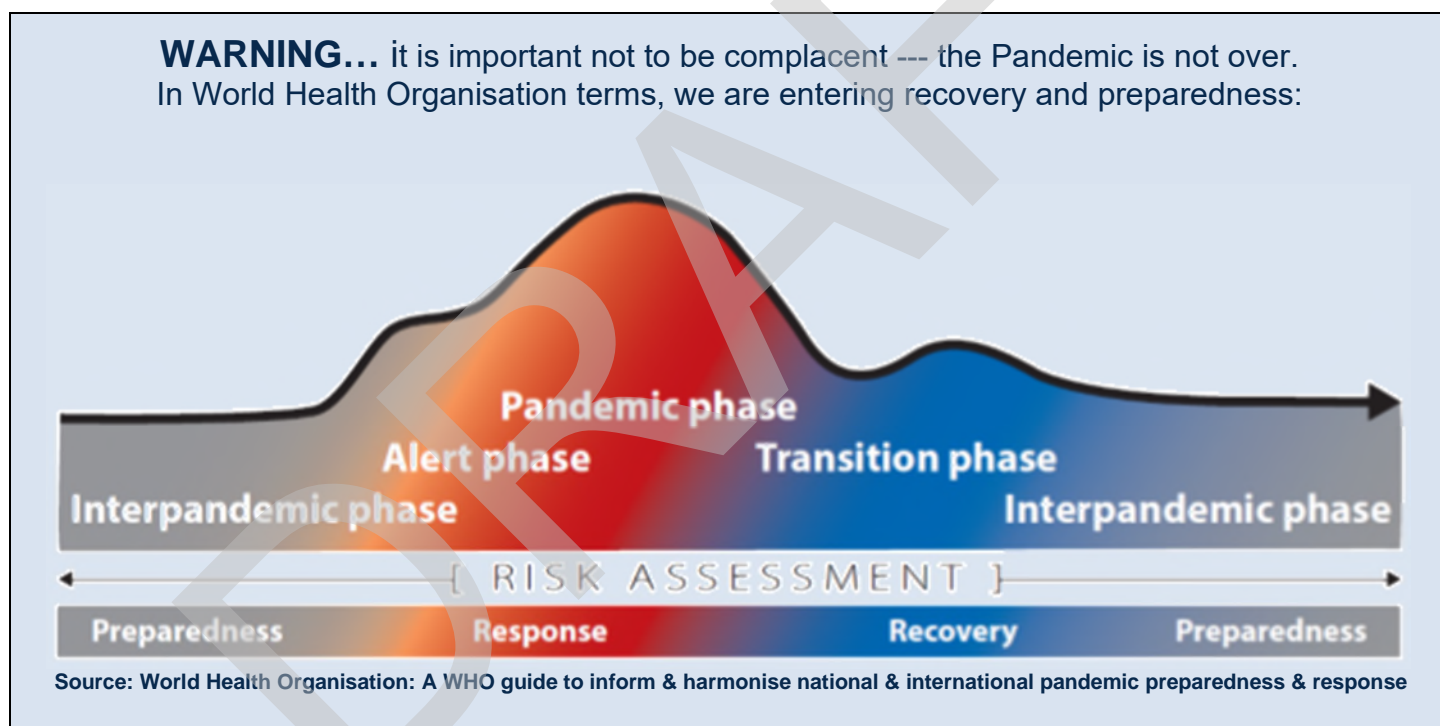
This period was an enormous challenge and the organisation pulled together in a crisis to ensure that we supported our residents and communities. It saw the best of us in commitment, conscientiousness, compassion, and creativity for the well-being of our communities.

To make sure that we learn from this unprecedented experience as we reintroduce our services and re-set our strategic and operational priorities, we will be identifying our key learning points at an organisational level and across the breadth of our services. One thing is evident, we cannot and will not be returning to the pre COVID-19 “status quo”.

**RECOVERY** is based on four key stages:

- Baseline (Pre-pandemic state) - this report covers this stage
- Emergency protection phase (acute lockdown period)
- Prepare and adapt phase (phased lifting of restrictions)
- Prevail (new normal)

*This report will provide useful baselines to help gauge recovery.*



At the time of writing this report on 2019/20 we are undertaking a detailed Community Impact Assessment that will look at the impact of the pandemic and at whether changes to how we do things (the working practices of ways we deliver services) are likely to have a positive or negative impact on the people we service and on those we deliver services. This will help us plan to reduce or remove negative impact.

Our Annual Report on 2020-21 will fully evaluate the year and the COVID-19 pandemic effects on our services.

# Introduction

In June 2018, we published a *New Corporate Strategy for 2018-23*. This document is an Annual Report that examines our progress in the second year 2019/20 of the Strategy.

It is produced by the Council because we believe we should provide comprehensive and balanced information to the public about our services, so that they can see how we are performing and the challenges we are facing. It is also a statutory duty under the Local Government Measure (Wales) 2009 and the Well-being of Future Generations Act 2015.

## Working with Partners

As a Council we are not alone in working to improve the lives of Carmarthenshire's citizens. We are collaborating with other public bodies. We have set up a *Public Services Board* (PSB) and this partnership has published a [Carmarthenshire Well-being Plan](#). All the separate public bodies in the partnership publish their own Well-being Objectives and we will be working to meet many common objectives. The PSB has also published an [Annual Report for 2019/20](#)

## Equality and Diversity

**Strategic Equality Plans** (SEPs) are important documents that set out how public bodies will consider the needs of groups with protected characteristics, as outlined in the Equality Act 2010. This is intended to ensure that all individuals receive just and equitable treatment in respect of service delivery and strategy/policy formulation. During 2019/20, we have revised our SEP and our Strategic Equality Objectives.

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

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

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

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

During the year, the Carmarthenshire Disability Partnership, chaired by the Executive Board Disability Champion has continued to develop, with a key aim of making sure that services delivered by the Council meet the needs of disabled people throughout the county. One of the key areas of work during the year was involvement in Pentre Awel (formerly known as Delta Lakes Well-being village). The project team engaged the Carmarthenshire Disability Partnership (CDP) during the design development phase to allow due consideration to be given to accessibility and inclusivity in relation to building facilities and layout.

*Arup* – the design consultants for the project – presented plans/schematics to the CDP as they evolved and sought feedback on a number of topics within the remit of the Group, including: welfare provision (accessible toilets), public transport, disabled car parking, hydrotherapy pool access, changing places facilities and accessible public realm environments.

## **Welsh Language** (also, please see *Well-being Objective 14*)

We are continuing to implement the *Welsh Language Standards* across the Council with significant internal communication work undertaken during 2019-20. Messages about the Standards were conveyed to staff through presentations by the Policy Team, through the communication streams maintained by Marketing and Media and through the Departmental Language Leaders. More intensive work conveying messages about the Standards and the use of Welsh in the workplace was also undertaken at various events across the Council's buildings on *Diwrnod Shwmae*, on St David's and at other times during the year.

During 2019-20, work was undertaken with the Leisure division to promote compliance with the Standard on courses for the public. An in-house training video was commissioned to advise staff how to provide Welsh medium swimming lessons within a bilingual setting. The video led the staff through the whole process of providing swimming lessons, from registering the child, to offering feedback to parents and to providing the training sessions themselves. The video ensured that the lesson was undertaken in Welsh without slipping back into English and ensured that staff understood the requirements of providing lessons as well as dealing with parents. Following the training, a survey was carried out to gather staff impressions of the video and to ask what further support they would need. As a result, further training was provided, which took the form of Welsh swimming terms workshops in Ammanford, Llanelli and Llandovery during February 2020.

The *Welsh Language County Strategic Forum*, which continues to be led by the Council and includes representation from the county's language promotion organisations, as well as public bodies with language officers, has also continued with its role of developing a programme of promoting the Welsh language in the county and instigated much joint planning for the implementation of the Carmarthenshire Promotion Action Plan, which is in line with the Promotion standards. The forum met four times and specific attention was given to pre-school years, planning, population movements, young people and Welsh for adults.

DRAFT

# Life is for living, let's start, live and age well in a healthy, safe and prosperous environment



## Well-being Objectives

**1.** Help to give every child the best start in life and improve their early life experiences.

**2.** Help children live healthy lifestyles.

**3.** Continue to improve learner attainment for all.

**4.** Ensure all young people are in Education, Employment or Training (EET) and are following productive learning & career pathways.

**5.** Tackle poverty by doing all we can to prevent it, helping people into work & improving the lives of those living in poverty.

**6.** Creating more jobs and growth throughout the county.

**7.** Increase the availability of rented and affordable homes.

**8.** Help people live healthy lives (tackling risky behaviour & obesity).

**9.** Supporting good connections with friends, family and safer communities.

**10.** Support the growing numbers of older people to maintain dignity & independence in their later years.

**11.** A Council wide approach to supporting Ageing Well in Carmarthenshire.

**12.** Looking after the environment now and for the future.

**13.** Improving the highway and transport infrastructure and connectivity.

**14.** Promoting Welsh language and culture.

**15. Building a Better Council and Making Better Use of Resources**



# How we measure the success of our Well-being Objectives

See *Appendix 2* for details of all of the success measures

The Council is working with local, regional and national partners to improve the following measures.

Well-being Objectives		Key success measure	Previous result	Most Current Result
Start Well	<p><b>WBO 1 - Help to give every child the best start in life and improve their early life experiences.</b></p> <p>More detail on Page 13</p>	% Children in care with <b>3 or more placements</b> in the year	<b>10.4</b>	<b>8.6</b>
	<p><b>WBO 2 - Help children live healthy lifestyles.</b></p> <p>More detail on Page 16</p>	% Children <b>overweight or obese</b>	<b>29.4</b>	<b>26.6</b>
	<p><b>WBO 3 - Support and improve progress and achievement for all learners.</b></p> <p>More detail on Page 19</p>	Average <b>Capped 9 points score for pupils</b>	<b>363.1</b>	<b>367.2</b>
	<p><b>WBO 4 - Reduce the number of young adults that are Not in Education, Employment or Training.</b></p> <p>More detail on Page 22</p>	<b>Year 11</b> leavers Not in Education, Employment or Training ( <b>NEETs</b> )	<b>1.8</b>	<b>Not available</b>
Live Well	<p><b>WBO 5 - Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty.</b></p> <p>More detail on Page 26</p>	% Households <b>Living in Poverty</b>	<b>35.5</b>	<b>33.7</b>
	<p><b>WBO 6 - Create more jobs and growth throughout the county.</b></p> <p>More detail on Page 29</p>	Median <b>Gross Weekly Full-time Earnings (£)</b>	<b>511.3</b>	<b>536.5</b>
	<p><b>WBO 7 - Increase the availability of rented and affordable homes.</b></p> <p>More detail on Page 32</p>	Number of <b>affordable homes in the County</b>	<b>247</b>	<b>315</b>
	<p><b>WBO 8 - Help people live healthy lives (tackling risky behaviour &amp; obesity).</b></p> <p>More detail on Page 34</p>	% of adults who say their <b>general health is Good or Very Good</b>	<b>66</b>	<b>70</b>

Well-being Objectives		Key success measure	Previous result	Most Current Result
Age Well	WBO 9 - Support good connections with friends, family and safer communities.  More detail on Page 38	% Say they have a <b>sense of community</b>	<b>47.7</b>	<b>51.6</b>
	WBO 10 - Support the growing numbers of older people to maintain dignity and independence in their later years.  More detail on Page 41	% Agree there's a <b>good Social Care Service</b> available in the area	<b>56.2</b>	<b>47.5</b>
	WBO 11 - A Council-wide approach to support Ageing Well in the county.  More detail on Page 44	% of <b>people who are lonely</b>	<b>18.3</b>	<b>16.2</b>
In A Healthy, Safe & Prosperous Environment	WBO 12 - Look after the environment now and for the future.  More detail on Page 48	% <b>Waste reused, recycled or composted</b>	<b>58.95</b>	<b>64.66</b>
	WBO 13 - Improve the highway and transport infrastructure and connectivity.  More detail on Page 51	% <b>roads</b> that are in <b>poor condition</b> <b>Class A, B &amp; C</b>	<b>5.2</b>	<b>5.4</b>
			<b>4.2</b>	<b>4.7</b>
			<b>12.5</b>	<b>12.5</b>
	WBO 14 - Promote Welsh Language and Culture.  More detail on Page 54	% Can <b>speak Welsh</b>	<b>37.8</b>	<b>37.4</b>
WBO 15 - Building a Better Council and Making Better Use of Resources.  More detail on Page 59	Number days lost due to <b>sickness absence</b>	<b>9.8</b>	<b>10.7</b>	

## Outcome Measures

The Well-being Future Generations Act promotes a shift in focus from service productivity, to all public bodies working together to progress outcomes that improves the quality of life of citizens and communities, both now and in the future.

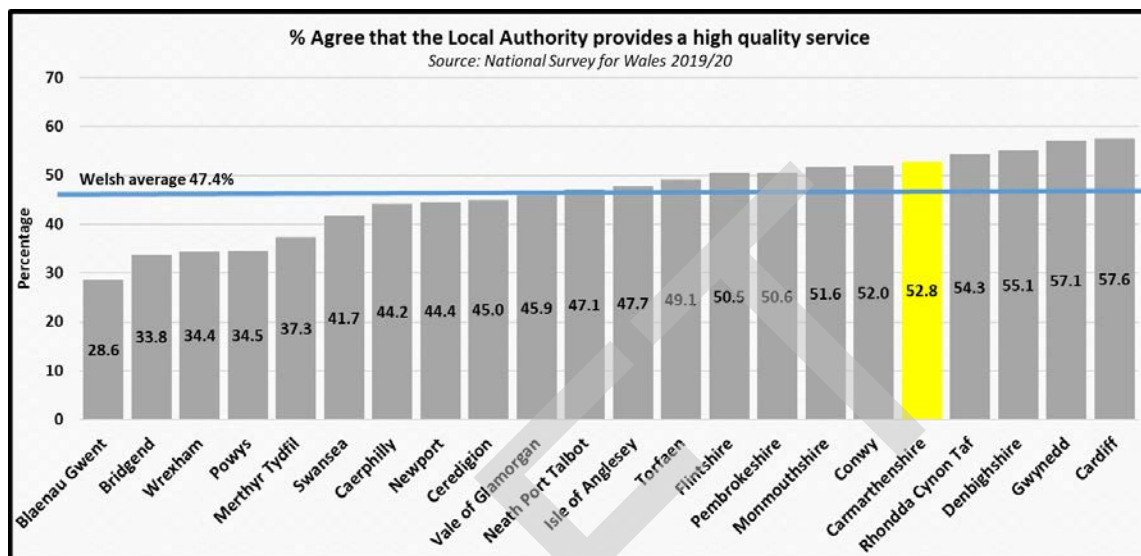


### National Survey for Wales

The published results are based on around 12,000 interviews carried out across Wales between April 2019 and March 2020. Over 600 were interviewed in Carmarthenshire.

The 2019/20 [headline results](#) were published on 14<sup>th</sup> July, 2020 with additional information being published by Welsh Government as and when available.

On providing a **high quality service**, we have moved from 8<sup>th</sup> to 5<sup>th</sup> place and improved on the previously available result of 51% (2016/17).



We have extracted the results currently available at Local Authority level and ranked the results for all 22 authorities from worst position (22<sup>nd</sup>) to best (1<sup>st</sup>) - **See Appendix 3**. Please note that not all of these results are attributable to the Councils performance.



[Link to Welsh Government's National Survey for Wales](#)

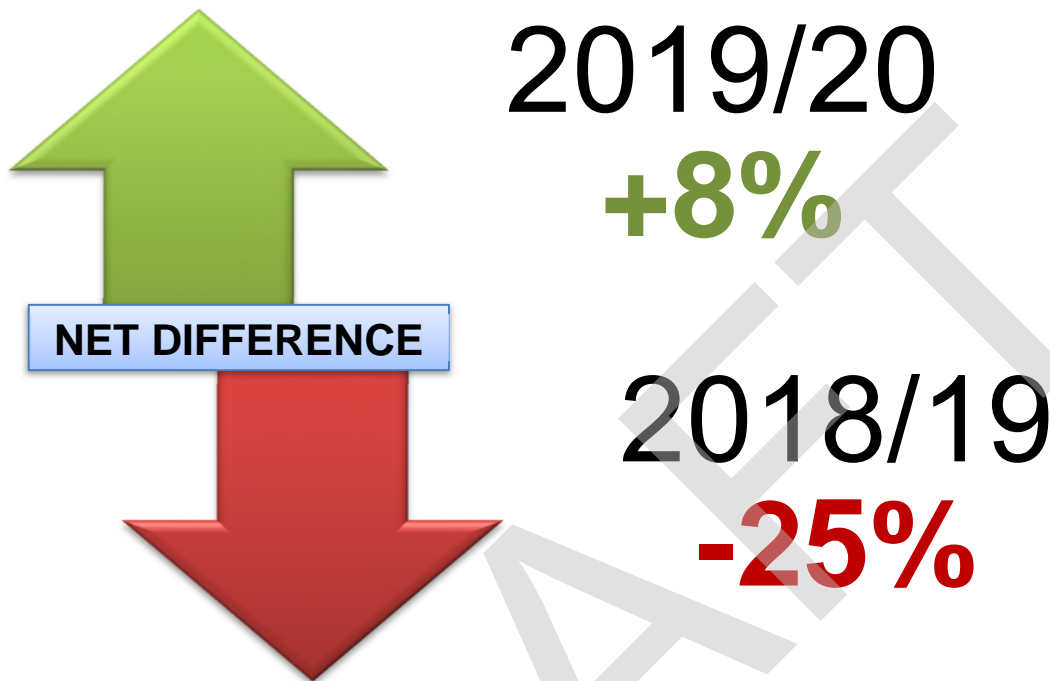
### Consultation undertaken by the Council

- ❖ Throughout the year, a number of consultation and engagement projects were conducted. These included but were not limited to consulting on; Reviewing Licencing Policy; Period Poverty in association with the Youth Council; Road closures and Forward Planning.
- ❖ The *Budget Consultation* attracted the highest participation rate in over five years, a total of 2,006 responses were received from various sections of the community, including individuals, businesses, town and community councils and representative groups and organisations. This increase in participation was largely attributed to the promotion of the consultation, along with the revised format of the online survey. The results from the engagement with citizens gave members a clear indication of the services they would like to safeguard which resulted in some proposals being removed. *Examples of proposals removed after negative comments from the public included, the closure of Whitland Household Waste Recycling Centre; the closure of public toilets; the reduction to the Youth Support Services budgets; and the proposed increases to cemetery charges.* This underlines the importance of full engagement ensuring that individuals throughout Carmarthenshire are listened to therefore assisting members to make key decisions.
- ❖ We have reintroduced staff surveys to ensure that staff views are heard regarding the organisation. The engagement with members of staff in all departments has been vital to the success of the surveys which can be seen in the number of employees participating. In the latest survey, over 30% of the organisation took part in the voluntary survey. Staff have been asked to give their views on communications received corporately and from management, health and well-being. A number of key actions have emerged from the data collected which have now been implemented across the organisation.

## Public Accountability Measures

There is also a National suite of measures that all Councils in Wales have to collect, but due to COVID-19, the results for all authorities are not available for comparison. We can however report our own results.

**More measures improved than declined during 2019/20 despite sustained budget reductions, increased demand and expectations.**



Year	Improved	Constant	Declined	Net Difference (Improved - Declined)
2019/20	47% (13 measures)	14% (4 measures)	39% (11 measures)	8%
2018/19	36% (12 measures)	3% (1 measure)	61% (20 measures)	-25%

## Regulatory Verdict

During the year our Regulatory bodies issued a number of reports on Council Services and these are listed in **Appendix 5**



<https://www.audit.wales/>

<https://www.estyn.gov.wales/language>

<https://careinspectorate.wales/>

# Start Well





## Well-being Objective 1

Start Well - Help to give every child the best start in life and improve their early life experiences

### The number of Children Looked After has *significantly reduced*

Carmarthenshire has the lowest number of children in care throughout Wales, and figures are reducing steadily year-on-year with more and more families being supported to stay together.

#### Supporting Families to stay together

- ❖ One of the simplest, yet most effective, changes made in recent years is to **integrate** and align teams working across children's services and education and bringing staff with specialist skills together to provide a whole team around a family in need, opposed to attaching a single social worker to an individual case.
- ❖ This **collaboration** has allowed sharing of skills, perspectives and ideas to provide a bespoke package of support for each family, as well as creativity in finding different ways of linking in with families and keeping them together.
- ❖ Teams focus on **involving** families and building relationships with families to fully understand their needs, and what intervention will work best for them – often inviting families to work with them to commission tailor-made specialist support ensuring their needs are met in a way that best works for them.
- ❖ **Prevention** and early years intervention is also a key feature – in a recent six months period, the service supported 18,000 families with a range of community-based services to build resilience and prevent the need for families to have contact with the statutory social care system.
- ❖ It is not about targets, but about keeping families together **long term**, and reducing the number of children requiring care without ever compromising safe practice. There is a willingness to work differently and try new approaches to support families in need and prevent them from needing our services.



*“Carmarthenshire Council is doing some great work to keep families together and avoid children going into care. Carmarthenshire stands out because the team is prepared to think and do things differently. As First Minister, I want to build on the work happening here, understand why it is having an impact and to share the good practice throughout Wales so we can help to keep more families together.”*

**Mark Drakeford - First Minister of Wales**

#### Why it is important

- Because giving every child the best start in life is crucial to reducing inequalities across the life course
- Early intervention is key to long term health and well-being. What happens during these early years has lifelong effects on many aspects of health and well-being – from obesity, heart disease and mental health, to educational achievement and economic status
- Because Looked After Children (LAC) are more likely to have been exposed to multiple risks associated with poor long term outcomes before entering care.

## Success Measure



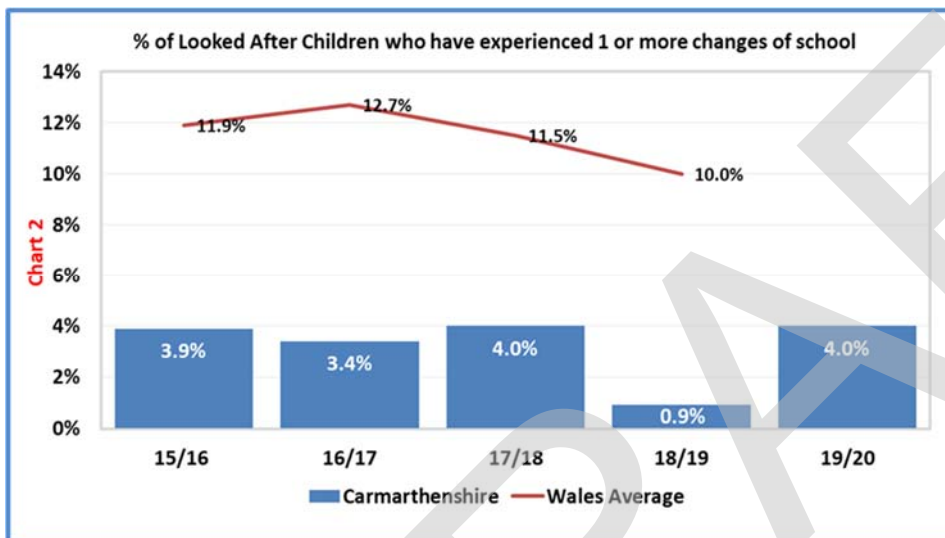
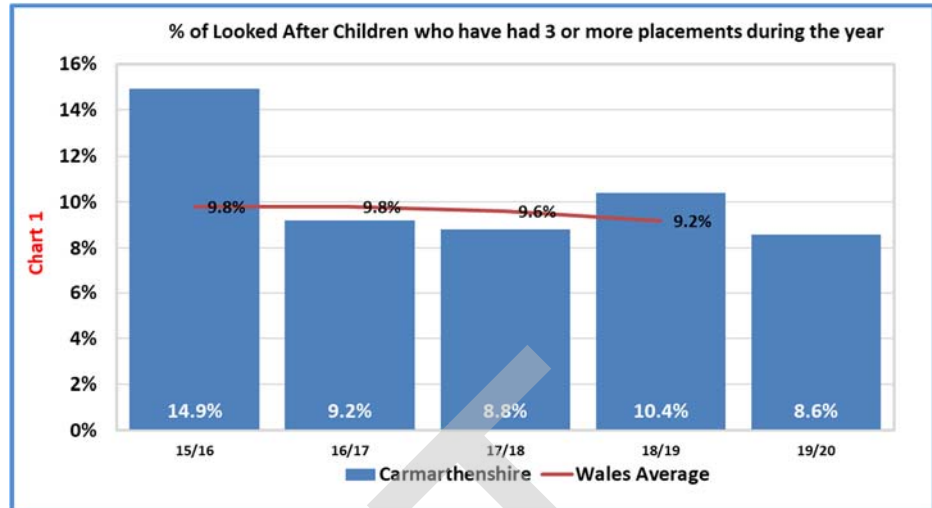
The % of children in care who had to move 3 or more times has reduced to **8.6%**



### Explaining the Results

We are pleased to have seen an improvement in placement stability with a reduction in the number of children having moved 3 or more times during 19/20, with 8.6% (14 out of 163) compared to 10.4% (19 out of 183) in 18/19 and below the Welsh Average of 9.2%. (See Chart 1)

We consistently perform well in maintaining looked after children in the same school, which is also an important factor in improving outcomes.



During 19/20 4 out of 101 children changed schools (See Chart 2). Remaining in the same school is not always in the best interests of a child e.g. distance to travel or academic needs not being met. In the **long-term** our focus is on **prevention** and maintaining children at home with families and out of the care system wherever possible, as well as providing extra resources for foster carers to support the children in their care to maintain placement stability and avoid the need to move wherever possible.

### Progress made

- ⊙ We have continued to **transform children's social work practice** integrating **systemic practice and Signs of Safety** into a coherent approach to delivering children social work services. It has been informed by research as well as feedback from stakeholders.
- ⊙ We have continued to extend and refine the **TAF (Team Around the Family)** approach across the county for 0-25-year olds. The new TAF in schools team commenced 1/4/19.
- ⊙ The **30 hours free Childcare Offer** has now been available county wide for over a year to all eligible working parents/carers. **1,222** applications have been processed to date. **203** childcare providers have registered, and another 168 are currently taking part. On Average £143,000 is paid to Childcare Providers in Carmarthenshire per month. This is a significant saving for many families who are reporting now being able to plan their first ever family holiday and consider working additional hours.
- ⊙ We have reviewed our **services for disabled children**, young people and their families with the setting up of a 0-25 'through age' model which will deliver a consistent care pathway with input from health and education based on need, not age so that children and their families receive the services they need, when they need them and where they can best access them.
- ⊙ The **Families First (FF)** programme (0-25 years) continues to deliver early intervention support services for disadvantaged children, young people and families. The three focus areas are: - Parenting, Young People and Disability support. During 19/20 projects supported 11,682 individuals (3,890 families).
- ⊙ **Flying Start** early years' service has been undergoing a 3-year expansion to increase capacity and is now being delivered across 18 areas covering 767 post codes across Carmarthenshire to families with children aged 0-3 living in some of the most disadvantaged areas.

## Celebrating success of Looked After Children and Care Leavers

The Annual celebration of the achievements and accomplishments of Looked after Children and Care leavers took place in the Xcel Bowl, Carmarthen on 25<sup>th</sup> October 2019.

Awards were presented for success in school, art, music, sport and for volunteering.



As Corporate Parents we have a responsibility to ensure that all our children and young people succeed and are supported to achieve their aspirations. Well done to all who received awards and to all our partners for their support. A special thank you to a newly former choir, **VOICES ALOUD** who entertained us and persuaded us to sing!



## The way we work

### Working together for disabled children Delivering what families want - not what we think they want.

By working together with the parents of special needs disabled children and including them every step of the way we achieved a better afterschool and holidays scheme.

The parents and volunteers involved, remain involved to ensure the children have a good time. It was not a quick fix, but it worked. One parent said "knowing the Council is on your side is just brilliant - it's a way of being"

"This new way of working together has developed relationships and is a true reflection of collaborative working and co-production. For the approach of co-production to work, there must be investment in the process. It provides a greater understanding of customer needs and builds relationships.

**Sarah Bolton, Inclusion co-ordinator**



The work won the Council's annual award for Transformation, Innovation and Challenge



Executive Board Member For Education & Children  
Cllr Glynog Davies





## Well-being Objective 2 Start Well - Help children live healthy lifestyles

### Obesity in children in Carmarthenshire is reducing

The obesity rate in Carmarthenshire is at its lowest point for four years. This remains a long term invest to save objective ensuring the long-term health of children.

#### Why it is important

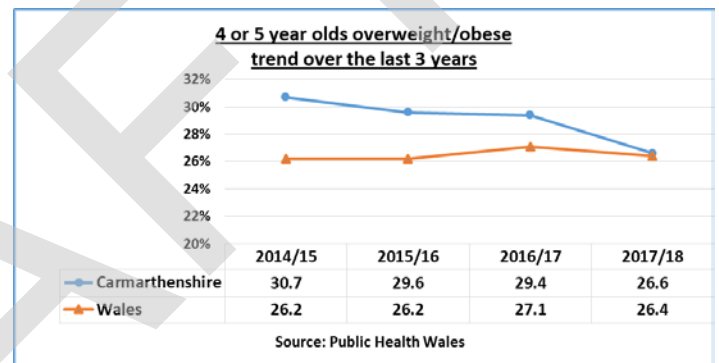
- The Play Sufficiency Assessment identified playing outside as the most popular setting for children but also found that 32% of parents worried about their child's safety.
- Assessment engagement activity with primary school children showed being physically active to be the second most important factor for the positive well-being of children.
- Living healthy lives allows children to fulfil their potential and meet education aspirations.
- Habits established early in life remain with people to allow them to play a full part in the economy and society of Carmarthenshire.

#### Success Measure

**26.6%** of children are overweight or obese



(An improvement on the previous year)

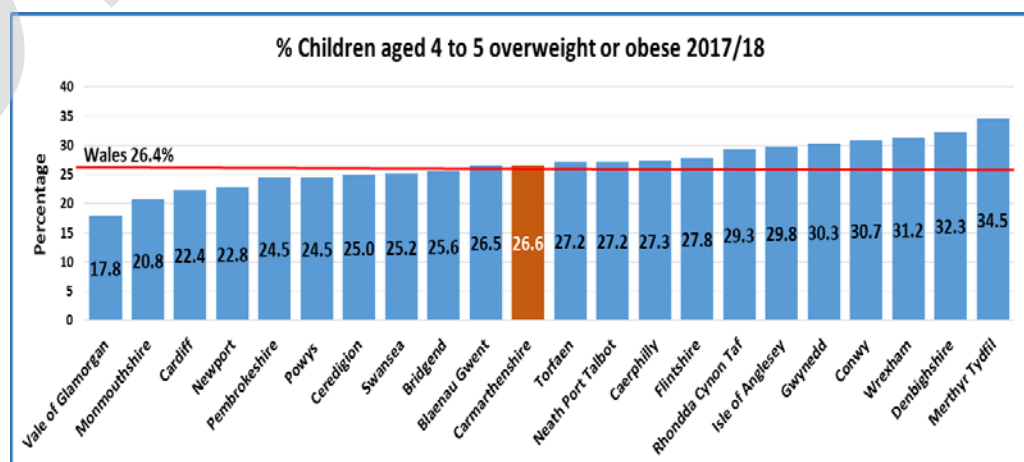


#### Explaining the Results

*The most recent Child Measurement Programme for Wales data is for 2017/18 published in May 2019. Due to COVID-19 implications we are not sure when the 2018/19 data will be published by Public Health Wales.*

The programme of child measurements is carried out with children attending reception class in schools in Wales. In 2017/18, 93.2% of eligible children participated in the programme in Carmarthenshire, with 94.1% in Wales.

- There has been a downward trend in the % of overweight or obese children aged 4 to 5 in Carmarthenshire over the last 4 years. From 30.7% in 2014/15 to 26.6% in 2017/18 and moved from 3<sup>rd</sup> highest to 11<sup>th</sup> highest in Wales. The gap between us and the Welsh average has closed and currently just above the figure of 26.6%.



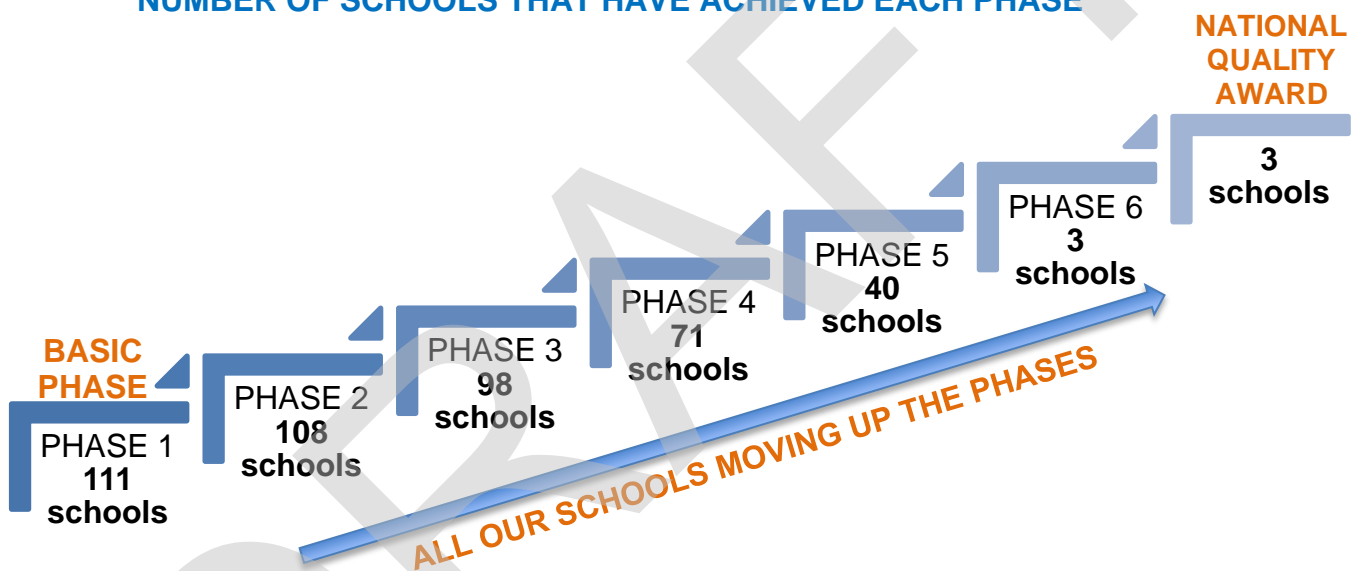
- The proportion of children who are **obese** has reduced slightly from 14% in 2016/17 to 13% in 2017/18.
- Obesity in childhood often persists into adult life, leading to related health problems like type 2 diabetes, liver disease, higher rates of heart disease, and some cancers.

## Progress Made

### Increasing Physical Activity:

- ⦿ We have 86 settings in the community (cylchoedd Meithrin, libraries, etc) delivering *Actif Storytime* (a sector-leading activity initiative that gets children active through storytelling)
- ⦿ Our *Actif Passports* for children have also been hailed as such an effective model that Sport Wales have invested in a National Partnership with us, together with Welsh Triathlon and physical literacy consultants from Cardiff Metropolitan University to create a triathlon passport to be rolled out across the whole of Wales. The Carmarthenshire-based development has led to 30 schools, 37 of their staff and over 1,000 pupils being exposed to fun and progressive triathlon activity during the year.
- ⦿ Number of *attendances at Sporting Opportunities* facilitated by Sport & Leisure Officers was just over 205,000 attendances. This was less than the previous year's attendances (230,000) in the main due to Storm Dennis and the cancellation of significant big events in March due to COVID-19.
- ⦿ The [Healthy Schools' Scheme](#) is now in its 16th year with all our schools now on board the scheme. 36% of schools have *achieved Phase 5 of the Healthy Schools' initiative* and 3 schools (Ysgol Feithrin Rhydaman, Peniel and Nantgaredig) have achieved the *National Quality Award*).

### NUMBER OF SCHOOLS THAT HAVE ACHIEVED EACH PHASE



- ⦿ Nearly 26,000 young people (0-16) have accessed *free swim sessions*, an increase from 20,000 the previous year.

### Mental Health:

- ⦿ Courses for Teachers on Well-being / pastoral issues at their school were well attended with 36 teachers attended a 1-day *Mental Health Awareness Course* and 25 teachers attended a 2-day *Youth Mental Health First Aid Training Course* leading on.
- ⦿ Educational Resources regarding Anti-Bullying were placed on the Healthy Schools Network on Hwb, reminding schools of the *National Anti-Bullying Campaign* which was held in November - *'The Change Starts with Us'*. Schools were also introduced to the child friendly *'Self Care'* apps that can be downloaded onto mobile phones which can support young people with Mental Health issues.

### Healthy Eating:

- ⦿ 95% of children looked after were *registered with a GP* within 10 working days of the start of their placement. We continue to perform well and above the All Wales 18/19 figure of 90.6%
- ⦿ We have continued to ensure that schools are abiding by the *Healthy Eating in Schools Regulations* during cluster meetings, school visits and assessments

## HARRI a HETI

*A story by Carmarthenshire children, for children, on the effects of eating too much sugar.*

The Library and Education Service got together to hold a competition to write a story or poem on the long-term implications of eating too much sugar.

The aim was to contribute to the early intervention and prevention of the incidence of obesity in children since this is a problem in Wales.

The involvement of the children was a key objective and a book was published, solely written

and designed by the children from schools throughout Carmarthenshire.

All libraries and schools throughout Carmarthenshire will be presented with the book to promote it.

### 'Growing in the Outdoors'

This project extends on the *innovative practice of a group of 33 schools* in Carmarthenshire who worked alongside each other last year to creatively develop learning opportunities for pupils that embraced elements of the four core purposes of our new curriculum. The emphasis was on the health and well-being of pupils and staff last year as well as their creative and literacy skills, working alongside NAWR and utilising the outdoors as much as possible. A host of local artists, poets, authors and outdoor practitioners will assist in ensuring that our schools are well supported in using their locality as part of the pupils learning experiences.



Executive Board Member For Education & Children  
Cllr Glynog Davies



## Well-being Objective 3

Start Well - Support and improve progress and achievement for all learners

### Examination Outcomes Continue to Improve

Carmarthenshire's performance at GCSE continued to improve with 58.5% of our learners achieving the Level 2 Inclusive indicator (at least 5 number GCSE passes at grade A\* to C including mathematics and language). This result places us comfortably above the Wales average of 53.8%.

Revised examination specifications and a National re-emphasis on pupil progress and wellbeing mean that we have to be cautious when considering any comparisons with the performance trends from previous years' data.

Within Carmarthenshire, we continue to emphasise and focus on the progress our learners achieve from their individual starting point and firmly believe that this is the true measure of success in celebration

### Why it is important

- We all want all of our children and young people to have the best possible start in life by supporting them to gain the skills and knowledge they need to lead happy, healthy, fulfilling lives.
- We want to improve outcomes for all ages through lifelong learning, to enable them to thrive in 21<sup>st</sup> Century living and the world of work.
- Research by *The Institute of Education* suggests that attending a good pre-school and primary school can have more impact on children's academic progress than their gender or family background (Taggart, 2015)
- Our service remains committed to both the principles and priorities as outlined in the Welsh Government's most recent strategic document [Education in Wales: Our National Mission](#).

### Success Measures



**367.2** is the average score (best 9 exam results) for Year 11 pupils



**6<sup>th</sup> highest in Wales**  
Source: StatsWales



**93.9%** Attendance at Primary Schools



**93.5%**

Attendance at Secondary Schools

*Primary Schools attendance has remained the same as the previous year while Secondary attendance has declined further (Primary 93.9% & Secondary 93.8%)*  
Source: StatsWales



**95%**

are satisfied with their child's primary school



*(Up on the previous year of 84%)*  
**89%** in Wales

Source: National Survey for Wales

### Explaining the Results

- The average score based on the **best 9 exam results** for Year 11 pupils during 2019/20 (2018/19 Academic Year) is 367.2 where girls had an average score of 378.5 and boys 356.4. This is an improvement on the previous year and well above the Welsh average of 354.4.
- **School attendance** in Carmarthenshire's Secondary schools has declined further during 2019/20 (2018/19 Academic Year) to 93.5% with Primary school attendance has stayed the same result as last year at 93.9%. There will be robust consultation with Governors, Headteachers, Educational Welfare Service and related professionals to develop an action plan to improve school attendance moving forward.
- According to the 2019/20 [National Survey for Wales](#), 95% of participants were satisfied with their child's primary school in Carmarthenshire, this has increased from the previous year of 84% and above the Welsh average. This could be volatile dependant on the households questioned during the year.

## Progress Made

- Secondary school pupils in Carmarthenshire are celebrating GCSE pass rates above the national average again this year. Almost 71% of pupils have achieved a grade C or higher, with 21.3% awarded the top A\*- A grades - both higher than the averages for Wales. Standards in English Language and English Literature continue to improve across the county, with 63.5% and 80.5 per cent of entries, being awarded a C grade or above. Pupils continue to achieve strong progress in their Welsh language skills with 72 per cent of entries in Welsh Language and 88 per cent of entries in Welsh Literature attaining a C grade or better, an upward trend that bucks the national trend. Pass rates in Biology, Chemistry, Physics and Maths have also continued to improve and surpass the Welsh averages.
- The Welsh Government's National Categorisation of schools in Wales puts schools into one of four colour-coded support categories - green, yellow, amber and red - to demonstrate the level of support they need.
 

	Green	Yellow	Amber	Red
2019	40 ↑	49 ↓	19 ↓	4 ↑
2018	35	54	21	2
- The Delivery of all Band A and B commitments identified in the Modernising Education Programme have continued, with most projects within the Band A Programme having been completed. Further schemes are being progressed for the remaining projects. The Band B project for Five Roads has commenced and the scheme for Ysgol Pembrey has also been approved by Welsh Government. These commitments mean our children and young people will receive a world class education in safe and stimulating environments.
- Carmarthenshire School Improvement team continues to provide a clear and tight focus on school leadership working within schools and settings to help them achieve their goals, offer guidance and ensure best practices are followed. Work has built effectively on each school's previous support and challenge for leadership provision in an ongoing manner focused on; Support Visits; ensuring accurate and transparent self-evaluation processes in schools; providing leadership opportunities through participation in the ERW leadership development programme; informative and developmental Leadership Seminars and participation for nominated HTs to share strategic roles within our four Strategic Forums.
- The Executive Board supported plans to change the language of education at five local primary schools. Under the proposals, foundation phase classes in September 2020 at Ysgol Y Ddwylan (Newcastle Emlyn), Ysgol Griffith Jones (St Clears), Ysgol Llangynnwr (Carmarthen), and Ysgol Llys Hywel (Whitland) will be taught in Welsh until they reach age seven, when parents can then decide the language they want their children to continue learning. From January 2020, children starting at Llandovery's Ysgol Rhys Pritchard are taught through the medium of Welsh up to the end of year six, aged 11. Our intention is to move these schools along the language continuum, coinciding with our five-year plan and our Welsh in Education Strategic Plan. As a county, our aim is to see each pupil at the end of key stage two completely bilingual and confident in using the English and Welsh language.
- We have continued to improve the suitability and ICT resources within schools to ensure that all newly built schools have the latest digital technologies and infrastructures in place to deliver 21st century education.
- We are also working closely with Welsh Government as a lead Authority, steering, influencing and planning for the £5 million Digital Education grant which we will receive for Carmarthenshire Schools over the next 3 - 4 years.
- Officers have been working in partnership with Headteachers and Chairs of Governors in regard to their budget deficits. Recovery actions have been agreed and these will be monitored by officers. COVID-19 and school closure due to the national lockdown impacted on progress however, schools have realised some efficiencies.

## Llanelli school's quality recognised by major award



*Close to a year after its official opening, Ysgol Pen Rhos, a £10.2 million primary school was highly commended in the school project of the year category at the prestigious Education Buildings Wales Awards.*

Officially opened in June 2018, the school features facilities including a flying start nursery, solar panels and classroom terraces for outdoor lessons.

A 3G pitch has also been made available for school and community use, as well as hard and soft landscaping areas. Features

including brickwork and pitched roofs have been incorporated to reflect the industrial heritage of a neighbouring terrace of houses, alongside the use of more contemporary features like metal and wooden cladding. The project also delivered community benefits including training & local employment. Funded by Carmarthenshire County Council's Modernising Education Programme and the Welsh Government's 21st Century Schools initiative.

The school was initially developed and then delivered, and project managed by Carmarthenshire County Council's in-house Property Design Team, working with HLM Architects. Ysgol Pen Rhos was constructed by T Richard Jones (Betws) Ltd and winning the award for the quality of the school's design and build is worthy recognition for an outstanding team effort that involved the council and its partners, as well as staff and pupils.

The inclusion of environmentally friendly features also means the school will be sustainable for many years to come, with the availability of outdoor learning and landscaped areas sure to inspire pupils now and in future.

This work has led to a facility that provides a world class learning environment, while celebrating Llanelli's rich industrial heritage. Ysgol Pen Rhos is among many completed or planned projects in Carmarthenshire that show how seriously we take our commitment to providing the county's children and communities with top quality facilities that meet the needs of the 21st century.

## The way we work

### CARMARTHENSIRE INSIGHT

Young people from Carmarthenshire's Secondary Schools came together with Executive Board Members and the Corporate Management Team to discuss 12 key issues for our County. Each group discussed 2 issues e.g. Welsh language, education, climate, leisure and culture. They discussed and agreed on recommendations for creating more effective and efficient services. The young people were challenged by Executive Board Members and their peers and we had very mature and honest discussions. Everyone made constructive, professional comprehensive contributions – these are the leaders of the future!



Executive Board Member For Education & Children  
Cllr Glynog Davies



## Well-being Objective 4

Start Well - Ensure all young people are in Education, Employment or Training (EET) and are following productive learning and career pathways.

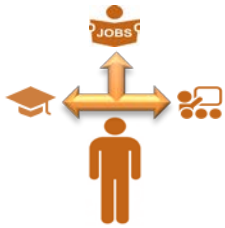
### Work towards ensuring EET continues

Published results for the numbers of NEET are currently unavailable for those students leaving schools in Wales during 2019. The results are obtained from Careers Wales Destination Survey which was not concluded in March 2020 due to the COVID-19 outbreak. However, work to ensure that all our young people will remain in Education, Employment and Work Based Training has continued and confirmation has been received that European Social Funded projects will continue until August 2021

### Why it is important

- Reducing the number of NEET young people reduces the effects of poverty and the wider cost to society of support services, reliance on benefits and offending.
- It is essential to maximise the life opportunities of children, ensuring that as many young people as possible are able to progress to school 6<sup>th</sup> forms, Further Education Colleges, apprenticeships, training provision or work.
- It enables young people to contribute positively to their local communities.

### Success Measures

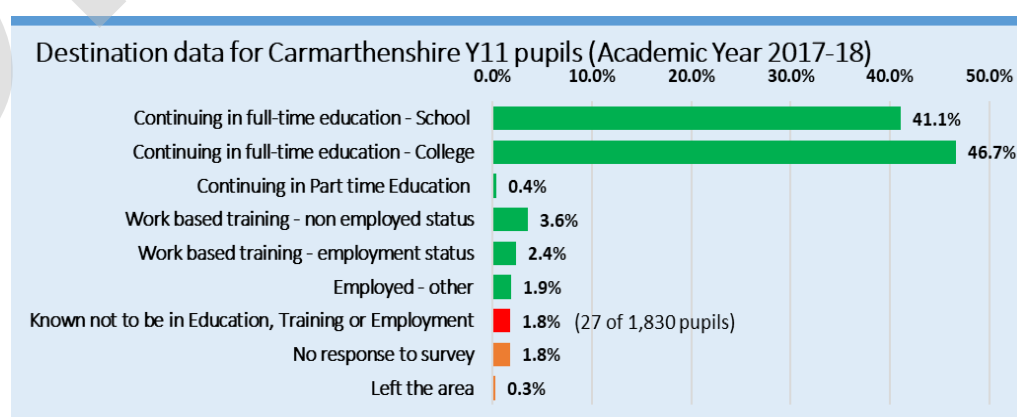


**1.8%** year 11 pupils &  
**4.9%** year 13 pupils  
are Not in Education, Employment or Training (NEET)  
(Previous year - Yr 11: **1.4%** & Yr 13: **3.0%**)

### Explaining the Results

The Office for Statistics Regulation have stated that results for this measure will not be published this year due to changing their data gathering and release practices, focussing efforts on priority analysis and statistics for as the demand increases for statistics and data to measure the impact of the COVID19 pandemic. **The last available data for 2018/19 (Academic year 2017-18) is represented above and below:**

- 1.8%, or 32 of **Year 11** pupils becoming NEET equated to 96.1%, or 1,743 pupils remaining in Education, Employment or Training. A small number of pupils (38), either did not respond to contact or were known to have left Carmarthenshire. The result ranked 14<sup>th</sup> in Wales and above the Welsh average of 1.6%.



- 4.9%, or 33 out of 673, **Year 13** pupils were known to become NEET, with 41 pupils either not responding to contact or being known to have left the area. Factors previously affecting the result include the rising cost of higher education, young people's awareness of training and employment opportunities and limited identification of this group of young people by schools following the A Level results. We will seek qualitative data to improve on this situation.

***“I liked having a chance to talk about stuff that worries me”***

A young person was referred to the Cynnydd project having moved into the area a year previously and despite being on roll at a local secondary school, had not attended at all.

Careers Wales organised a work placement and helped the young person to develop a plan for the future. The School Engagement Team saw the young person for 2 sessions a week. 1 to 1 support was given to achieve a qualification and support regarding healthy relationships and anger management, as well as focusing on raising self-esteem, confidence and aspirations. Group sessions included a range of activities including speaking and listening, STEM activities, challenging prejudices and improving social skills. The young person was also signposted towards local youth clubs and boxing clubs, and was offered support to attend these clubs if they so wished.

The young person engaged very well and completed a BSC qualification and a Word Processing OCN from Agored Cymru. The YP has made great progress with developing social skills and managing emotions/feelings. YP is more positive about the future and better recognise that actions have consequences. This person commenced a traineeship and was no longer NEET.

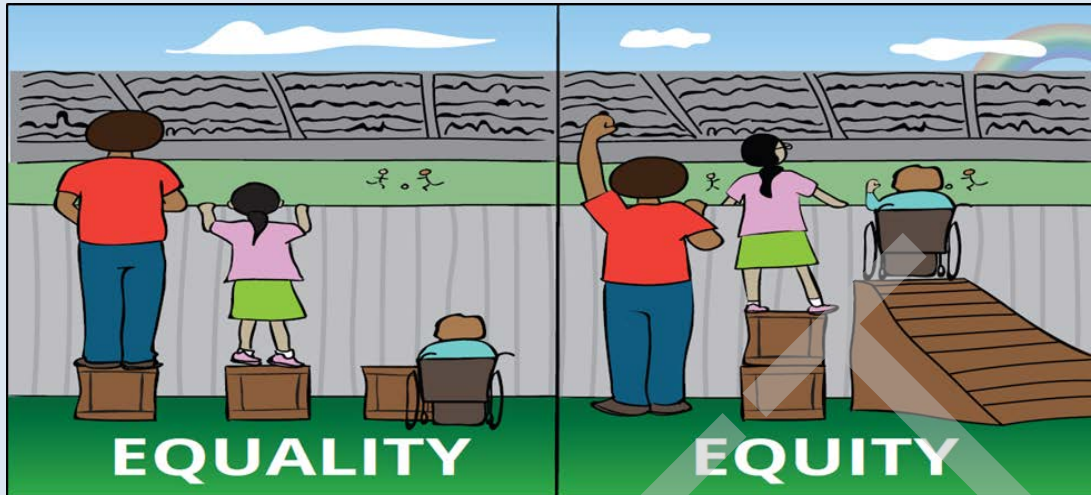
## Progress Made

- ⦿ We have continued to deliver the local elements of the Cynnydd and Cam Nesa European Social Fund projects. Many young people at risk of becoming NEET have achieved qualifications, progressed into employment, education or training and have improved their attendance, attainment and behaviour as a result of Cynnydd interventions.
- ⦿ Over the past 5 years, people with learning disabilities in Carmarthenshire, Pembrokeshire and Ceredigion have worked together to develop a Learning Disabilities Charter – a simple list of things they expect, and need, to live fulfilling lives. The Charter has been developed with support from the Welsh Government’s Intermediate Care Fund, the West Wales Care Partnership, and Pembrokeshire College. It is supported by the County Councils of Carmarthenshire, Ceredigion and Pembrokeshire, and the Hywel Dda University Health Board. Organisations, companies and individuals can sign the Charter and commit to treating everyone equally. There will be a quality mark developed which will be awarded to organisations or businesses who demonstrate they live up to the standards and aspirations of the charter.
- ⦿ The Youth Engagement and Progression Framework (YEPF) is well imbedded within the Youth Support Service. Vulnerability Assessment Profile Meetings have been held termly in the county’s secondary school provision. Additionally, Support into Employment Education and Training Meetings are held with key stakeholders for those above statutory school age.
- ⦿ The new curriculum in its final form was released on 28th January 2020. Momentum has therefore been building in ERW (Education through Regional Learning) support for implementation in schools. Carmarthenshire County Council are actively supporting this endeavour and our local interpretation of the new curriculum continues to take shape.



### Education and Children's Services Department Equity Policy

**EVERY LEARNER MATTERS:** Proposals to Promote Equity, Well-being, Inclusion and Excellence in Carmarthenshire's learning communities



To Improve opportunity for all:

- Including all learners and ensuring that each individual has an equal opportunity for significant educational progress is a fundamental human right. This should be supported by an **equitable** and **inclusive** educational system
- Equitable and inclusive learning communities also stress **pupils' well-being**, coupled with a complementary focus upon educational **excellence**
- Major forces such as globalisation, migration, economic and social change are potentially propagating inequalities in our communities, families and the learning settings that serve them. Our wish in Carmarthenshire is that no one is left behind and that **each child can be the best they can possibly be**, by being afforded every opportunity to **fully realise their potential**
- In essence, '**Every learner matters and matters equally**' and this document paves the way towards realising that ideal in Carmarthenshire's learning communities
- This appetite to develop policy and practice in this area is governed by our collective **moral purpose** for education, and we wish to propose actions based upon a universally agreed **ethical** frame of reference
- The international and national policy backdrop is touched upon, which supports proposing a unifying vision for this area of emerging practice.
- We already have a lot to celebrate in Carmarthenshire whilst promoting equity and inclusivity.
- This future can be further co-constructed with key officers and school practitioners
- Ensuring **minimum standards** in primary and secondary schooling would appear imperative if we're to attain **equality and Social Justice**
- In order to achieve as high a level of **equality** as possible (the end game), the means to that end (**equity, wellbeing, inclusion and excellence**) will need to be applied



Executive Board Member For Education & Children  
Cllr Glynog Davies

# Live Well

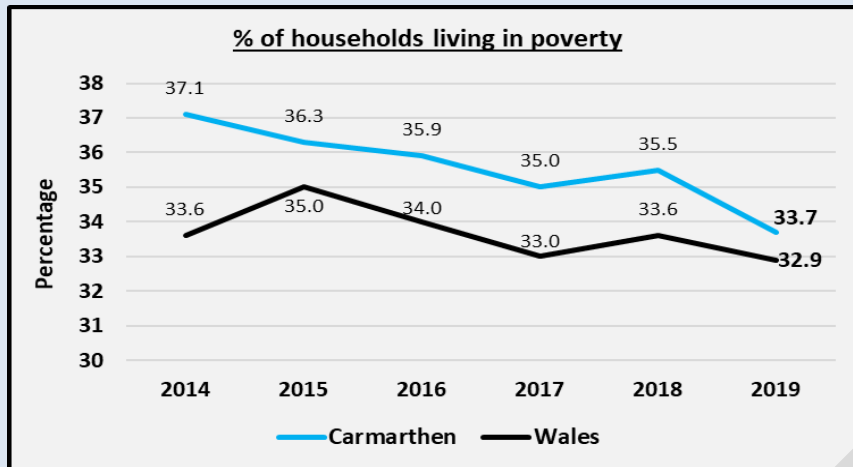




## Well-being Objective 5

Start Well/Live Well - Tackle poverty by doing all we can to prevent it, help people into work & improve the lives of those living in poverty

### Over a third of households in Carmarthenshire continue to live in poverty



During 2019, **27,576** households in Carmarthenshire were classed as living in poverty, unfortunately this is expected to increase during 2020 due to the COVID-19 crisis

Poverty is defined as when a "household income is less than 60% of the GB median income" (in 2019 less than £19,285)

### Why it is important

- Poverty and deprivation have serious detrimental effects across all aspects of well-being. It limits the opportunities & prospects for children & young people, damages the quality of life for families & communities
- Poverty can be a barrier to full participation in society and is too often an intergenerational experience which poses a significant threat to experiencing positive well-being both now and, in the future,
- Two Carmarthenshire wards (Tyisha and Glanymor) were in the top 20 worst wards for childhood poverty in Wales (both at 41.3%) *Source: End Child Poverty, Loughborough University, 2019*

### Success Measures

**46.4%** of households threatened with homelessness were successfully prevented from becoming homeless *declined from previous year (59.5%)*

The number of households in material deprivation continues to reduce **11.3%** *Reduced from previous year (13.5%) 11<sup>th</sup> highest in Wales*

*Source: National Survey for Wales*

There's a **17.9%** gap in the results of pupils receiving Free School Meals and those who don't (19.7% gap in the previous year)

*Source: StatsWales*

### Explaining the Results

- Of the 416 households **threatened with homelessness** during 2019/20, **193 were successfully prevented from becoming homeless - 46.4%**, a decline of **13.1** percentage points on 2018/19. More work needs to be carried out to ensure people who are facing housing difficulties do contact us as soon as possible, as now there are far more people with complex housing issues (i.e. drugs, alcohol, substance misuse), which makes prevention much more difficult. Unfortunately, complex cases come to us very late which leaves us very little time to find a resolution for their problem which is often with their landlord or family thus they end up becoming homeless. Through additional funding that has now been made available from Welsh Government we are looking at solutions to help those who are more complex to come forward sooner i.e. work in the communities where high volumes of presentations come from to identify and provide solutions earlier and providing more support particularly for complex individuals via the work around Housing First.
- According to the 2019/20 [National Survey for Wales](#) **11.3%** of participating households in Carmarthenshire were classed as **living in material deprivation**, this is below the Welsh average of 12.9% and a reduction on last year on 13.5%.
- The **gap** between **exam results** for pupils receiving **Free School Meals (FSM)** and **those who don't (Non-FSM)** has reduced by 1.8 percentage points but remains the 7<sup>th</sup> smallest gap in Wales.

## Progress Made

### Preventing Poverty

- ⊙ To ensure vulnerable residents are supported appropriately, work has continued to implement key *Homelessness Strategy* actions. This includes delivering a wider degree of affordable housing options, and a new commissioning plan for *temporary and supported housing* that will see smaller, more dispersed offers of accommodation. We are continuing to work with partner agencies to ensure people with housing difficulties contact us earlier to prevent their homelessness happening in the first place.
- ⊙ The *Buy With Confidence* Carmarthenshire scheme was officially launched at a networking event in February. It provides consumers with a list of local businesses that have given their commitment to trading responsibly and fairly. This scheme helps protect customers from rogue traders and illegitimate businesses.
- ⊙ We are helping Council house tenants to reduce their energy bills by continuing to assess options, and to trial new technology to improve the comfort of their homes and reduce carbon emissions to levels set by Welsh Government.

### Work

- ⊙ After receiving Communities 4 Work and Communities 4 Work Plus programmes,
  - 385 adults received employability support with 100% feeling more confident about seeking work.
  - 218 received digital inclusion support with 100% feeling more confident in using the computer.
  - 258 residents gained accredited qualifications in employment related courses.
- ⊙ We have continued to work towards addressing childcare gaps and local parents/carers have been supported to balance their working and caring responsibilities. Promoting childcare as a career choice to try and attract potential new childminders has seen a major media campaign this past year. There have been 8 new childminder registrations during the year, 4 from targeted areas. There are currently 110 registered childminders within Carmarthenshire with a total of 817 registered childcare places.
- ⊙ Work is no longer a guaranteed route out of poverty. The unemployment rate in Wales remains at historically low levels, and yet, over half the people living in poverty in Wales today are in work.
- ⊙ We need to support people to develop skills and secure decent work, procure goods and services fairly and locally, where the foundational economy generates local wealth and employment, and where we move towards a low carbon society. The foundational economy is about the basic goods and services on which every citizen relies on and which keep us safe. For example, health and care services, food, housing, energy, construction, tourism and retailers on the high street. Foundational businesses, both large and small, are typically embedded or 'grounded' in the local economy. They help retain and recirculate wealth in an area, reducing leakage of surpluses and profits out of the area. As social businesses are anchored in their communities, investment in them stays in the community; recycled for wider economic & social benefits.
- ⊙ £100k has been invested to increase the number of local and regional businesses supporting the public sector in the area

### Improving the lives of those living in poverty

- ⊙ To make front line support services more accessible to residents, we have extended the *Hwb* model developed in Llanelli to **Ammanford** and **Carmarthen**. On average, Llanelli deals with 2,900 appointments per month, Ammanford 1,100 and Carmarthen 2,000. The *Hwb* allows residents to: access a self-help computer point that links directly into our website, to the housing portal; direct telephone access to our Contact Centre; access employability and job search options with Partner organisations such as Workways+; pay Council related bills
- ⊙ Further work will be undertaken to analyse the different effects of poverty in different geographical areas of the county and that a plan to address those issues will be developed
- ⊙ We are supporting the **socio-economic duty** under the Equality Act 2010 to address the inequalities that result from differences in occupation, education, place of residence or social class, by embedding into the new Integrated Impact Assessment to be introduced during 2020-21

We have been recognised in the [Future Generations Commissioners Report 2020 \(Chapter 3:More Equal Wales, p 17 & Chapter 3:Cohesive Communities, p7\)](#) as a good example of considering poverty holistically, under this well-being objective "... including steps focusing on early intervention programmes such as Flying

Page 100 Start, supporting people into employment & financial literacy."

### The Vision...

*'To deliver better housing, mixed use development community facilities & environmental conditions. This in turn will support improvement of the social & economic profile of the area & provide opportunities for education, training & employment.'*

Tyisha: The way forward



*We will be investing millions of pounds to transform the area for the benefit of the community*

After extensive engagement and consultation with the Tyisha community, our ambitious regeneration masterplan is being put into action. We have been carrying out a lot of 'behind the scenes' work since the Planning for Real consultation exercise took place. We have listened to the views of the community on the area and what they wanted to change about it and now we want to put some of those ideas into action. With the community's help, we have developed a masterplan for Tyisha looking at the main issues and how we can improve on these.

### What we are doing and what we plan to do:

- *Develop a community hub to provide a range of services such as early years family support, youth support and employability education and training;*
  - This is a key project within the area. We are working closely with the Llanelli Railway Goods Shed Trust to restore the Grade II listed building & bring it back into use for the benefit of the community.
- *Build new family and first-time buyer homes that are affordable to buy or to rent;*
  - We have been working with property owners in Station Road to help bring derelict buildings back into use as part of the *Targeted Regeneration Investment Programme*. The aim is to support area-based projects that promote economic regeneration with a focus on individuals & areas most in need
- *Work with landlords to improve private rental properties;*
  - There is a high level of social and privately rented properties in Tyisha and we are looking at working with a partner company to deliver a better mix of housing which will include affordable and options to buy especially for first-time buyers
- *Reduce crime, drug and alcohol issues;*
  - We are working closely with Dyfed Powys Police to tackle the drug, alcohol and antisocial behaviour issues in Tyisha. We want to make the area a safer place to live.
- *Provide a park within the ward for children to play in;*
  - Feedback has showed that there were no children's parks in the Tyisha ward. By working closely with Llanelli Town Council, we have been able to fund a play area at Ann Street together with a designated dog walking area. Work will start shortly.
- *Review bin collections and tackle litter problems*
- *Create a gateway near the train station and the site of the Wellness Village;*
- *Make the area more appealing, greener and create a 'boulevard' along Station Road*



Executive Board Member For Communities and Rural Affairs

Cllr Cefin Campbell

Page 101



## Well-being Objective 6

Live Well - Create more jobs and growth throughout the county

**Median Gross Weekly Pay has increased by 5% in Carmarthenshire** (from £511.4 to £536.5)

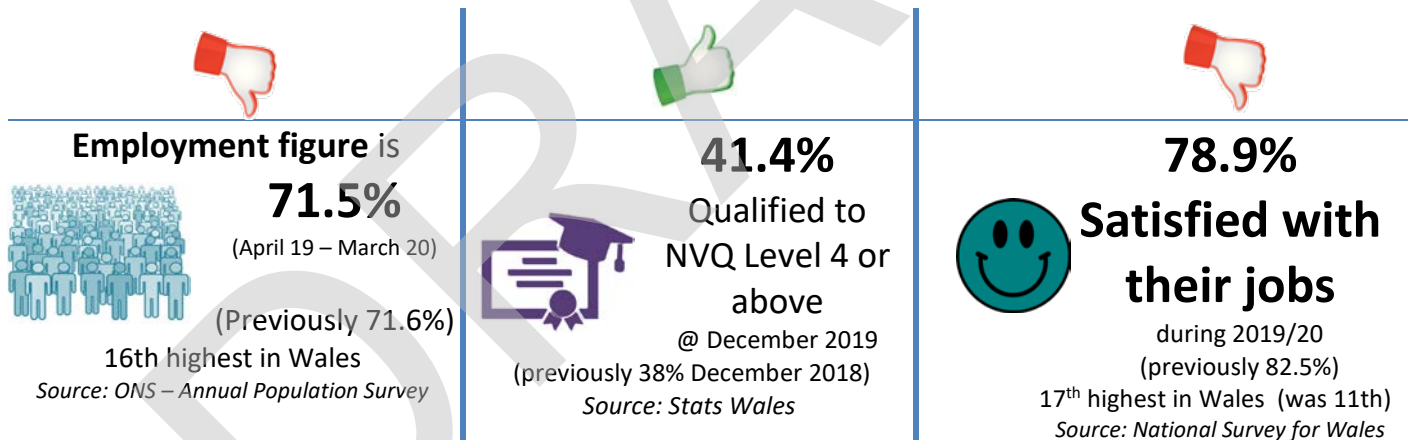
Carmarthenshire has gone up from 11<sup>th</sup> in 2018 to 9<sup>th</sup> highest wage in Wales for 2019.

*This continues to be below the Welsh average of £540.7*

### Why it is important

- ⊙ Increasing employability has a dramatic impact on our health and ability to function in everyday society.
- ⊙ We need to have a focus on the nurturing sectors which can be considered as the foundations of our local economy for example care, food, housing, energy and construction.
- ⊙ We also need to ensure we support the principles of development within the circular economy aiming to keep resources in use for as long as possible. A more circular economy will:
  - reduce waste;
  - drive greater resource productivity;
  - deliver a more competitive Carmarthenshire economy and
  - extract maximum value whilst in use and recover and regenerate products and materials at the end of each service life.

### Success Measures



### Explaining the Results

- **Employment figures** in Carmarthenshire at the end of March 2020 is **71.5%**, this is slightly down from 71.6% the previous year. This is below both the Welsh (73.7%) and UK average (75.9%), both of which have increased. We have also moved and from 15<sup>th</sup> to 16<sup>th</sup> in Wales. Although employment is not only the Council's responsibility, the figures are disappointing as we have continued to put a number of funding initiatives in place again during 2019/20 to stimulate jobs and growth in the county in the form of Property Development Fund, Carmarthenshire Rural Enterprise Fund and Business Grants and created 393 jobs. The employment figures for 2020/21 is expected to drop in Carmarthenshire as in many parts of the UK due to effect of COVID-19
- **41.4%** of working age adults living in Carmarthenshire are **qualified to NVQ Level 4 or above** in 2019, this is an improvement on 38% the previous year and above the Welsh average of 38.8%. We have the **5<sup>th</sup> highest figure** in Wales moving up from 9<sup>th</sup> the previous year.
- According to the [National Survey for Wales](#), **78.9%** of those participated were moderately or very **satisfied with their jobs**, this is below the previous result of 82.5%. We have moved down from 11<sup>th</sup> to 17<sup>th</sup> position in Wales.

## Progress Made

### The Swansea Bay City Deal

- ⊙ The design has been completed for the first Phase/Zone of **Pentre Awel**– this first Zone comprises the Community Health Hub and Wellness Hub, which are being brought together in a ‘Street’ design to integrate services (leisure, health, business and education/training elements with a community atmosphere where visitors are able to spend time within a quality environment). Numerous opportunities and benefits will be achieved, including the creation of 1,853 jobs across a range of sectors, supported by a comprehensive education, skills and training programme to ensure local people are best placed to capitalise on the Village development.
- ⊙ Pentre Awel was one of the *first projects in the UK to be awarded full funding (£60,000)* by the Department for Business, Energy and Industrial Strategy to undertake a heat network feasibility study, looking at optimising energy use and recovery.

### Delivering the Transformational Strategy Area Plans

- ⊙ The Pendine Attractor Project main contract works commenced in January 2019 (due for completion in May 2021) and both hostel and museum building structures have been erected.
- ⊙ The *Carmarthen Wetlands / Y Morfa* works commenced in January 2020 and are now scheduled for completion post COVID-19 lockdown in October 2020.
- ⊙ *Jackson’s Lane Kiosk* project contractor has been appointed and works have commenced off site
- ⊙ Businesses in Carmarthen have backed a *BID* that will generate more than £165,000 per year to be used to improve Carmarthen. The businesses’ decision ensures Carmarthen is one of a small number of towns in Wales to be awarded the status, which focuses on improvements to the town through a collective effort. Businesses will pay an annual levy of 1.5 per cent every year, generating more than £165,000 per year to be used to improve the town.
- ⊙ The *Workways+ and Buccaneer* projects are progressing well with support for both the long term unemployed and businesses continuing under the objectives of their respective projects.

### Carmarthenshire Rural Affairs

- ⊙ Following approval and publication of our [Moving Rural Carmarthenshire Forward](#) Report with 55 Recommendations in September 2019, the *10 rural towns programme* was launched in October 2019.
  - One of the main recommendations is that *‘we will work with local communities and stakeholders in ten of its rural towns (and surrounding communities) to develop individual plans that will aim to provide a long-term strategic vision to secure economic, cultural, social and environmental sustainability for those towns’*. Community resilience and self-help will be a key consideration of these growth plans.
  - There is also an emphasis on *creating jobs and business opportunities* so that we can retain young people and the Welsh Language in Carmarthenshire and encourage those who have left the county to return and help us grow the economy.

### Learning, Skills and Employability

- ⊙ The *Regional Learning & Skills Partnership* have worked with employers, schools and colleges to identify new opportunities and skills that will be required in order to ensure Carmarthenshire fully benefits from the City Deal Skills and Talent Initiative. The schools that the project has already worked with have submitted a number of project ideas that they are keen to proceed with in order to develop opportunities and raise the aspirations of young students around the City Deal projects. A Skills and Talent Business plan has also been developed and an external review of the project will be undertaken prior to the Plan being finalised.

### By ensuring clear business support and supporting local economic growth

- ⊙ We worked hard to clear debris left by *Storm Dennis* and specialist contractors were drafted in to help in some areas. Business support officers contacted more than 100 businesses, who have previously been affected by floods, to offer advice and financial assistance where needed, and many were able to reopen.
- ⊙ Welsh Government funding has been secured to deliver an exciting transformation of the derelict *former market hall in Llandeilo*, creating an innovative rural business hub with bespoke employment space for rural businesses and a new rural enterprise academy.

## Cross Hands East Strategic Employment Site



Work commenced on the £5m infrastructure project that will see, on completion, the creation of 7 development plots that could accommodate up to 500 jobs. The works include: to complete the internal road network and earthworks to create the development plateaus together with drainage, provision of utilities, and habitat retention. The works will be completed in Autumn 2020 and provide much needed space for local and incoming investment. The works are funded via the County Council and the European Regional Development Fund and the scheme is part of the *Cross Hands Joint Venture* which is a collaborative initiative with the Welsh Government.

**Ysgol Teilo Sant are young trader champions** after selling all their stock on Carmarthen Outdoor Market. The annual competition involves pupils setting up a business and turning it into a profitable enterprise. The Year 6 pupils were hailed winners after battling it out with two other schools, Saron and Meidrim, in the Carmarthenshire Young Traders Competition.

The school sold over 500 flavoured home-made Welsh cakes in four hours and pocketed nearly £300 for their school.



## The way we work

### First vegan supermarket opens in Llanelli

The first vegan supermarket – **Kind Earth** - has opened its doors in Llanelli Stradey District Centre store in Maes Y Coed thanks to the support of a grant from Carmarthenshire County Council.



The business, owned by local resident **Matt Rogerson**, was supported with a grant through the Council's business start-up fund which is linked to job creation. The money was used to purchase equipment including an EPOS system, fridges and freezers, shelving, trolleys, baskets and light fittings. The business is a plastic free zone offering paper bags and paper carriers to customers as packaging.

In addition to selling groceries, the store will run a terracycle scheme and host a number of events, including litter picking days and workshops on a wide range of topics to improve lifestyles for the long term. The shop is not only a vegan supermarket where people can buy fresh good quality locally sourced grocery items but offers customers involvement in initiatives and workshops to make us a healthier and more sustainable community.



Executive Board Member For Economic Development  
**Cllr Emlyn Dole (Leader)**





## Well-being Objective 7

### Live Well - Increase the availability of rented and affordable homes

#### On Target to delivering over 1,000 additional affordable homes by 2021

Good quality, affordable homes are the bed rock of healthy and sustainable communities. We have delivered **over 970** additional affordable homes since 2016 as part of the affordable homes plan

#### Why it is important

- Good quality affordable homes promote *health and well-being*, meeting the individual needs of the residents, building strong sustainable communities and places where people want to live.
- Good quality energy efficient affordable homes are good for the *People and the Environment* - as the energy use within the home will be reduced, having a significant effect on reducing the fuel costs for the occupying residents. It will also have a significant effect on reducing pollutants in the atmosphere and mitigating fuel poverty in our communities.
- It's good for the *Social Structure* - well-placed affordable housing developments allow communities to welcome a wide range of families and to create a vibrant, diverse, group of residents.
- It's good for the *Economy* - in order to thrive, new businesses need easy access to its workforce. Affordable housing developments ensure that working families will remain in their community.

#### Success Measure

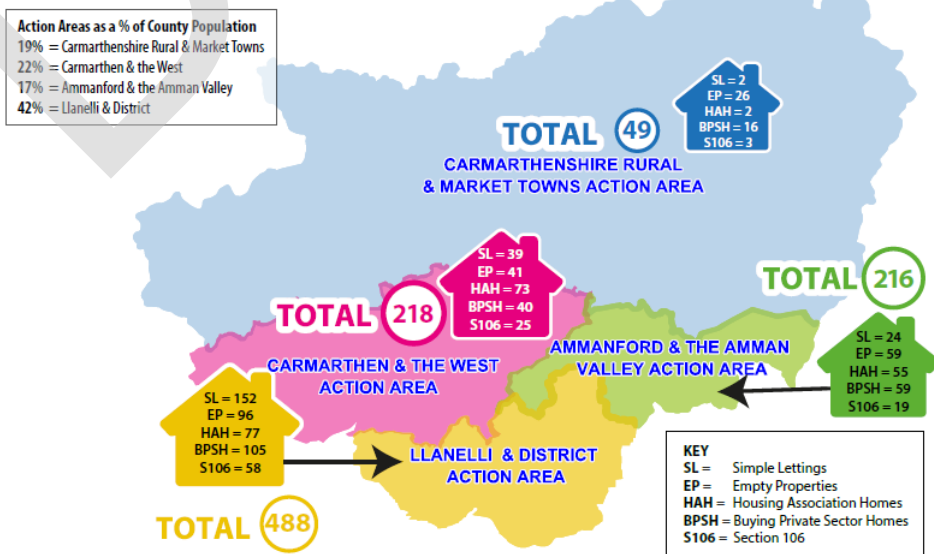
**+ 315**  
Additional Affordable Homes  
during 2019/20



#### Explaining the Results

#### Affordable Homes Performance – Overall Performance from April 2016

**971 Affordable Homes Delivered**



## Progress Made

- As part of the 2016 - 2021 Affordable Homes Plan to date we have provided **971** additional affordable homes made up of the following:-

**217:** Simple lettings agency

(32: 16/17; 63: 17/18; 61: 18/19; 61:19/20)

**222:** Empty homes brought back into use

(28: 16/17; 63: 17/18; 67: 18/19; 64:19/20)

**238:** Buying private sector homes

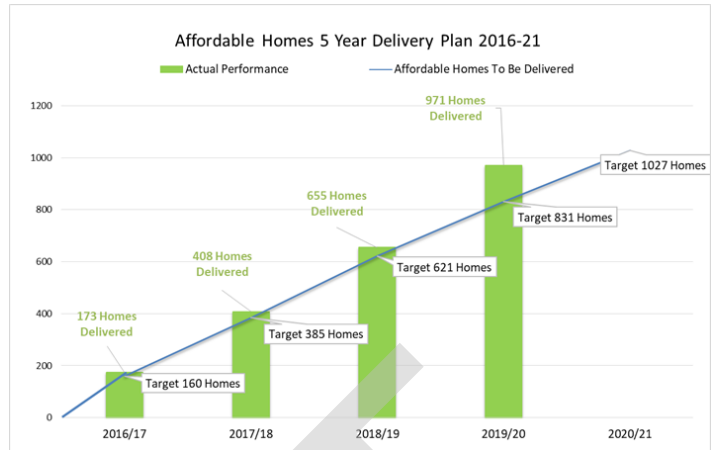
(45: 16/17; 69: 17/18; 81: 18/19; 43:19/20)

**189:** Housing Association new build development

(45: 16/17; 20: 17/18; 17: 18/19; 107:19/20)

**105:** Section 106 Contribution by Developers

(23: 16/17; 20: 17/18; 21: 18/19; 41:19/20)



- We have bought **208** private sector homes to increase the *council's own housing stock*. **30** homes have also been bought directly by Bro Myrddin and Coastal Housing Associations.
- We have five Council new build developments on site at Dylan, Garreglwyd, Glanmor Terrace, Gwynfryn and Maespiode. These developments will create 114 new affordable homes.
- Through the planning system (Section 106) **208** homes have been provided for [Low Cost Home Ownership](#) and nominated to local people who needed help to buy their own home.
- We plan to build nearly 1,000 additional Council homes.
- In May 2020 the Future Generations Commissioner published a [report](#) on the progress of the Well-being of Future Generations Act the report states: "Carmarthenshire's new build programme is identified as an excellent example of what can be delivered in the social housing sector"
- In October 2019, the Wales Audit Office published [a report on this well-being objective](#) and found that 'the Council is applying the sustainable development principle in providing additional affordable housing'



**Building over 30 new council homes on one of our first sites in Dylan in Llanelli**



Executive Board Member For Housing  
**Cllr Linda Evans**

Page 106



## Well-being Objective 8

### Live Well - Help people live healthy lives (tackling risky behaviour and obesity)

**Almost 1.5 million visits to our Sport & Leisure Facilities, generating a Social Value Return of £4.97 million during 2019/20**

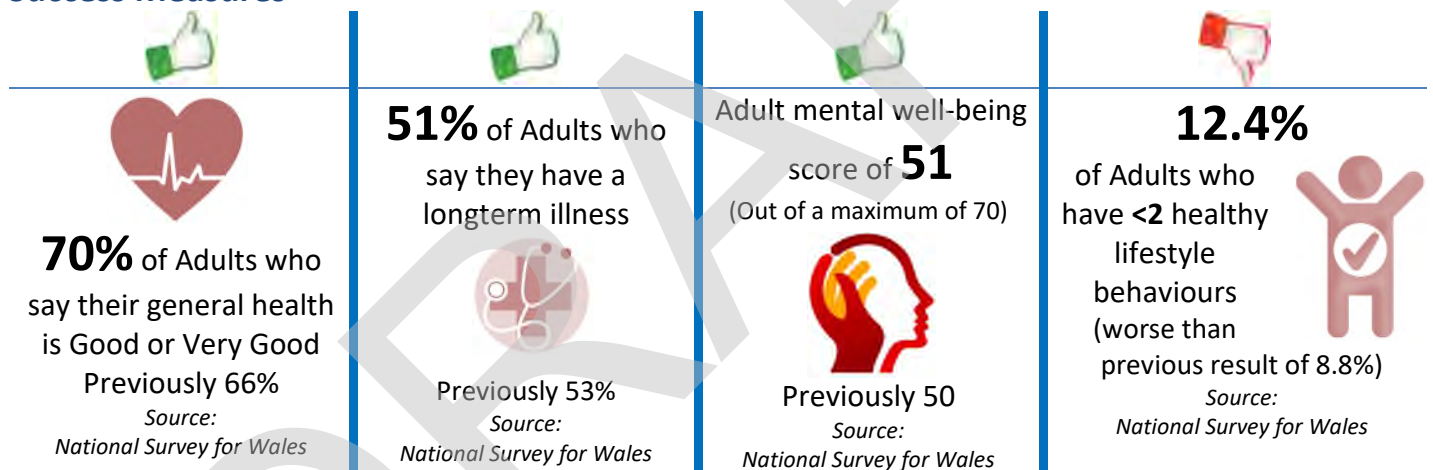
We want Carmarthenshire to be a place:

- That is the most active and healthy in the UK
- Where every person is an active participant at a *Community Club or Leisure / Cultural Facility*
- Where every child is hooked on Leisure / Cultural activity for life

### Why it is important

- ⊙ Because our way of life is changing, people are living longer with a higher quality of life.
- ⊙ Because the challenge is to prevent ill health.
- ⊙ Because living healthy lives allows people to fulfil their potential, meet educational aspirations and play a full part in the economy and society of Carmarthenshire.
- ⊙ Because many of the preventive services and interventions required to maintain health, independence and well-being lie outside health and social care.

### Success Measures



### Explaining the Results

The following [National Survey for Wales](#) shows that:-

- **70%** of Carmarthenshire participants said their **general health is Good or Very Good**, this is an improvement on the previous result of 66%, comparatively we have moved up from 21<sup>st</sup> to 15<sup>th</sup> position in Wales. We continue to work with partners such as Public Health via the Local Service Board to promote a healthy environment for Carmarthenshire residents, including exercise, nutrition and cleaner air.
- **51%** of Carmarthenshire participants **said they had a longstanding illness, disability or infirmity**, this is a slight reduction on the previous survey result of 53% and we have moved from being the second highest result in Wales to 15<sup>th</sup>. Whilst this measure has numerous influences we continue to see increases in the number and impact of schemes such as National Exercise referral scheme with almost 1,400 referrals in the past 12 months.
- **Mental well-being score** is based on 14 positively worded statements asked as part of the survey which represents positive attributes of wellbeing and covers both feeling and functioning as opposed to mental illness or disorder and is suitable for use in the general population. Although there is an improvement it is very slight from a score of 50 to 51.
- **12.4%** of participants have **fewer than two healthy lifestyle behaviours** this has increased on last year of 8.8% and is now higher than the Welsh average of 10% and has moved down from 5<sup>th</sup> best to 18<sup>th</sup> in Wales.

## Progress Made

- ⦿ We have continued to monitor *air quality* (nitrogen dioxide) for the residents of and visitors to the County implementing a sampling programme.
- ⦿ During the year, Actif received 1384 referrals to the *National Exercise Referrals Scheme* (NERS), 58.5% of whom engaged with the scheme, and subsequently 57.3% of these completed the 16-week programme (a 2.2% increase on 2018/19).
- ⦿ *Over £1 million* has also been secured to invest in Ammanford Leisure Centre to re-furbish the wet side changing rooms, upgrade the all-weather pitch and improve car parking facilities on site.
- ⦿ Plans for the new leisure facility in Llanelli are developing well. We are planning to invest over £25 million for a new leisure centre on the Delta Lakes site Pentre Awel.
- ⦿ Our ambition to become the *Cycling Hub of Wales* is now well established, and investment is ongoing in local, urban and competition-standard infrastructure, all underpinned by events and development work.
- ⦿ The *Mental Health Running project* launched by the department in 2018 in Llanelli has gone from strength to strength with groups now being set up across the county. Furthermore, the project has been shortlisted as a finalist for this year's Social Care Accolades.
- ⦿ In October 2019 we launched (in collaboration with the third sector and HDUHB) a crisis service '*The twilight Sanctuary*', which is open Thursday to Sunday 6pm to 2am. Individuals experiencing a crisis can speak to staff over the phone or attend the centre to receive support. This is proving to be a valuable service for those in need of urgent mental health support and will be expanded to include an overnight facility as an alternative to hospital.
- ⦿ Nominated staff within Ty Dyffryn and Cartref Cynnes Extra Care facilities have successfully completed an OTAGO exercise Programme, whereby they lead a class of service users on a weekly basis to undertake *chair exercises*. These classes maintain service user's physical health and mental well-being.
- ⦿ Within our Learning Disability Service, *Health and Well-being* has been a focus across all services seeing the development and expansion of many community groups. Activities have included, running and walking groups, a new football team, the expansion of the netball team and the development of cycle4all at Pembrey. Two service users took part in the Llanelli Half Marathon and 1 has secured a place in the London marathon.
- ⦿ From April 2019 to mid March 2020 *over 1 million physical visits were made to Carmarthenshire libraries* and over a quarter of a million virtual visits. This makes our libraries amongst the most used of all council services.

### Ammanford Library links with Day Centre



Ammanford library have developed strong links with Manor Road Day Centre. The centre supports adults age 18 and over with severe learning disability to grow, develop and feel safe and belong to their community.

## Women's Tour a resounding success for Carmarthenshire

The *grand finale of the OVO Women's Tour* was held in the county on 15 June 2019 and proved to be a resounding success, with thousands lining the route to cheer the cyclists on their 79-mile race through Carmarthenshire.

It showed what can be achieved when communities, businesses, volunteers and spectators, as well as event staff, security, marshals and emergency services all work together to make a special day for the county.

*Stage Six of the race* saw the best female cyclists in the world competing in a series of sprints, mountain climbs and descents through some of Carmarthenshire's most breath-taking landscape, starting at the historic *Carmarthen Velodrome*, crossing the *Black Mountains* and ending at the *Closed Road Circuit at Pembrey Country Park*.

Communities got involved to provide a carnival atmosphere, with many putting on their own events and family activities.

Hosting the race gave us the opportunity to *showcase our stunning landscape and scenery*, which has provided one of the most challenging stages for the cyclists in the year's Tour but has taken in some of our most breath-taking mountains and valleys.

We were particularly proud of *Manon Lloyd (Drops)*, who is from Carmarthenshire and started her cycling career with Towy Riders in Carmarthen. It must have been a fantastic feeling for her to compete with the best in the world on home soil.



Executive Board Member For Culture, Sport & Tourism  
Cllr Peter Hughes-Griffiths

# Age Well



PROBABLET



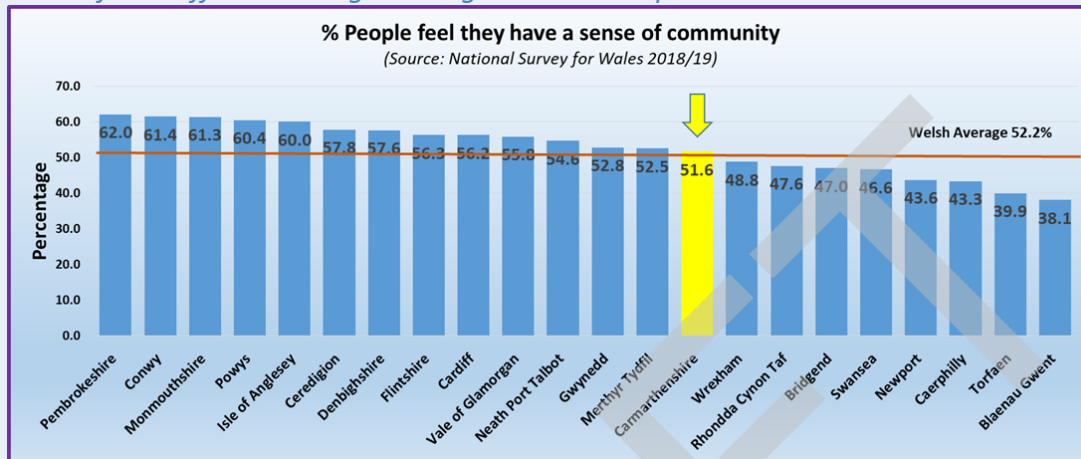


## Well-being Objective 9

Live Well/Age Well - Support good connections with friends, family and safer communities

### Sense of Community survey results have increased in Carmarthenshire from 47.7% to 51.6%

The 'Sense of Community' is derived from three questions; *People feel they belong to their local area; People in the area from different backgrounds get on and People in the area treat each other with respect!*



Despite an improved result we move down from 13<sup>th</sup> to 14<sup>th</sup> position in Wales.

### Why it is important

- ⊙ Social isolation puts individuals at greater risk of cognitive decline with one study concluding that lonely people have a 64% increased chance of developing clinical dementia
- ⊙ Loneliness amongst young people has been shown to increase the likelihood of poor physical & mental health, the risk of becoming involved in criminal activity and reduce future employment opportunities
- ⊙ Social networks and friendships not only have an impact on reducing the risk of early death and illness, but they also help individuals to recover when they do fall ill.

### Success Measure

**76.1%** People who feel safe  
Previously 78.7%  
7<sup>th</sup> Highest in Wales



Source: National Survey for Wales

### Explaining the Results

- ⊙ The number of [National Survey for Wales](#) participants **feeling safe** has reduced from **78.7%** to **76.1%** but remains 7<sup>th</sup> place. This result was derived from four questions; people feeling safe at home, walking in the local area, and when travelling in the dark which will be available in due course.
- ⊙ According to the 2018/19 [National Survey for Wales](#), **51.6%** of participants felt they had a 'Sense of Community', this is an improvement on previous year of 47.7%. This result was derived from three questions; People feel they belong to their local area; People in the area from different backgrounds get on and People in the area treat each other with respect'. *The breakdown for each of these questions at Local Authority level have not been published as yet.* Despite an improved result, we have moved from 13<sup>th</sup> to 14<sup>th</sup> position in Wales.

## Progress Made



- ⦿ We have continued to work closely with the *Carmarthenshire Armed Forces Steering Group* and the *Armed Forces Champion* on key areas such as Housing, Service Children and Grants to support the Armed Forces community.
- ⦿ **Connect to Kindness**

This is a programme of work based on an information session that raises awareness about the *importance and benefits of kindness*. It shares 5 key messages and gives evidence about the positive effects of kindness for health and well-being. We have recruited 287 *Carmarthenshire Kindness Connectors* this year - who are champions of kindness and connectivity in their communities.

On International Kindness day (17th Feb) a roadshow was taken around the county where cafes gave free teas and coffees to people who pledged acts of kindness to others. Kindness pledges were posted on trees throughout the county and on one day 2,003 pledges of kindness were made across the county.
- ⦿ We are working with the third sector and community voluntary council (CVC) to incentivise volunteering. A *volunteering development officer* has been funded to work with communities at a town and village level and this will enable the development of Local Action Hubs that create and promote informal volunteering opportunities and kindness.
- ⦿ We have continued to support community groups and organisations to promote and publicise the huge variety of *community events* being held in Carmarthenshire.

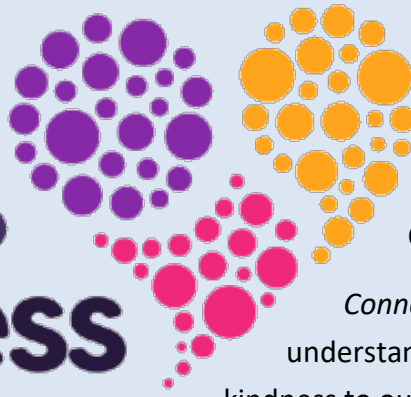
## Safer Communities

- ⦿ The Environment and Public Protection Scrutiny Committee undertook a *Task and Finish Review on the Trading Standards – Financial Exploitation Safeguarding Scheme (FESS)* which was completed. The Report is being developed but has been delayed due to COVID-19.
- ⦿ Awareness of *County Lines* has continued to be raised among partner organisations with sessions delivered to around 800 staff and included presentations to over 300 private landlords about vulnerable tenants.
- ⦿ A co-ordinated campaign took place for '*White Ribbon Day*' on 25 November and following on the next *16 Days of Action* a theme was identified each day, to work towards ending male violence against women.
- ⦿ A pilot '*Safeguarding Awareness*' session was held in February for licensed premises and door staff.
- ⦿ We have extended our *innovative social prescribing programme* based in GP practices across the whole county, working with patients to improve patient health and well-being through community-based solutions.
- ⦿ Carmarthen Town Centre hosted the *Cyber Bus* for the day on 19th March 2019, as part of the cyber resilience tour throughout Wales. The Bus helped to raise awareness of the public's vulnerability to cybercrime and promote how to prevent becoming a victim. 91 members of the public visited the bus for information on the day and 17 businesses were spoken to about cyber safety/security advice.



# Connect to Kindness

## Carmarthenshire



**Simple acts of kindness can make a big difference** – that’s the message from a new campaign being launched in Carmarthenshire, Pembrokeshire and Ceredigion.

*Connect to Kindness* aims to create more understanding about the benefit and impact of kindness to ourselves and others in our community.

*“Scientific studies have shown that simple acts of kindness make a big difference to wellbeing and that kindness is good for you,”* said Rebecca Evans, Senior Public Health Officer from Public Health Wales.

As part of the campaign, the regional partners will be developing stronger community networks in order to create an environment where acts of kindness can flourish and happen more easily.

Connect to Kindness has grown out of a programme developed within the Healthier West Wales Transformation Fund. The partners are Pembrokeshire, Ceredigion, and Carmarthenshire County Councils, the Pembrokeshire, Ceredigion and Carmarthenshire Associations of Voluntary Services, Hywel Dda University Health Board, Public Health Wales and the West Wales Care Partnership.

*Connect to Kindness* five key messages:

1. **Kindness is for everyone** - Kindness is inclusive, it knows no barriers or discrimination and is for everyone!
2. **Kindness is good for you** - Medical research has proven that being kind and receiving kindness has a positive physical effect on us
3. **Kindness connects us** - It brings us together and helps us share
4. **Kindness protects us** - It has been proven that being kind and receiving kindness helps us live longer and happier lives
5. **Kindness is inspiring** - When others are kind, we are more likely to be kind ourselves



Executive Board Member For Community Safety:  
**Cllr Cefin Campbell**  
Executive Board Member For Social Care and Health:  
**Cllr Jane Tremlett**



## Well-being Objective 10

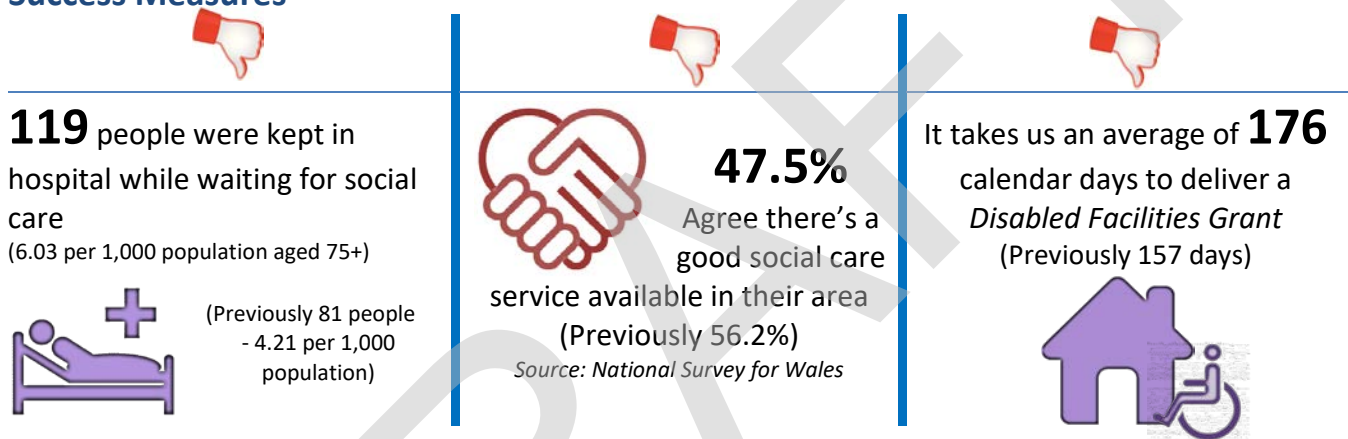
Age Well - Support the growing numbers of older people to maintain dignity and independence in their later years

**Our Offer to the Population - 'Help to Help Yourself' (Prevent ill health or injury)  
Promote independence, well-being, community engagement and social inclusion.**

### Why it is important

- Because consultations have demonstrated that *'what matters'* to individuals is to be able to be as independent and well as possible for as long as possible.
- Because our frail population demographic is increasing and will require support to remain as independent as possible.
- Because it is essential that we lay robust foundations to future proof the availability of services that promote and support ongoing well-being and independence for our frail older adult population.

### Success Measures



### Explaining the Results

- 119 clients (75+) were **kept in hospital** during 2019/20 while waiting for social care, this is excluding figures for February and March 2020 which have not been published by Welsh government due to the Coronavirus pandemic. This is quite an increase on the previous year of 81. There is continuous flow through the acute hospitals with some complex cases causing delays in the more rural areas where capacity for Domiciliary Care can be difficult or those cases where their homes are no longer suitable.
- According to the 2018/19 [National Survey for Wales](#) **47.5%** of participants believed that there is **good Social Care Service available in the area**. While disappointing and unclear about the respondents, we believe we provide a high quality service to our service users and carers and have the evidence to demonstrate this.
  - We received a very good Inspection Report undertaken by the [Care Inspectorate Wales](#) in May 2019 (published 7 August 2019) that verified *that people can be confident in the quality of care and support provided*.
  - Furthermore, as part of our statutory obligation to consult with service users and carers, we obtained an excellent response rate of 604 service users and carers to the survey that demonstrated people's high levels of satisfaction with social care services in the county: For example, 85% of people said they were happy with the care and support they received; 81% know who to contact about their care and support; 83% feel safe from harm or injury; 93% treated with respect and dignity.

- The average number of days taken to deliver a **Disabled Facilities Grant** adaptation has increased to 176 days, the figure at the end of quarter three was 169 days. The additional downturn in performance caused, in part, by the delays and implications of COVID-19 on the ability to complete ongoing site work. *All Wales comparative data is not available for 2019/20.*

## Progress Made

- ⦿ *Fulfilled Lives* is a long-term service that supports people living with dementia, it provides individuals with a key worker that helps people to live their life as fully as possible as their dementia progresses. The focus is on the individual directing the support that they need to maximise their independence. The service has been extended from Llanelli to include Ammanford, Amman Valley and Llandeilo, with an increase from 39 to 77 service users during 2019/20. Plans are being developed for the service to be available across the entire county, as part of the re-tendering of Community-based services which has been delayed due to COVID-19 until 2021.
- ⦿ *CUSP Carmarthenshire's United Support Project* for those who need key workers our collaborative based commissioning project in the third sector will support individuals directly. It aims to provide support to people who are 'on the cusp' of needing statutory care and provide a key worker to give co-ordinated community response to keep people well and independent. This also includes a grant scheme in the third sector that can flexibly support individual outcomes.
- ⦿ We have developed and enhanced our already very successful *Acute Response Team* in Carmarthenshire, to create crisis response service providing an alternative to hospital admission. The integrated service is delivered by single multidisciplinary team who will work together in a collaborative approach to ensure each person's pathway is seamless, reduces duplication of assessment and ensures the correct outcomes are achieved. It treats them at home as if they were in a virtual ward and includes Doctors, Nurses, Physiotherapist, Occupational Therapist, Dietician and Health Care Support Workers.  
It is an extremely valuable service that gives people the care that they want, where they want it and will:
  - Improve patient and carer experience
  - Reduce emergency admissions
  - Reduce length of hospital stay
  - Reduce permanent admissions to a residential setting
- ⦿ The *Reablement Service* has supported service users to regain their mobility and independence. This has enabled some service users to return to activities they previously enjoyed e.g. swimming and attending church on Sundays.



The **CONNECT** service a new and exciting model of self-help and proactive care, supported by the use of digital and Technology Enabled Care. Based on a model operating in Spain which has proven impact on the well-being and has reduced significantly the number of people needing longer term or acute care.

The service includes:

- **Proactive calls:** an individualised self-management plan will be implemented through a schedule of calls.
- **TEC:** Bespoke and individualised equipment to support the service
- **24/7 response:** through a dedicated call centre that can deploy appropriate emergency response when crisis occurs, a mobile service will respond within an hour
- **Pathways of well-being support:** there will be a team to work with individuals provide direct pathways of support.
- **A digital prescription** including a project to create virtual friendship groups and connection. reduce loneliness and isolation for older people:
- A **proactive falls** prevention service
- Dedicated **Carer support** including rapid support for Carers through the Carers Emergency Card
- **Self Help** for long term health conditions by a bespoke Education Programmes for Patients



Executive Board Member For Social Care and Health:  
**Cllr Jane Tremlett**



## Well-being Objective 11

### Age Well - A Council-wide approach to support Ageing Well in Carmarthenshire

#### A slight reduction in loneliness

The National Survey for Wales annual survey showed a slight reduction in loneliness in Carmarthenshire, although it is still above the Welsh Average.

#### Why it is important

- Ageing well – ‘adding life to years, not just years to life’ – is important for each of us, and for our country as a whole. Older people should be seen as a vital part of society and should be able to have more opportunities to participate in and contribute to our economy and our communities. Older people are a significant asset to our community and economy.
- Wider services can make an important contribution in supporting and sustaining the independence of older people and reducing the demand on Social Services and Health Care.
- The Older Peoples Commissioner, Helena Herklots sets the ambition of ‘Making Wales the best place in the world to grow older’.

#### Success Measure



% of people feeling lonely in Carmarthenshire has reduced to

**16.2%** (Was 18.3%)

Source: National Survey for Wales



#### Explaining the Results

According to the 2019/20 [National Survey for Wales](#), **16.2%** of participating adults in Carmarthenshire **classed themselves as lonely**, this is above the Welsh average of 14.43% but has reduced from the previous result of 18.3%.



In July 2019 a Social Care and Health Scrutiny Committee’s Scrutiny members Task & Finish Review looking at [Loneliness in Carmarthenshire](#) report found that:

*‘There are a myriad of activities and initiatives across Carmarthenshire that are bringing about positive change and are tackling loneliness at a local level. It is recognised that a much more targeted and strategic approach is needed to maximise impact’*

The significant impact that loneliness can have on physical, mental and social health is well evidenced. Addressing loneliness has been endorsed as a key form of prevention of social care needs in the Social Services and Wellbeing Act (Wales) and has been recognised as a way of shifting the focus of health and social care.

The Review has also recommended 4 key actions:

1. Take a strategic approach to loneliness
2. Address loneliness as a share priority
3. Focus on building and supporting community assets
4. Directly address barriers to connection

## Progress Made

### Age Friendly Communities

- ⦿ The Police's *Digital Communications and Cyber Crime Unit* gave a talk at the 50+ Forum annual event in September 2019 to give advice and links to relevant websites.
- ⦿ The *50+ Forum Steering Group* promotes the interests of older people in the county
- ⦿ Service users and carers say that they are satisfied that they were able to access services in the language of their choice.

### Dementia Supportive Communities

- ⦿ The Bevan Exemplar project, '*Fulfilled Lives*', which is a project that supports people living with dementia and cognitive impairment, has had a successful pilot rolled out in Llanelli. The person-centred approach to people with dementia and their families has gained exemplary status from the international renowned Bevan Commission. Its evaluation demonstrated excellent outcomes for people with dementia in terms of remaining at home with less likelihood of escalating needs

### Falls Prevention

- ⦿ The *National Exercise Referral Scheme (NERS)*, which has an innovative and effective approach to the provision of physical activity interventions, continues to have Falls Prevention as a key priority. Falls referrals have increased resulting in a significant uptake of the scheme.
- ⦿ '*Drink Wise Age Well*' training has been provided to staff who work with adults. This training focusses on the impact of alcohol use on the over 50's and includes a focus on early identification of problematic use.

## Annual 50+ Forum

Another successful Annual 50+ Forum Event with around 500 members attending the National Botanical Gardens on the 12<sup>th</sup> September 2019.

The popular event brings together a wide variety of people and over 30 organisations and provides opportunity to reflect positively on aging as well as focusing minds on the needs of the county's older people. The annual event is supported by Carmarthenshire County Council and Welsh Government. The Event featured themes based on the priority issues raised in the 2018 Survey and subsequent mini surveys over the year and included:

- Mobility and access to transport
- Banking accessibility and staying safe on the internet
- Digital help for health and well-being, preventing loneliness and social isolation



## Saron 50+ Cuppa club were one of the T2T award winners



The *Tenant to Tenant* (T2T) association presented Saron 50+ group with a second-place trophy in the community project category.

The group were so happy to have been given this award that each member keeps the trophy for 2 weeks and it's then passed on to the next member!



They set up about 4 years ago with 17 members and now have nearly 60 members who attend the cuppa club every other Wednesday from 10-12pm at Saron hall.

They have a variety of guest speakers who come along, and the atmosphere is very friendly and welcoming. A tea dance is also organised every month, but it's not compulsory to dance! They also regularly go ten-pin bowling.

[Link to the Spring 2019 edition of the 'Tenant to Tenant' magazine](#)



Executive Board Members For Housing:  
**Cllr Linda Evans &**  
Social Care & Health:  
**Cllr Jane Tremlett**

# Healthy, Safe & Prosperous Environment



DRAFT





## Well-being Objective 12

### Healthy & Safe Environment - Look after the environment now and in the future

#### *First net zero carbon action plan in Wales*

In February 2020, Carmarthenshire County Council became the first local authority in Wales to publish a climate change action plan detailing how we work towards becoming net zero carbon in the next 10 years. We were one of the first councils in the UK to declare a climate emergency, pledging to becoming net carbon zero by 2030 - 20 years ahead of Welsh and UK government targets.

Actions include developing new carbon reductions from council's buildings, purchasing more energy efficient fleet, collaboration with other public bodies to deliver wider change, exploring opportunities for tree planting and renewable energy generation on council-owned land.

#### Why it is important

- The *Natural Environment* is a core component of sustainable development. The Environment (Wales) Act 2016 expands the duty placed on public bodies, requiring them to *maintain & enhance biodiversity and promote ecosystem resilience*.
- A *biodiverse natural environment*, with healthy functioning ecosystems, supports social, economic and ecological resilience. Carmarthenshire's natural environment is the natural resource on which much of our economy is based – tourism, farming, forestry, and renewable energy. It is a major factor that attracts people, both young and older to live, work and visit the county, bringing inward investment with them.
- There is a *strong relationship between residents' well-being and their surrounding environment* from providing recreational opportunities, to psychological positivity, health benefits and a connection to heritage and culture.

#### Success Measures



We generated **997,480**  
**kWh** of renewable energy  
during 2019/20  
(increased from 979,071 kWh  
in the previous year)



Our recycle rate is  
**64.66%**  
(This is an increase on the  
previous year's figure of  
58.95%.)



#### Explaining the Results

- **Recycling** increased in 2019/20 to 64.66% from 58.95% the previous year. We have therefore met the statutory Welsh Government target of 64% by 31<sup>st</sup> March 2020 avoiding any financial penalties. We undertook a programme of door-stepping to advise and encourage householders to participate in our recycling schemes. *Thanks to residents there has been a significant increase in recycling.*

## Progress Made

- We have continued to deliver the *Caeau Mynydd Mawr* Special Area Conservation (SAC) Marsh Fritillary project. The project is now managing 25 sites that provide 41.05ha of land in suitable habitat for the marsh fritillary butterfly
- We continued to engage with the public advising and encouraging them to further support the council to improve its recycling performance. A comprehensive household engagement programme took place in October coinciding with changes to residual collection policy and food waste liner provision.
- We have produced and published our Flood Risk Management Plan that identifies, manages, and mitigates flood risk within our communities.
- We have continued to work with stakeholders to pilot litter management arrangements across Llanelli by introducing Local Environmental Quality Officer groups, Pride in Your Patch stakeholders group, public protection orders and joint enforcement operations by working with local Police inspectors.

### Information to follow on energy consumption in 2019/20

We are awaiting:

- 2019/20 energy consumption data from our suppliers and will then need to check/verify the figures.
- Reporting guidance from Welsh Government to apply prescribed methodologies.

We hope to include data **if** received by the final publication of this report by 31<sup>st</sup> October 2020.

## Electric Vehicle charging Points in Carmarthenshire



**26** sites in Llanelli, Burry Port, Ammanford, Carmarthen, Gwendraeth Valley and Llandeilo are the latest locations to benefit from electric vehicle charging points.

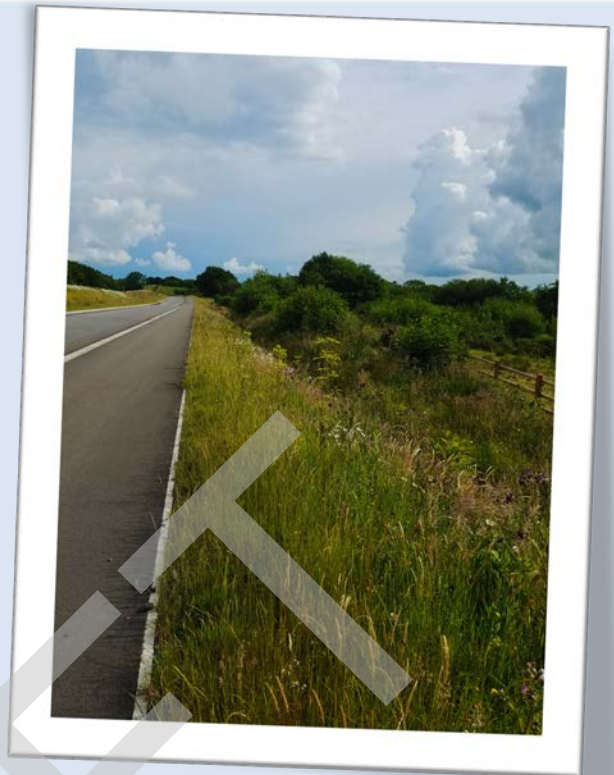
## The way we work

### Dedicated Ecologist Post

We have appointed an Ecologist to ensure we meet our Biodiversity Duty as set out in the Environment (Wales) Act 2016.

The Ecologist works on engineering design and on site with contractors delivering projects from small schemes such as car parking and footpaths, to large schemes such as Cross hands East Strategic Employment (ESES). This includes providing and gaining protected species licences and producing ecological scope of works. Providing advice to Property Services (eg. advice on bats) to the ecological impact on Flood Defence and Coastal Protection

This post has seen immediate benefits in the delivery of the Cross Hands Link Road Phase 1 and the planning and delivery of the second phase.



### Flooding

Our Operational Team undertook a clean-up operation in affected communities and businesses to deal with the aftermath of **Storm Dennis**.

Crews worked hard to clear debris left by the floods, with specialist contractors drafted in to help in some areas. A full assessment of the damage caused by the storm was carried out on all affected road surfaces, trees and bridges.

A *Support Fund* was set up for residents and businesses affected by storm.



Executive Board Member For Public Protection: **Cllr Philip Hughes**  
Executive Board Member For Environment: **Cllr Hazel Evans**

Page 123



## Well-being Objective 13

### Healthy & Safe Environment - Improve the highway and transport infrastructure and connectivity

#### We have improved road infrastructure, rural transport and active travel

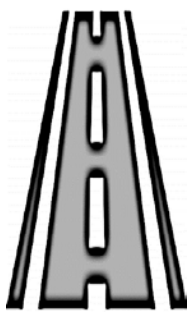
Our Transportation and Highway related services facilitate the safe movement of goods and people. Enabling access to raw commodities and markets as well as providing opportunities for people to gain access to employment, education, health, leisure and social activities. We have continued to develop Active Travel by investing in shared paths and cycle paths, improved the road infrastructure to encourage economic activity and maintained a rural bus service through our Bwcabus and country cars service.

#### Why it is important

- *Transportation and highways* play a key role in sustaining our community. A modern, successful economy is reliant upon the safe and efficient movement of people and goods; providing opportunities for people to gain access to employment, education, health, leisure, social and retail services.
- *United and connected* is one of the four Welsh Governments' aims in its 'Taking Wales Forward' plan. Providing integrated and affordable access for businesses, for residents and visitors can stimulate economic development, reductions in deprivation and social exclusion and an increase in well-being.
- *Sustaining access to services* through Active Travel plans will deliver improvements in health and well-being for all sections of the community including walking, cycling, passenger and road transport.
- By 2030 South West Wales will be a confident, ambitious and connected City Region.

#### Success Measures

##### Roads that are in poor condition:



**5.4%** of our A Class

(A decline on 5.2% in 18/19)

**4.7%** of our B Class

(A decline on 4.2% in 18/19)

**12.5%** of our C Class

(This has remained constant with the 18/19 figure of 12.5%)



Our road casualty numbers have increased with **113** people being killed or seriously injured on the roads (97 in 2018)

(2<sup>nd</sup> highest in Wales)

Source: Stats Wales



#### Explaining the Results

- **Road conditions in Carmarthenshire have deteriorated during 2019/20.** Carmarthenshire has the second largest highway network in Wales. The combined % of A class, B and C class roads in Carmarthenshire in a poor condition (red zone) has increased; with A class roads increasing from 5.2% to 5.4%, B roads from 4.2% to 4.7% but C roads have remained in a steady state condition with 12.5% in poor condition. The overall increase of poor condition (red zone) during last year equates to some 175km of road, this is a significant length of the network. Due to budget limitations, investment is not keeping pace with the rate of deterioration. We shall submit an additional funding case in order to address the 'red' sections and also request increased investment in preventative maintenance.
- **A total of 113 people were killed or seriously injured** on Carmarthenshire's roads in 2019, this is the 2<sup>nd</sup> highest figure in Wales behind Powys and an increase on 2018 of 97. These include 25 motorcyclists and 27 persons aged 16-24. Although we cannot control the number of road traffic incidents on the county road network, we do work with partner agencies to encourage the safer use of the road, engage with high-risk road user groups (motorcyclists, the elderly, young drivers), invest in targeted road safety engineering projects and assist the Police with speed enforcement campaigns and address community concerns about speeding.

## Progress Made

- ⦿ There has been significant investment in *Safe Routes in the Community and Safe Routes to Schools* to encourage more sustainable travel.
- ⦿ We have been developing masterplans for *Active Travel* provision that will support access to employment, education health and leisure £1.4m has been successfully secured from Wales Government to progress active travel schemes in Llanelli Carmarthen Ammanford and Cross Hands a number of schemes are nearing completion.
- ⦿ Funding has been allocated to the South West Wales region to further develop an integrated *METRO style transport system*. Whilst funding is administered via City and County of Swansea, Carmarthenshire has been working hard to ensure the County and Regional interests are fully considered for the development of a Metro transportation system. Work is currently being undertaken on rail services. Priorities have been submitted for Carmarthenshire which includes a requirement for a faster rail service to West Wales using the Swansea District Line. Our bid of £450k for Local Transport Network Fund to the Wales Government was successful. This will be used to improve key strategic public transport infrastructure across the County.
- ⦿ **Cycling Hub:** We have continued to develop our aim to establish Carmarthenshire as the Cycling Hub of Wales. Our Strategic Boards continue to meet and are progressing with a number of actions set out in the Cycling Strategy. We continue to make progress on the Cycling infrastructure such as Tywi Valley Path and *Active Travel networks*. An initial £313k funding was awarded by the Welsh Government to progress the design and feasibility of our Active Travel aspirations. Challenges remain for rural Authorities such as Carmarthenshire to benefit from Active Travel funding, which is being targeted by the Welsh Government at urban areas.



A **£1.8million scheme** has improved the Wind Street and Tirydail junction in Ammanford. The new roundabout has significantly helped ease congestion after it replaced the old four-way traffic light system.

We secured the funding through the Welsh Government's Local Transport Fund to improve the layout and boost the town's long-term regeneration plans.

## The way we work



### Bwcabus

A rural bus service that has been described as a lifeline to its passengers is celebrating its 10<sup>th</sup> anniversary.

**Bwcabus** operates six days a week in the Teifi Valley within north Carmarthenshire and Ceredigion, and across Pembrokeshire, allowing users to pre-book journeys or use fixed services to link into TrawsCymru and other local bus services.

Its users have otherwise little access to the public transport network, and - they say - it helps them maintain jobs, see their GPs, and socialise with friends.

Passengers such as Janet Davies, from Talgarreg, said Bwcabus was her *'only lifeline'* and played an important part in maintaining her independence. She uses the service weekly as she has no other means of transport. *"This bus is amazing – the service is so reliable and the drivers are always pleasant,"* she said. Anona Jones, from Ffostrasol, is one of the service's longest serving users. She said she was only able to hold down her job at Glangwili Hospital thanks to the reliable service Bwcabus provided. Now retired, she continues to use the service for socialising, and said: *"without Bwcabus I would be in a mess – we would have to move."*

Launched in Carmarthenshire and Ceredigion on August 24, 2009, the *'demand responsive'* service is led by ourselves, on behalf of a cross-county partnership. Such was the success of the scheme that it was extended into Pembrokeshire in 2017 to further benefit rural communities.

### Carmarthenshire Roads

We have invested **£2.65m** on Carmarthenshire roads over the year. A host of improvement works, and resurfacing have been completed after investment by the authority and funding from the Welsh Government.



Executive Board Member For Environment:  
**CIr Hazel Evans**



# Well-being Objective 14

## Healthy & Safe Environment - Promote Welsh Language and Culture

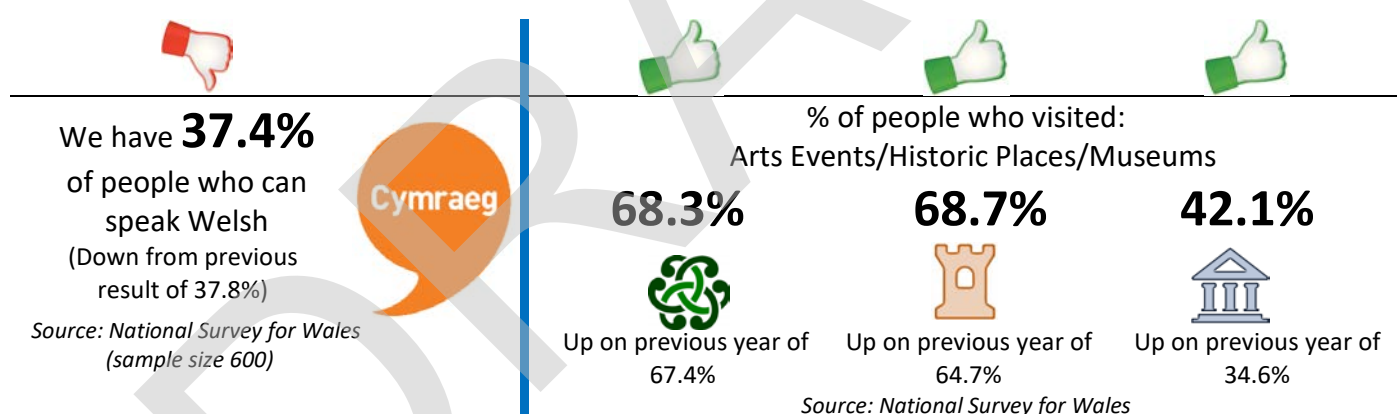
We will increase the confidence of Welsh speakers and therefore the use of the Language in every sphere of life and encourage and support the county's organisations to make the Welsh Language an increasingly natural medium for their Services.



### Why it is important

- Support and development in the use of the Welsh language has been identified as a key element in developing the distinctiveness and attractiveness of the area in terms of tourism, business investment and addressing rural poverty.
- We have a good track record of supporting the arts and have been leading the way as one of the most culturally-committed local authorities in Wales, as we continue to value and invest in the arts despite the challenge of austerity and public funding cut.
- We will take purposeful steps to positively affect population movements attempting to attract our young people to establish or re-establish themselves in the county, so that the gains that are made in terms of Welsh speakers through the education system are not lost. Also, to make significant efforts to assimilate newcomers and ensure that new planning developments do not have a detrimental effect on the viability of the Welsh language

### Success Measures



### Explaining the Results

- According to the 2019/20 [National Survey for Wales](#), 37.4% of participants said they could speak Welsh. This is down on 2018/19 (37.8%) but continues to be the 4th highest percentage in Wales. This survey gives a good annual indication, based on a sample of the population, of the number of Welsh speakers, however, the Census is the only source that gives a whole population figure, with 43.9% (78,000 speakers) noted in 2011, the highest number of Welsh speakers in county.
- According to the [National Survey for Wales](#) the number of survey participants from Carmarthenshire attending an arts event, visiting historical places and visiting a museums in Wales during 2019/20 have increased. Both visits to Arts events and museums are below the Welsh average of 70.4% and 42.5% respectively but the % visiting historic places are above the Welsh average of 62.5.  
*Please note that the questions asked whether they attended or visited these were in Wales and not specifically in Carmarthenshire.*

## Progress Made

### Promoting the Welsh Language

- ⦿ We have continued to lead the *Welsh Language Strategic Forum* which meets four times during the year. This year, attention was given to developing the Language in Pre-school years, Planning, Integration, Young People and Welsh for Adults. A full round of updates on the Action Plan has now been completed, and work has begun on measuring the impact of the Promotion Strategy.
- ⦿ Several events were held in our workplaces during the year to *promote the Welsh language internally*. These events were an opportunity to draw attention to the requirements of the Standards, to share resources to facilitate the use of Welsh at work and to celebrate the many efforts of our staff who are learning Welsh and leading on promoting the Welsh language.
- ⦿ A new leaflet was designed and printed to *promote Welsh-medium education* which aimed to allay the concerns of non-Welsh speakers about not being able to assist with children's homework when children are in Welsh medium education. [Welsh Homework? No problem](#)
- ⦿ As part of the Local Development Plan (LDP) we have *supported the impact assessment process* in order to identify and lessen any potential negative effects on the Welsh language. A detailed assessment has been prepared which will be discussed as part of the LDP. This includes data on inward and outward migration. A detailed Topic Paper on the Language has also been prepared. Members of the County's Strategic Welsh Language Forum have responded to the public consultation on the LDP.
- ⦿ Our relationship with the [National Centre for Learning Welsh](#) has continued to grow and staff have been supported to follow and attend a wide range of opportunities, including intensive Work Welsh courses and residential provision. The online 10 hour 'Croeso' modules are also promoted amongst all new employees.



### Promoting Welsh Culture

- ⦿ The ['Things to Do'](#) section of the Discover Carmarthenshire website continues to be one of the most visited, with residents and tourists interested to see what is going on. All Council 'events' including those from libraries, parks, museums, theatres and outdoor countryside have been populating their information on the website.
- ⦿ In May 2019, *Carmarthenshire's library service* was highlighted as a model for the rest of Wales in a Welsh Government report and the Council was praised for its commitment to the future of its library service and for its forward-thinking approach in creating a new digital learning environment alongside its more traditional offering. **Carmarthenshire is the best in Wales** for both its investment in reading materials and spending per head on library provision, as well as the third highest in Wales for PC provision.
- ⦿ We have continued to deliver *a transformation plan for the existing Museums provision* at the County Museum Abergwili, Parc Howard, Kidwelly Industrial Museum and Museum of Speed Pendine to improve the provision for residents and visitors. Developments to date are:-
  - Museum of Speed construction and exhibition design is progressing.
  - Parc Howard Essential Works package is out for listed building planning consent and the programme continues to be monitored by the Parc Howard Collaboration Group.
  - A long term plan for Kidwelly Industrial Museum, including preservation of scheduled ancient monuments, is in development.
  - A £1.2 million restoration began at Carmarthenshire Museum in January 2020



Dathlu Diwylliant 2019 Celebration of Culture



**Carmarthenshire's second Celebration of Culture Awards** saw eighteen finalists selected from more than 110 entries.

In a collaborative partnership between Carmarthenshire County Council, the Llanelli Star and the Carmarthen Journal, the Carmarthenshire Culture Awards, shone a spotlight on the breadth and depth of cultural activity and talent we have across the County, at the Ffwrnes theatre in April 2019. Winners were chosen from public nominations across 6 categories - excellence in Visual Arts & Crafts, Performing Arts, Creative Media, Literature, Heritage and Music. There were also winners in two special categories.

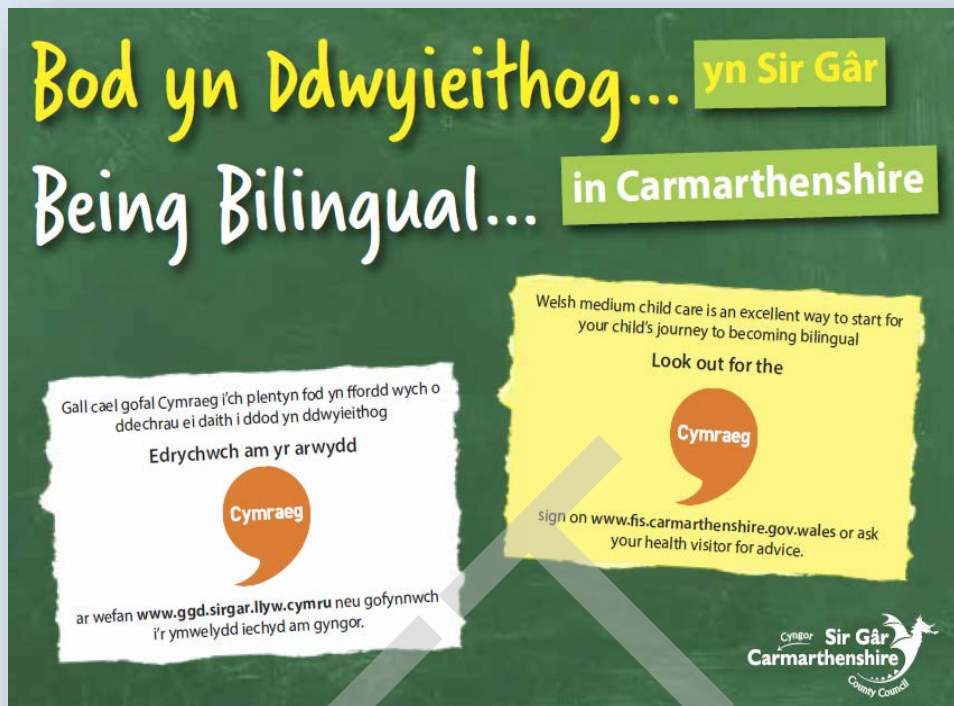
The award for Young Talent went to **Cerys Angharad**, a 10-year old harpist who has already won numerous national awards.

**Carmarthenshire's Town and Villages of Culture for 2019 were Whitland and Drefach Felindre.** The Town Council took the lead in Whitland whilst a working group was set up in Drefach Felindre to organise a programme of cultural events throughout the year.

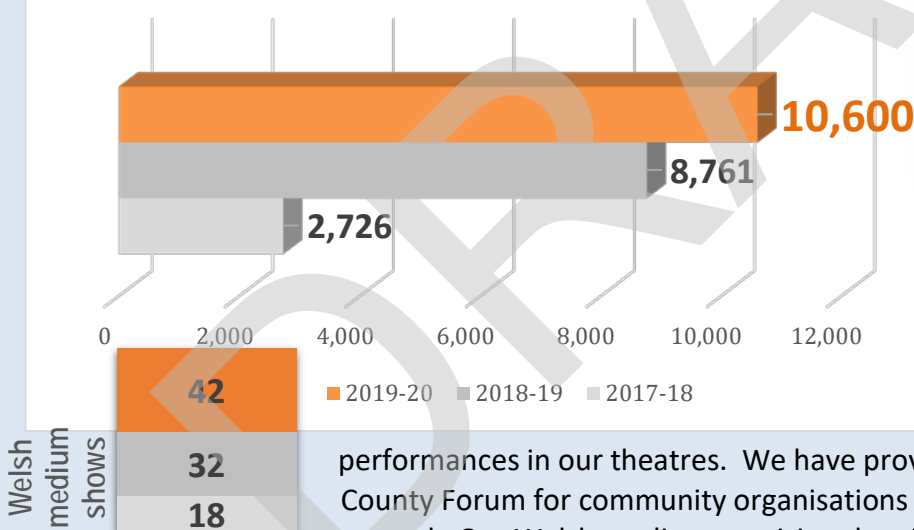


In order to promote our Welsh language support services, our [Being Bilingual booklet](#) was reprinted but with an additional reference to Welsh medium childcare. This reference signposted families to the information on Welsh language settings on the family information website and to the health visiting.

These were included in the book packs distributed to families receiving support from flying start.



### Tickets sold for Welsh medium shows increases significantly



Following considerable changes to our Theatres' Welsh medium provision, our Leisure vision has been working tirelessly to promote these services and to ensure audiences for the Welsh

performances in our theatres. We have provided specific information to the County Forum for community organisations to disseminate information on the ground. Our Welsh medium provision data illustrates that the number of tickets sold for Welsh language shows has continued to increase.



Executive Board Member  
For Welsh Language, Culture and Tourism:  
Cllr Peter Hughes-Griffiths

# Building a Better Council & Better Use of Resources





# Well-being Objective 15a - Building a Better Council

## A Platinum Standard for staff health and well-being

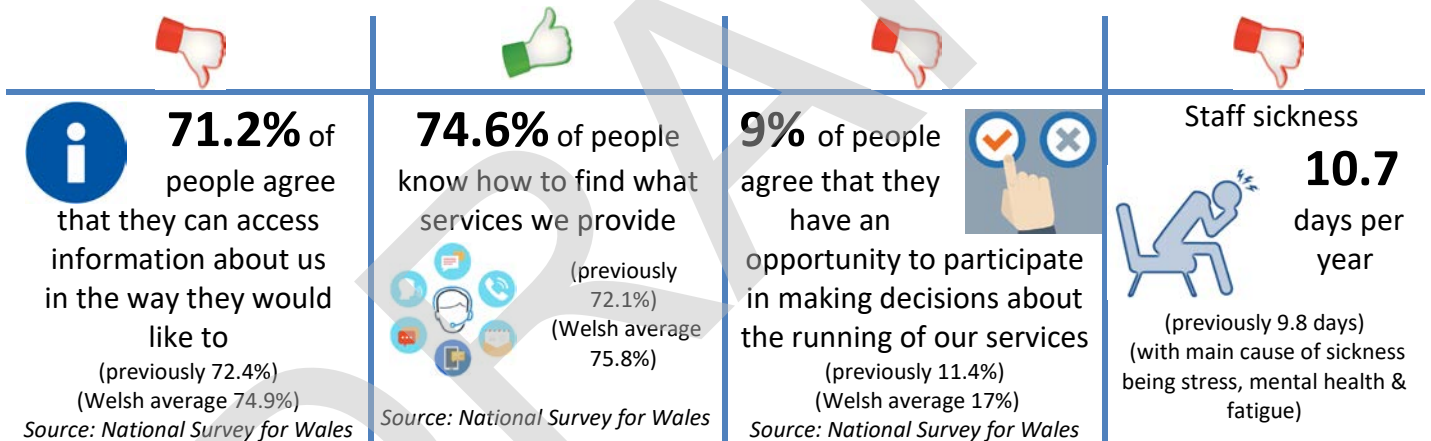
Once again the Council has achieved the highest award in recognition of the work we do to support our staff's health and well-being. The Platinum [Corporate Health Standard](#) is the quality-mark for workplace health promotion in Wales led by the Welsh Government. The Council [is the only Local Authority in Wales](#) to hold this award and has done so since 2009. Organisations are re-assessed every three years and this year we have been revalidated with the Gold and Platinum awards

### Why it is important

- It is important that our strategic plans are aligned and integrated
- In Building a Better Council we want to make every effort to secure a more efficient, ethical, transparent and accountable local government that supports and enhances public participation and democracy.
- The Well-being of Future Generations Act requires **7 areas** of corporate change, which are a key expectation of the Future Generations Commissioner in Annual Reporting.

1 Corporate Planning	Covered by <b>Building a Better Council</b>
2 Performance Management	
3 Workforce Planning	
4 Financial Planning	Covered by <b>Making Better Use of Resources</b>
5 Assets	
6 Procurement	
7 Risk	

### Success Measures



### Explaining the Results

- According to the 2018/19 [National Survey for Wales](#):
  - **71.2%** of participants agreed that they could access information about us in the way they preferred, this is a slight decline on the previous year of 72.4% and continues to be below the Welsh average of 74.9%, but we have moved from 17<sup>th</sup> to 16<sup>th</sup> position.
  - **74.6%** agreed that they knew how to find what services we provide; this is an improvement on the previous year of 72.1% but continue to be below the Welsh average of 75.8%. We have moved up from 18<sup>th</sup> to 13<sup>th</sup> position in Wales.
  - Only **9%** agreed that they have an opportunity to participate in making decisions about the running of our services. This is well below the Welsh average of 17% and in 21<sup>st</sup> position and has declined since the last available result in the 2017/18 survey of 11.4% and 16<sup>th</sup> position.
- **Staff Sickness** within the Authority has increased to **10.7 days** in 2019/20 from 9.8 days in 2018/19. The Attendance Team have worked on accuracy and timeliness of sickness absence data entry which will have an impact on the overall figure. Detailed analysis will be taken following the COVID-19 impact on attendance for the last quarter.

## Progress Made

### Corporate Planning

- We have provided liaison and support to each of the *Public Service Boards Delivery Groups* and an Annual Report on the progress of the Well-being Plan has been prepared.
- The *Strategic Equality Plan* has been reviewed and agreed by full Council. A detailed action plan focussing on outcomes will be developed.
- We published a *Corporate Strategy refresh* at the end of June 2019 which incorporated all our Well-being Objectives. This received a Wales Audit Office certificate of compliance.
- The *Transformation Innovation and Change programme* continues to improve services and processes; identifying and supporting the delivery of efficiency savings and supporting cultural and behavioural change across the organisation. Efficiency savings identified and/or delivered from the wider TIC Programme to the end of 2018/19 total nearly £20m.
- Our work with *Town & Community Councils (T&C)* and other community organisations to look at ways to invest in upgrading local leisure provisions has progressed well throughout the year with many Councils engaged in various projects.

### Performance Management

- We have ensured the Council fully responds and complies with the *requirements of the Well-being of Future Generations Act* including consideration of the five ways of working in all that it does.
- To comply further with the Act, we prepared a *2018/19 Annual Report* which received feedback from the Future Generations Commissioners Office, acknowledging our progress on the requirements of the Act. The Commissioner found that *'Overall you're making good progress and we welcome your work to consolidate your plans into one, as part of a more integrated approach'* and *'There is clear understanding of and commitment to the 5 ways of working'*.

### Workforce Planning and Health & Well-being

- We have continued to ensure we fully support staff to maintain a healthy life style, which includes proactive and preventative actions, education to raise awareness on key health topics and, where necessary, ensuring the careful management of staff sickness absences in the interest of the staff and the provision of services.
- 50 volunteer *Well-being Champions* have recently been trained and will be working, encouraging and motivating their colleagues - developing clubs, teams, activities and corporate messages which improve mental and physical health & well-being.
- We reintroduced staff surveys to ensure that staff views are heard regarding the organisation. Engagement with members of staff in all departments has been vital to the success of the surveys which can be seen in the number of employees participating. In the latest survey, over 30% of the organisation took part in the voluntary survey.

### Information & Communications Technology

- The new 3 Year *Digital Transformation Strategy 2020-2023* has been written, but formal approval is on hold currently due to COVID-19. The ICT Service has been quick to react to assist our customers in adopting and delivering the critical services they have to provide during this pandemic. Laptops, Smartphones and Telephony solutions have been rolled-out quickly to allow greater *Working from Home*. Microsoft Teams and BYOD available to allow for greater collaboration. Several systems and processes have been developed - StaffHub, Free School Meals Direct Payments, Business Rate Relief etc.
- We have continued to develop the *Council's website* in response to both customer expectation and demand and internal requests from our departments. In comparison to the previous year we have seen a 33.5% increase in people using our website and the number of pageviews is up by 22.3%.
- We successfully moved to a paperless environment following a series of training events and 1:1 sessions provided to elected members and officers. The first paperless meeting took place on the 3rd September 2019.

## time to change

### Wales

#### let's end mental health discrimination

our schools as well as recruiting a new Well-being Coordinator who will focus on mental health and initiatives supporting this work.

We have continued with our commitment to reducing the stigma of mental health conditions and have recently re-signed the **Time to Change pledge**, which confirms our continued support, priority and work on reducing mental health discrimination. We are also now looking to recruit mental health first aiders and supervisors across the authority and in

#### Superfast Broadband

We have worked with partners to assist and act as technical advisors, addressing issues in terms of superfast broadband and mobile phone signal across the County and in particular in rural areas. A proposed '[Digital Connectivity Action Plan for Carmarthenshire](#)' has been produced and we have worked with Welsh Government, Openreach, Mobile Providers and other relevant stakeholders to inform this Action Plan. The document summarises the current situation in terms of Broadband and Mobile connectivity across the County, identifies priority areas which require intervention and presents several potential workstreams which could be pursued in order to further improve the situation. We are also leading on behalf of Carmarthenshire on the Swansea Bay City Deal Digital Infrastructure project, ensuring the needs of the County are at the forefront of plans for the regions Digital Connectivity.

#### Couple made history on New Year's Eve

Our **Registration Service** pulled out the stops to help a Newcastle Emlyn couple become the first to form a civil partnership as man and woman in the UK. New legislation came in to force on December 31 allowing opposite sex couples to be recognised as civil partners for the first time in the UK.

It is believed the couple were the first in Wales – possibly the UK – to form a partnership at two minutes past midnight on New Year's Eve, at the exact time they sign the schedule to make their partnership binding in the eyes of the law.



## Youth Council's Work Recognised

*Carmarthenshire Youth Council* acts as a voice by representing the views and opinions of all young people in the county. Its main aim is to bring about positive change, development and create opportunities for young people to become involved in decision making/democratic processes within the authority, national and international level. The young people involved with the council have developed excellent skills in campaigning and lobbying decision makers, including a successful campaign to overturn a County Council decision to cut school transport.



Executive Board Member For HR, Performance Mgt, ICT, TIC:  
Deputy Leader **Cllr Mair Stephens**



## Well-being Objective 15b - Making Better Use of Resources

### We have achieved £90 million of savings over the last 10 years, aiming to minimise the impact on front line services

The financial position faced by local authorities has had a consistent theme with the level of resources available to public services seeing significant reductions. We have had to manage reductions in service budgets, whilst at the same time the pressures on the budget have been increasing in terms of demand and expectations. We strive to manage this situation by reducing our spending without any significant impact on the frontline services valued by our communities.

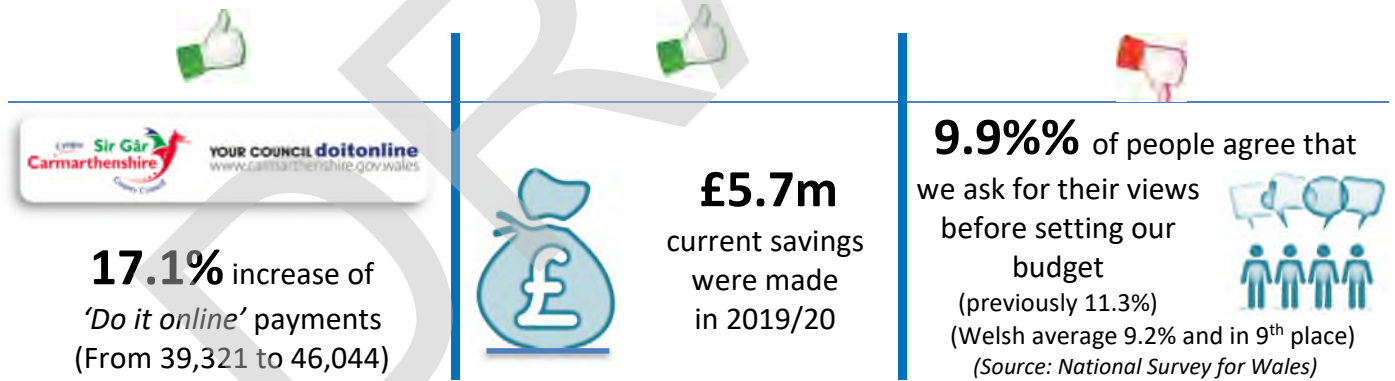
#### Why it is important

- There are increasing demands and expectations yet less resources are available. Under these conditions we need to work even more efficiently and effectively to maintain services and improve where we can, delivering 'more (or even the same) for less'.
- Further financial pressures are likely to arise from such things as rising energy costs, an increasing number of older people needing services from us, office, school buildings and highways that require significant investment, and this is in addition to the current uncertainty in the economic outlook as the UK embarks on the process of leaving the European Union.
- The *Well-being of Future Generations Act* requires **7 areas** of corporate change, **4** within Making Better Use of Resources which are a key expectation of the Future Generations Commissioner in Annual Reporting. [FGC - The journey](#)

4	Financial Planning	Making Better Use of Resources
5	Assets	
6	Procurement	
7	Risk	

so far: May 2018

#### Success Measures



#### Explaining the Results

- With increased access to online services (digital connectivity), more customers are paying for services through our website with a **17% increase** in the number of **online payments** from 39,321 in 2018/19 to **46,044 in 2019/20** increasing customer satisfaction and efficiency of service.
- The Authority had a savings target of £9 million in the year and had delivered around two thirds of this before the attention was rightly diverted towards COVID-19 activity.
- According to the 2019/20 [National Survey for Wales](#) the number of participants agreed that *we ask for their views before setting our budget* was only 9% (Welsh average 9.2%), this is a decline on the previous year of 11.3% and in 9<sup>th</sup> position (previously 7<sup>th</sup>). This is disappointing especially since our 2020/21 Budget consultation which took place in December 2019 attracted the highest participation rate in over five years, with a total of 2,006 responses were received from various sections of the community, including individuals, businesses, town and community councils and representative groups and organisations.



## Progress Made

### Financial Planning:

- ⦿ Our Well-being Objectives identified financial commitments to each objective; we revised the format of our *Members Budget Seminars* holding seminars over 2 days which was well received, and the impact of our Well-being Objectives were considered. This year's budget consultation received more responses than any of our previous years, and budget proposals were removed as a result.
- ⦿ *Budget monitoring* continues to be an important part of the system of internal control, all new budget managers have had training as well as refresher training at the commencement of each financial year.

### Assets:

- ⦿ *Service Asset Management Plans* were undertaken for 2019/20, however, recent events impact on service delivery/ways of working which will have property implications. Therefore the intended publication of the Corporate Asset Management Plan in the Spring of 2020 was suspended in order to take account of the resetting of services and review of corporate priorities/projects, many of which relate to property assets or have implications for the Council's Estate.
- ⦿ We are making best use of the *Council's property and assets* with a focus on rationalising office accommodation and sharing with other partners as well as facilitating community ownership of assets for community benefit. Part of Building 8 St David's has been leased to Hywel Dda for office accommodation. The majority of the Council's recreational assets have been transferred to Town and Community Councils to facilitate local ownership and investment

### Risks:

- ⦿ Our *Corporate, Departmental and Service Risk Registers* were all updated in 2019/20 in line with the Risk Management & Contingency Planning Strategy 2018-22 ([Web link to strategy](#)) and the Well-being of Future Generations Act.

### Procurement:

- ⦿ We have embedded sustainable development throughout our *Procurement Strategy* ([web link](#)) and activity and have maximised the positive impact of our decisions on the economic, social, environmental and cultural well-being of Wales through procuring sustainably and pursuing the maximum Community Benefits wherever possible. (see case study on following page)

## The way we work

Our Corporate Procurement Unit supports our Departments in achieving their aims under the Future Generations Act and take on a lead role or significantly support the following of Carmarthenshire's 15 Well-Being Objectives: -

Well-being Objective		Corporate Procurements Unit Input
Start Well	4	<i>Ensure all young people are in Education, Employment or Training (EET) and are following productive learning and career pathways</i>
		Through the pursuit of Community Benefits in Procurement Tenders and reporting via the Community Benefits Measurement Tool.
Live Well	6	<i>Create more jobs and growth throughout the county</i>
		Through the pursuit of Targeted Recruitment & Training via the inclusion of Community Benefits in Procurement Tenders.
Age Well	10	<i>Support the growing numbers of older people to maintain dignity and independence</i>
	11	<i>A Council wide approach to supporting Ageing Well in Carmarthenshire</i>
		Supporting the Communities Department in the tender process such as for domiciliary care and supporting people.
In a healthy and safe environment	12	<i>Look after the environment now and for the future</i>
	14	<i>Promoting Welsh Language and Culture</i>
		We embed sustainability from the outset into all tenders over £25,000 by completing the Welsh Government's Sustainability Risk Assessment Tool and incorporating the findings into the Tender Specification
		As part of meeting our Welsh Language (Wales) Measure 2011 requirements we are committed to treating the English language no less favorably than the Welsh Language. We translate all tender documentation over our tender threshold off £75,000 into Welsh.
Corporate Governance	15	<i>Building a Better Council /Making Better use of Resources</i>
		We embed sustainable development throughout our Procurement activity, by looking to maximise the positive impact our decisions have on the economic, social, environmental and cultural well-being of Wales through procuring sustainably and pursuing the maximum Community Benefits possible



The *Future Generations Report May 2020* states that **'We need to focus on the outcomes and not the process of procurement'** Steve Edwards, (Director of Regulation & Commercial Wales & West Utilities). We need public bodies to consistently consider procurement through the lens of

the Act, making the Act central to commissioning, procurement, monitoring, and evaluating outcomes. Redefining what we mean by 'value' would enable public bodies to consider how they can improve social, economic, environmental and cultural outcomes through their procurement decisions, **providing evidence of how procurement spend contributes to delivering their well-being objectives.** Including specific contract clauses focussed on sustainability and well-being, and weighting these as part of the scoring, equal to the cost and quality considerations, zero carbon, resource-efficient buildings and infrastructure.



## Recognised in Future Generations Report May 2020 Passivhaus Schools – Burry Port

The £8.5m Ysgol Parc y Tywyn project in Llanelli provides 350 school children from the Burry Port area with an outstanding new learning environment. The project is the second of two new-build Passivhaus schools to be completed within the academic year.

The schools were built under the Welsh 21<sup>st</sup> Century Schools investment programme with the aim to maximise capital investment, while delivering consistently high quality and sustainable environments for pupils and teaching staff through the Passivhaus standard, as well as complementing the other agendas of Welsh Government, including the Well-being of Future Generations Act 2015.

## Supporting the Foundational Economy



We ensure that local small to medium sized enterprises are given full opportunity to compete for and provide goods, services and works to the Authority.

We engaged with 475 contractors, suppliers & providers over a series of 14 different supplier engagement / early market briefing events including a Briefing Session for the SWWRFC 2020 tender, ADIRA (IT for Schools) & the forthcoming Print & Signage tender. We held a Supplier Engagement Event & subsequent Sell2Wales Workshop at Parc y Scarlets in May 2019 for the South West Wales Regional Contractors Framework (SWWRFC) 2020 which has a value in excess of £1 billion over a period of 4 years, covering 4 Local Authorities in the South West Region and many other public bodies. Over 200 Contractors attended the event where the procurement Team run through a variety of topics including the tender approach, Health and Safety and Community Benefits. This was followed by a Live Tender Workshop run by Business Wales to provide potential Contractors with a full package of free tender support.



- A Prosperous Wales**
- A Resilient Wales**
- A Healthier Wales**
- A More Equal Wales**
- A Wales of Cohesive Communities**
- A Globally Responsible Wales**

We also held “Sell2Wales” Workshops & “Live” Tender Workshops to support our Tenders. The aim of these Workshops initiatives, managed by the Council’s Procurement Team and delivered by Business Wales Tender Advisers, was to pro-actively engage with suppliers who require this level of assistance with submitting their tenders via the electronic tender portal, *Bravo*.



Executive Board Member For Resources:  
**Clr David Jenkins**

# APPENDICES

DRAFT

## Local Government (Wales) Measure 2009 and Well-being of Future Generations Act (Wales) 2015

The Local Government (Wales) Measure 2009 and the Well-being of Future Generations Act (Wales) 2015 are separate but interconnected legal obligations. Our Well-being Plan combined both requirements and this Annual Report does the same.

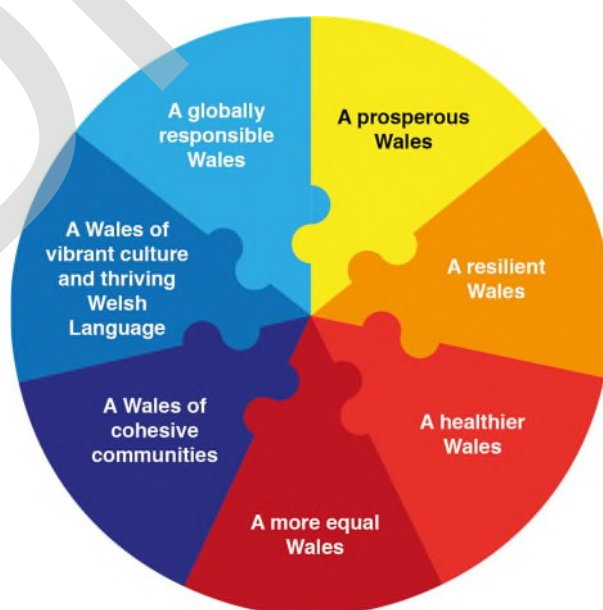
### The Local Government (Wales) Measure 2009

- The Local Government (Wales) Measure 2009 requires the Council to set Improvement Objectives every year. They do not have to change every year or be deliverable within one year.
- Our Improvement Objectives are essentially the same as our Well-being Objectives as they are based on a thorough evidence-based understanding of the communities we serve and local needs. We compare our Service performance and satisfaction results with all Councils in Wales to make sure we improve where we most need to.
- We have a duty to improve, often delivering 'more (or even the same) for less'.

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

This is an Act introduced by the Welsh Government which will change aspects of how we work. The general purpose of the Act, is to ensure that the governance arrangements of public bodies for improving the well-being of Wales, take the needs of future generations into account. The Act is designed to improve the economic, social and environmental well-being of Wales, in accordance with sustainable development principles. The new law states that:-

- We must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. The sustainable development principle is **'... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.'**
- We must demonstrate 5 ways of working:  
Long term, integrated, involving, collaborative and preventative (see **Appendix 1**)
- We must work towards achieving all of the 7 national well-being goals in the Act. Together they provide a shared vision for public bodies to work towards.



For the first time in Wales, the Well-being of Future Generations Act, provides a shared vision for all public bodies in Wales to work towards. As a public body subject to the Act we were required to set and publish Well-being Objectives that maximised our Contribution to the Well-being Goals.

## How our Well-being Objectives contribute to the 7 National Well-being Goals

Carmarthenshire's 2019/20 Well-being Objectives		7 National Well-being Goals							
		Prosperity	Resilience	Healthier	More equal	Cohesive Communities	Vibrant culture & Welsh Language	Global responsibility	
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	✓		✓	✓	✓	✓	
	3	Support and improve progress and achievement for all learners	✓	✓		✓	✓	✓	✓
	4	Ensure all young people are in Education, Employment or Training (EET) and are following productive learning and career pathways	✓		✓	✓	✓		
Live Well	5	Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty	✓		✓	✓	✓		
	6	Create more jobs and growth throughout the county	✓		✓	✓	✓	✓	
	7	Increase the availability of rented and affordable homes	✓	✓	✓	✓	✓	✓	✓
	8	Help people live healthy lives (tackling risky behaviour & obesity)	✓		✓	✓	✓	✓	
Age Well	9	Support good connections with friends, family & safer communities			✓	✓	✓		✓
	10	Support the growing numbers of older people to maintain dignity & independence in their later years	✓		✓	✓	✓	✓	
	11	A Council-wide approach to support Ageing Well in the county	✓		✓	✓	✓	✓	
In a Healthy, Safe & Prosperous Environment	12	Look after the environment now and for the future	✓	✓	✓				
	13	Improve the highway and transport infrastructure and connectivity	✓	✓	✓	✓	✓		
	14	Promote Welsh Language and Culture	✓	✓		✓	✓	✓	
		Building a Better Council and Making Better Use of Resources	✓	✓	✓	✓	✓	✓	✓

# Success measures for our Well-being Objectives

## Success measures for our Well-being Objectives

The table below shows the most recent result of our success measures and whether it has improved on our previous available result.

PAM – Public Accountability Measures (National); ONS - Office for National Statistics; NSW - National Survey for Wales; NWBI - National Well-being Indicator		Has our result improved		
		Previous result	Most Current Result	Improved ↑ Standstill ↔ Declined ↓
<b>WBO 1 - Help to give every child the best start in life and improve their early life experiences.</b>				
<b>1</b>	% Children in care with <b>3 or more placements</b> in the year (PAM/029)	10.4	8.6	↑
<b>WBO 2 - Help children live healthy lifestyles.</b>				
<b>2</b>	% Children <b>overweight or obese</b>	29.4	26.6	↑
<b>WBO 3 - Support and improve progress and achievement for all learners.</b>				
<b>3</b>	Average <b>Capped 9 points score for pupils</b> (PAM/032)	363.1	367.2	↑
<b>4</b>	% <b>Attendance</b> in <b>primary schools</b> (PAM/007)	93.9	93.9	↔
<b>5</b>	% <b>Attendance</b> in <b>secondary schools</b> (PAM/008)	93.8	93.5	↓
<b>6</b>	<b>Satisfaction</b> with child's <b>primary school</b> (NSW)	84	95	↑
<b>WBO 4 - Reduce the number of young adults that are Not in Education, Employment or Training.</b>				
<b>7</b>	<b>Year 11 leavers</b> Not in Education, Employment or Training ( <b>NEETs</b> ) (PAM/009)	1.8	Not available	Not applicable
<b>8</b>	<b>Year 13 leavers</b> Not in Education, Employment or Training ( <b>NEETs</b> ) (5.1.0.2)	4.9	Not available	Not applicable
<b>WBO 5 - Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in</b>				
<b>9</b>	% <b>Gap</b> of Capped 9 points <b>score</b> for pupils eligible for <b>FS M</b> (Free School Meals) <b>and those who don't</b>	19.7	17.9	↑
<b>10</b>	% of households successfully <b>prevented</b> from becoming <b>homeless</b> (PAM/012)	59.5	46.4	↓
<b>11</b>	Household in <b>material deprivation</b> (NSW) (NWBI)	13.5	11.3	↑
<b>12</b>	% Households <b>Living in Poverty</b> (CACI 'PayCheck')	35.5	33.7	↑
<b>WBO 6 - Create more jobs and growth throughout the county.</b>				
<b>13</b>	<b>Employment figures</b> (ONS - Annual Population Survey) (NWBI)	71.6	71.5	↓
<b>14</b>	<b>Jobs created with Regeneration assistance</b> (EconD/001)	419.0	393.0	↑
<b>15</b>	Median <b>Gross Weekly Full-time Earnings (£)</b> (NWBI)	511.3	536.5	↑
<b>16</b>	<b>Number qualified to NVQ Level 4 or above</b> (Stats Wales) (NWBI)	38.0	41.4	↑
<b>17</b>	People moderately or very <b>satisfied with their jobs</b> (NSW) (NWBI)	82.5	78.9	↓
<b>WBO 7 - Increase the availability of rented and affordable homes.</b>				
<b>18</b>	<b>Number of affordable homes in the County</b> (7.3.2.24)	247	315	↑
<b>WBO 8 - Help people live healthy lives (tackling risky behaviour &amp; obesity).</b>				
<b>19</b>	% of adults who say their <b>general health is Good or Very Good</b> (NSW)(NWBI)	66	70	↑
<b>20</b>	% of adults who say they have a <b>longstanding illness</b> (NSW)(NWBI)	53	51	↑
<b>21</b>	Adult <b>Mental Well-being score</b> (NSW)(NWBI) (Out of a maximum score of 70)	50.2	51.1	↑
<b>22</b>	% adults who have <b>fewer than two healthy lifestyle behaviours</b> (NSW/NWBI) (not smoking, healthy weight, eat five fruit or veg a day, not drinking above guidelines & meet the physical activity guidelines).	8.8	12.4	↓
<b>WBO 9 - Support good connections with friends, family and safer communities.</b>				
<b>23</b>	Have a <b>sense of community</b> (derived from three questions on belonging; different backgrounds get on, treat with respect) (NSW) (NWBI)	47.7	51.6	↑
<b>24</b>	<b>People feeling safe</b> (at home, walking in the local area, and travelling) (NSW) (NWBI)	88.2	88.2	↔



PAM – Public Accountability Measures (National); ONS - Office for National Statistics; NSW - National Survey for Wales; NWBI - National Well-being Indicator		Has our result improved		
		Previous result	Most Current Result	Improved ↑ Standstill ↔ Declined ↓
<b>WBO 10 - Support the growing numbers of older people to maintain dignity and independence in their later years.</b>				
<b>25</b>	Rate of people kept in hospital while waiting for social care (PAM/025)	4.21	6.03	↓
<b>26</b>	Agree there's a good Social Care Service available in the area (NSW) (elderly, children, disabled and carers)	56.2	47.5	↓
<b>27</b>	Days taken to deliver a Disabled Facilities Grant (PAM/015)	157	176	↓
<b>WBO 11 - A Council-wide approach to support Ageing Well in the county.</b>				
<b>28</b>	% of people who are lonely (NSW) (NWBI)	18.3	16.2	↑
<b>WBO 12 - Look after the environment now and for the future.</b>				
<b>29</b>	Use of renewable energy (kWh)	979,071	997,480	↑
<b>30</b>	% Waste reused, recycled or composted (PAM/030)	58.95	64.66	↑
<b>WBO 13 - Improve the highway and transport infrastructure and connectivity.</b>				
<b>31</b>	% A Class roads that are in poor condition (PAM/020)	5.2	5.4	↓
<b>32</b>	% B Class roads that are in poor condition (PAM/021)	4.2	4.7	↓
<b>33</b>	% C Class roads that are in poor condition (PAM/022)	12.5	12.5	↔
<b>34</b>	Number of people killed and seriously injured on the roads (5.5.2.21)	97	113	↓
<b>WBO 14 - Promote Welsh Language and Culture.</b>				
<b>35</b>	Can speak Welsh (NSW) (NWBI)	37.8	37.4	↓
<b>36</b>	% of people attended arts events in Wales in last year (NSW)	67.4	68.3	↑
<b>37</b>	% of people visited historic places in Wales in last year (NSW)	64.7	68.7	↑
<b>38</b>	% of people visited museums in Wales in last year (NSW)	34.6	42.1	↑
<b>WBO 15 - Building a Better Council and Making Better Use of Resources.</b>				
<b>39</b>	'Do it online' payments	39,321	46,044	↑
<b>40</b>	People agree that they can access information about the Authority in the way they would like to (NSW)	72.4	71.2	↓
<b>41</b>	People know how to find what services the Council provides (NSW)	72.1	74.6	↑
<b>42</b>	People agree that they have an opportunity to participate in making decisions about the running of local authority services. (NSW)	11.4	9.0	↓
<b>43</b>	Number days lost due to sickness absence. (PAM/001)	9.8	10.7	↓
<b>44</b>	Reduction in organisational 'running costs' (£m)	8.0	5.7	↑
<b>45</b>	People agree that the Council asks for their views before setting its budget. (NSW)	11.3	9.9	↓

# National Survey for Wales Results Published July 2020

# 2019/20 National Survey for Wales

The following are results of the 2019/20 National Survey for Wales that are currently available at local authority level, but not all of these are attributable to the Councils performance.

Where the same question was asked in a previous survey, the table below shows whether we have improved our performance and our rank position.

In AR	Questions asked in the 2019/20 National Survey for Wales and available at Local Authority level NWBI - National Well-being Indicator	Has our result improved			22 <sup>nd</sup>	21 <sup>st</sup>	20 <sup>th</sup>	19 <sup>th</sup>	18 <sup>th</sup>	17 <sup>th</sup>	16 <sup>th</sup>	15 <sup>th</sup>	14 <sup>th</sup>	13 <sup>th</sup>	12 <sup>th</sup>	11 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>		
		Previous available result	2019/20 survey result	Improved ↑ Standstill ↔ Declined ↓	Worst results												Best Results											
				Arrows start from our previous position												to our 2019/20 position												
1	✓ % People agree that they can access information about the Authority in their preferred way.	72.4	71.2	↓	64.4																						82.6	
2	✓ % People know how to find what services the Council provides.	72.1	74.6	↑	63.9																						81.9	
3	✓ People agree that the Council asks for their views before setting its budget.	11.3	9.9	↓	Below 6.7																						23.1	
4	✓ People agree that they have an opportunity to participate in making decisions about the running of local authority services.	11.4	9.0	↓	8.5																						24.1	
5	People agree that the Council does all it can to improve the area.	35.8	34.4	↓	21.6																						52.9	
6	People agree that the Council provides high quality services.	51.0	52.8	↑	28.6																						57.6	
7	✓ Satisfaction with child's primary school	84	95	↑	Below 84																						97	
8	Satisfaction with child's secondary school	89	86	↓	There are too many unreliable or missing data to compare across authorities																							
9	✓ Yes can speak Welsh (NWBI/37)	37.8	37.4	↓	Below 7.1																			Same			64.1	
10	✓ % of adults who speak Welsh daily and can speak more than just a few words (NWBI/36)	29.8	30.4	↑	Below 3.6																			Same			60.9	

In Age 14-18	Questions asked in the 2019/20 National Survey for Wales and available at Local Authority level NWBI - National Well-being Indicator	Has our result improved			22 <sup>nd</sup>	21 <sup>st</sup>	20 <sup>th</sup>	19 <sup>th</sup>	18 <sup>th</sup>	17 <sup>th</sup>	16 <sup>th</sup>	15 <sup>th</sup>	14 <sup>th</sup>	13 <sup>th</sup>	12 <sup>th</sup>	11 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>			
		Previous available result	2019/20 survey result	Improved ↑ Standstill ↔ Declined ↓	Worst results												Best Results												
		Arrows start from our previous position															● ● to our 2019/20 position												
11	% of people who are lonely (NWBI/30)	18.3	16.2	↑	There are too many unreliable or missing data to compare across authorities																								
12	% of people who volunteer (NWBI/28)	33.9	27.2	↓	15.9																					32.9			
13	Household in material deprivation (NWBI/19)	13.5	11.3	↑	21.4																					7.9			
14	Keeping up with all bills and commitments without any difficulties - All Adults	62.7	66.6	↑	57.9																					74.3			
15	Keeping up with all bills and commitments without any difficulties - Pensioners	79.8	83.7	↑	79.3																					88.7			
16	Keeping up with all bills and commitments without any difficulties - Non-Pensioners	56.4	60.7	↑	50.1																					71.3			
17	% of people moderately or very satisfied with their jobs (NWBI/20)	82.5	78.9	↓	67.3																					89.5			
18	Whether household has internet access	87.0	88.9	↑	84.0																					93.3			
19	% Satisfied with the most recent public sector website visited	79.4	84.2	↑	74.6																					85.5			
20	Whether use the internet (including Smart TV and handheld devices)	88.4	89.8	↑	85.8																					94.2			
21	% of people participating in sporting activities three or more times a week (NWBI/38)	35.1	35.1	↔	22.6																					39.4			
22	% of people who say their general health was Good or Very Good	66	70	↑	79																					64			
23	% of adults who say they have a longterm illness	53	51	↑	55																					42			

In AR	Questions asked in the 2019/20 National Survey for Wales and available at Local Authority level NWBI - National Well-being Indicator	Has our result improved			22 <sup>nd</sup>	21 <sup>st</sup>	20 <sup>th</sup>	19 <sup>th</sup>	18 <sup>th</sup>	17 <sup>th</sup>	16 <sup>th</sup>	15 <sup>th</sup>	14 <sup>th</sup>	13 <sup>th</sup>	12 <sup>th</sup>	11 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>		
		Previous available result	2019/20 survey result	Improved ↑ Standstill ↔ Declined ↓	Worst results												Best Results											
					Arrows start from our previous position												● ● to our 2019/20 position ■											
24	% of adults that Smoke <small>(combined 2 years result)</small>	16.6	16.2	↑	25.0																Same						10.8	
25	% of adults that are E-cigarette users <small>(combined 2 years result)</small>	7.0	6.7	↑	11.8						■																3.6	
26	% of adults that drink more than 14 units a week <small>(combined 2 years result)</small>	19.9	21.5	↓	25.2		■																				14.0	
27	% of adults that ate 5 portions of fruit & vegetables a day <small>(combined 2 years result)</small>	18.6	21.7	↑	15.1					●				■													33.9	
28	% of adults that active for 150 minutes or more a week <small>(combined 2 years result)</small>	55.3	55.6	↑	39.6										●							■					63.0	
29	% of adults that active for 30 minutes or less a week <small>(combined 2 years result)</small>	27.8	27.6	↑	48.5																●				■		25.3	
30	% of adults that are overweight or obese (BMI 25+) <small>(combined 2 years result)</small>	61.7	63.6	↓	70.0						■																49.9	
31	% of adults that are obese (BMI 30+) <small>(combined 2 years result)</small>	24.3	28.2	↓	32.3					■																	18.1	
32	% of adults that have one or less healthy behaviours <small>(Based on the above measures 24-31) (combined 2 years result)</small>	8.8	12.4	↓	14.0					■																	6.5	
33	% of people attended arts events in Wales in last year	67.4	68.3	↑	60.4																■						80.4	
34	% of people visited historic places in Wales in last year	64.7	68.7	↑	48.9																						73.9	
35	% of people visited museums in Wales in last year	34.6	42.1	↑	26.6						●											■					63.2	
36	% of people attending or participating in arts, culture or heritage activities at least 3 times a year (NWBI/35)	71.9	64.2	↓	59.8																						84.3	

**Whether our  
2019/20 results  
for Public  
Accountability  
Measures have  
improved**

## Public Accountability Measures (PAM)

The table below shows our 2019/20 result and whether it has improved on our 2018/19 result.				
Public Accountability Measures (PAM) - is a National suite of measures that all councils in Wales have to collect, but due to COVID-19, DataCymru who centrally collect the data on behalf of Welsh Local Government Association have decided not to collect data for 2019/20. Therefore, we cannot measure how we perform against other authorities for 2019/20, but we can measure if we have improved year on year.		Has our result improved from 2018/19 to 2019/20		
		Our 2018/19 result	Our 2019/20 result	Improved ↑ Standstill ↔ Declined ↓
<b>WBO1 - Help to give every child the best start in life and improve their early life experiences</b>				
<b>1</b>	% Children in care with 3 or more placements in the year (PAM/029)	10.4	8.6	↑
<b>2</b>	Percentage of child assessments completed in time (PAM/028)	87.2	88.7	↑
<b>WBO3 - Support and improve progress and achievement for all learners.</b>				
<b>3</b>	% Pupil attendance in primary schools (PAM/007)	93.9	93.9	↔
<b>4</b>	% Pupil attendance in secondary schools (PAM/008)	93.8	93.5	↓
<b>5</b>	Average Capped 9 score for pupils in year 11 (PAM/032)	363.1	367.2	↑
<b>WBO4 - Reduce the number of young adults that are Not in Education, Employment or Training (NEET)</b>				
<b>6</b>	% of Year 11 Leavers not in education, employment or training (NEETS) (PAM/046)	1.8	Not available	Not applicable
<b>WBO5 - Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty</b>				
<b>7</b>	% of households successfully prevented from becoming homeless (PAM/012)	59.5	46.4	↓
<b>WBO7 - Increase the availability of rented and affordable homes</b>				
<b>8</b>	% Private sector dwellings returned to occupation (PAM/013)	7.40	7.72	↑
<b>9</b>	Number of new homes created as a result of bringing empty properties back into use (PAM/045)	0	7	Year on year comparison not suitable
<b>10</b>	Number of additional affordable housing units delivered per 10,000 households (PAM/036)	15	22	↑
<b>11</b>	Average number of calendar days taken to complete all housing repairs (PAM/037)	14.6	13.8	↑
<b>12</b>	% of homes that meet the Welsh Housing Quality Standard (WHQS) (PAM/038)	100.00	100.00	↔
<b>13</b>	% of rent lost due to properties being empty (PAM/039)	2.9	3.4	↓
<b>WBO8 - Help people live healthy lives (Tackling risky behaviour and Adult obesity)</b>				
<b>14</b>	% of Quality Indicators (with targets) achieved by the library service (PAM/040)	97.5	97.5	↔
<b>15</b>	Visits to Sport & Leisure facilities per 1000 population (PAM/017)	8,401	7,768	↓
<b>16</b>	% of people referred to the National Exercise Referral scheme that complete the 16 week programme (PAM/041)	55.1	57.4	↑
<b>17</b>	% of NERS clients whose health had improved on completion of the exercise programme (PAM/042)	Not available	78.4	Not applicable
<b>18</b>	% Food establishments that meet food hygiene standards (PAM/023)	95.77	96.02	↑
<b>WBO10 - Support the growing numbers of older people to maintain dignity and independence in their later years</b>				
<b>19</b>	Days taken to deliver a Disabled Facilities Grant (PAM/015)	157	176	↓
<b>20</b>	Rate of people kept in hospital while waiting for social care per 1,000 population aged 75+ (PAM/025)	4.21	6.00	↓

## Public Accountability Measures (PAM)

The table below shows our 2019/20 result and whether it has improved on our 2018/19 result.

Public Accountability Measures (PAM) - is a National suite of measures that all councils in Wales have to collect, but due to COVID-19, DataCymru who centrally collect the data on behalf of Welsh Local Government Association have decided not to collect data for 2019/20. Therefore, we cannot measure how we perform against other authorities for 2019/20, but we can measure if we have improved year on year.		Has our result improved from 2018/19 to 2019/20		
		Our 2018/19 result	Our 2019/20 result	Improved ↑ Standstill ↔ Declined ↓
<b>WBO12 - Looking after the environment now and for the future</b>				
<b>21</b>	% of all planning applications determined in time (PAM/018)	72.6	71.6	↓
<b>22</b>	% of planning appeals dismissed (PAM/019)	71.4	80.0	↑
<b>23</b>	% of streets that are clean (PAM/010)	91.5	98.0	↑
<b>24</b>	Average number of working days taken to clear fly-tipping incidents (PAM/035)	2.3	2.5	↓
<b>25</b>	Kilograms of municipal waste that is not reused, recycled or composted during the year per person (PAM/043)	179.7	156.3	↑
<b>26</b>	% Municipal waste reused, recycled or composted (PAM/030)	58.94	64.66	↑
<b>WBO13 - Improve the highway and transport infrastructure and connectivity</b>				
<b>27</b>	% A roads that are in poor condition (PAM/020)	5.2	5.4	↓
<b>28</b>	% B roads that are in poor condition (PAM/021)	4.2	4.7	↓
<b>29</b>	% C roads that are in poor condition (PAM/022)	12.5	12.5	↔
<b>WBO15 - Building a Better Council and Making Better Use of Resources</b>				
<b>30</b>	Number days lost due to sickness absence. (PAM/001)	9.8	10.7	↓
<b>31</b>	Number of apprentices on formal recognised apprenticeship schemes per 1,000 employees (PAM/044)	Baseline 20	34.4	↑
<b>Please note that not all Well-being Objectives (WBO) have allocated National Measure(s)</b>				

Of the 31 PAM measures for 2019/20 - year on year improvement can be measured for 28.	Number	%
<b>Improved</b>	13	47%
<b>Constant</b>	4	14%
<b>Declined</b>	11	39%



## Our Regulatory Reports

The following list of regulatory reports were issued during the last twelve months:



### LOCAL REPORTS

[Service User Prospective Review: Online Services \(May 2019\)](#)

[Review of Risk Management \(July 2019\)](#)

[Annual Improvement Report \(August 2019\)](#)

[Well-being of Future Generations: Increase the availability of rented and affordable homes \(October 2019\)](#)

### NATIONAL REPORTS

[The Effectiveness of Local Planning Authorities in Wales \(Jun 2019\)](#)

[The 'Front Door' to Adult Social Care \(Sept 2019\)](#)



### LOCAL REPORTS

[Inspection of Older Adults \(August 2019\)](#)



In January 2020 the Future Generations Commissioner for Wales published guidance, called 'journeys' outlining steps towards the national goals that we will be assessed by.

### Well-being in Wales: the journey so far

In May 2020, the Future Generations Commissioner published the Future Generations Report 2020 on the progress of the Act over the last 5 years and made a number of recommendations for public bodies which we will consider.



We would welcome your feedback,  
please send your thoughts, views and opinions to:



**Performance Management**  
ICT and Corporate Policy  
Chief Executive's Department  
County Hall  
Carmarthen  
Carmarthenshire SA31 1JP



Tel: **01267 224486**  
Email: **[performance@carmarthenshire.gov.uk](mailto:performance@carmarthenshire.gov.uk)**



Follow us and add your comments on the **[Council's Facebook](#)** page



Follow this plan and add your Tweets on our **[Twitter](#)** page - **#CarmsReport**

This page is intentionally left blank

## COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

### ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2019-2020

**Purpose:**

To comply with the CIPFA Code of Practice on Treasury Management in the Public Sector.

**Recommendations / key decisions required:**

That the report be received and presented to Full Council.

**Reasons:**

To comply with the CIPFA Code of Practice on Treasury Management in the Public Sector.

Relevant scrutiny committee to be consulted Policy & Resources Scrutiny Committee TBC

Exec Board Decision Required YES (21<sup>st</sup> September 2020)

Council Decision Required YES (22<sup>nd</sup> October 2020)

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-** Cllr. D.M. Jenkins

Directorate:Corporate Services

Chris Moore

Report Author: Chris Moore

Designation: Director of  
Corporate Services,  
Carmarthenshire County  
Council

Tel Nos. 01267 224120

E Mail Addresses:  
CMoore@carmarthenshire.  
gov.uk

# EXECUTIVE SUMMARY

**COUNTY COUNCIL**  
**22<sup>ND</sup> OCTOBER 2020**

## **ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2019-2020**

### **1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

The Council adopted the Treasury Management Policy and Strategy and the five year capital programme for 2019-2020 on the 20<sup>th</sup> February 2019. This Annual Report lists the activities that took place in 2019-2020 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**

Director

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 0.74%, exceeding the 7 day LIBID rate.

£25m new PWLB borrowing took place during the year. Long term debt outstanding at the year end amounted to £433m.

The Authority did not breach any of its Prudential Indicators during the year.

86.67% of the submitted claim has been received from the administrators of KSF to 31st March 2020.

### 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**

Director

1. **Scrutiny Committee** For information to Policy and Resources Scrutiny Committee TBC.
2. **Local Member(s)** - NA
3. **Community / Town Council** -NA
4. **Relevant Partners** - NA
5. **Staff Side Representatives and other Organisations** - NA

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

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

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

This page is intentionally left blank



# COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

## ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2019-20

### 1. Introduction

The Treasury Management Policy and Strategy for 2019-20 was approved by Council on 20<sup>th</sup> February 2019. Section B 1.1(2) stated that a year end annual report would be produced.

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code) and outlines the Treasury Management activities in the 2019-20 financial year.

### 2. 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 Funds, 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 with the approved counterparties either via brokers on the Money Markets or direct. The security of the investments is the main priority, appropriate liquidity should be maintained and returns on the investments a 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.

For 2019-20 investments to individual counterparties were limited to:

	Maximum to Lend £m
<b>Upper Limit</b> Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term or AA-, Aa3 or AA- long term	10
<b>Middle Limit</b> Any one British Bank and Building Society with a credit rating of at least F1, P-1 or A-1 short term	7
<b>UK Banks Part Nationalised</b> Included as investment counterparties, as long as they continue to have appropriate UK Government support	7
Any one Local Authority	5
Any one AAA Rated Money Market Fund	5
Debt Management Office	40

The total investments at 1st April 2019 and 31st March 2020 are shown in the following table:

Investments	01.04.19				31.03.20			
	Call and notice	Fixed Term	Total		Call and notice	Fixed Term	Total	
	£m	£m	£m	%	£m	£m	£m	%
Banks and 100% Wholly Owned Subsidiaries	23.00	0.57	23.57	42	19.00	0.53	19.53	27
Building Societies	0.00	0.00	0.00	0	0.00	3.00	3.00	4
Money Market Funds	0.00	2.50	2.50	4	12.00	0.00	12.00	16
DMADF (DMO)	0.00	15.00	0.00	27	0.00	18.00	18.00	24
Local Authorities	15.00	0.00	15.00	27	0.00	21.00	21.00	29
<b>TOTAL</b>	<b>38.00</b>	<b>18.07</b>	<b>56.07</b>	<b>100</b>	<b>31.00</b>	<b>42.53</b>	<b>73.53</b>	<b>100</b>

The total investment figure of £73.53m at 31<sup>st</sup> March 2020 includes £18.00m Swansea Bay City Deal money.

An analysis of the daily cash schedules indicates that the minimum balance lent over the twelve month period was £56.07m and the maximum balance lent was £110.57m. The average balance for the year was £87.60m.

The total investments made by the Council and repaid to the Council (the turnover) amounted to £1,420.14m. This averaged approximately £27.16m per week or £3.88m per day. A summary of the turnover is shown below:

	£m
Total Investments 1st April 2019	56.07
Investments made during the year	718.80
Sub Total	774.87
Investments Repaid during the year	(701.34)
<b>Total Investments 31st March 2020</b>	<b>73.53</b>

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

The benchmark return for the money market is the "7 day LIBID rate". For 2019-20 the Council has compared its performance against this "7 day LIBID rate". The average "7 day LIBID rate" was 0.54% whereas the actual rate the Council earned was 0.74%, an out performance of 0.20%.

This outperformance can be quantified as £174k additional interest earned compared to the "7 day LIBID rate".

The gross interest earned on investments for 2019-20 amounted to £0.649m, which was more than the estimated figure of £0.500m. The Bank of England Official Rate was reduced from 0.75% to 0.25% on 11<sup>th</sup> March 2020, and a further reduction was made on the 19<sup>th</sup> March 2020 to 0.10%.

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

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

The latest position with the Council's investments with KSF was reported in the Treasury Management and Prudential Indicator Reports to Executive Board during the year.

Three further dividends totalling £36.8k were received in 2019-20, equating to 0.92p in the £.

As at 31<sup>st</sup> March 2020 the sum of £3.47m principal and £212k interest had been received from the Administrators, which equates to 86.67% of the claim submitted. Further dividends are expected to be paid in 2020-21. The Administrators estimate total dividends payable to non-preferential creditors at 86.80%.

#### **4. Security, Liquidity and Yield (SLY)**

Within the Treasury Management Strategy Statement for 2019-20, 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 still considered appropriate to keep investments short term to cover cash flow requirements.

Attached at Appendix 1 is a list of the individual investments (excluding the £0.53m in KSF) held as at the 31<sup>st</sup> March 2020 together with their credit ratings, historic risk of default and the risk weighting attached to each investment.

#### **5. Borrowing**

As Members are aware the Authority has a capital investment programme. For 2019-20 actual capital expenditure was £76.41m. This was financed from:

	<b>£m</b>
Borrowing	31.29
Grants and Contributions	33.95
Usable Capital Receipts Applied	1.33
Revenue and Reserves	9.84
<b>Total</b>	<b>76.41</b>

Under the Treasury Management Strategy it was resolved:

- To borrow to meet the funding requirements of the Authority, after allowing for capital grants, capital receipts and capital contributions, and to stay within the Prudential Indicators to ensure affordability, prudence and sustainability.
- To borrow when interest rates are at their most advantageous, after considering cash flow requirements.

The following loans were borrowed during 2019-20 to fund the capital programme:

<b>Loan Reference</b>	<b>Amount (£m)</b>	<b>Interest Rate</b>	<b>Start Date</b>	<b>Period</b>	<b>Maturity Date</b>
509779	5.00	1.77%	27th August 2019	50yrs	28th March 2069
175975	10.00	1.86%	26th March 2020	1yr	26th March 2021
175978	10.00	1.88%	26th March 2020	2yrs	26th March 2022
<b>Total</b>	<b>25.00</b>				

The weighted average interest rate of these new loans was 1.85% which compares favourably with the weighted average rate of the respective loan periods throughout the year.

The total loans outstanding at 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020 were:

<b>Loans</b>	<b>Balance at 01.04.19 £m</b>	<b>Balance at 31.03.20 £m</b>	<b>Net Increase/ (Net Decrease) £m</b>
Public Works Loan Board (PWLB)	405.42	425.42	20.00
Market Loan	3.00	3.00	0.00
Salix, Invest-to-Save, HILS & TCL	4.40	4.11	(0.29)
<b>Total</b>	<b>412.82</b>	<b>432.53</b>	<b>19.71</b>

The total external interest paid in 2019-20 amounted to £17.63m, which compares favourably with the budget of £19.69m. The savings have arisen due to under borrowing on the capital programme and borrowing at lower than anticipated interest rates.

## **6. Treasury Management Prudential Indicators**

Under the requirements of the Prudential Code of Practice for Capital Finance in Local Authorities, the Council are required to set a number of treasury management prudential indicators for the year 2019-20. The indicators set and the performance against those indicators is shown below:

6.1 The estimated and actual interest exposure limits as at 31<sup>st</sup> March 2020 were:

	Estimate 31.03.20 £m			Actual 31.03.20 £m		
	Fixed Interest Rate	Variable Interest Rate	Total	Fixed Interest Rate	Variable Interest Rate	Total
Borrowed	446.00	3.00	449.00	429.53	3.00	432.53
Invested	(20.00)	(30.00)	(50.00)	(42.53)	(31.00)	(73.53)
<b>Net</b>	<b>426.00</b>	<b>(27.00)</b>	<b>399.00</b>	<b>387.00</b>	<b>(28.00)</b>	<b>359.00</b>
Proportion of Total Net Borrowing	107%	(7%)	100%	108%	(8%)	100%
<b>Limit</b>	<b>125%</b>	<b>5%</b>				

6.2 Maximum principal sums invested > 365 days

	2019-2020 Limit £m	2019-2020 Actual £m
Maximum principal sums invested > 365 days	10	NIL

6.3 Interest rate exposure limits

	2019-20 Limit £m	2019-20 Actual £m
Limits on fixed interest rates based on net debt	515.00	387.00
Limits on variable interest rates based on net debt	51.00	(28.00)

6.4 The upper and lower limits set for the maturity structure of borrowing along with the actual maturity structure as at 31<sup>st</sup> March 2020.

	<b>Estimated Upper Limit 2019-2020 %</b>	<b>Estimated Lower Limit 2019-2020 %</b>	<b>Actual 31.03.20 %</b>
Under 12 months	15	0	5.27
12 months to 2 years	15	0	3.65
2 years to 5 years	50	0	6.74
5 years to 10 years	50	0	9.23
10 years to 20 years	50	0	17.89
20 years to 30 years	50	0	18.40
30 years to 40 years	50	0	23.10
40 years and above	50	0	15.72
<b>Total</b>			<b>100.00</b>

Details of the above maturity structure are shown below:

<b>Loan Maturities</b>	<b>PWLB Debt £m</b>	<b>Average Interest Rate %</b>	<b>Market Loans/ Invest to Save/Salix/ HILS/TCL £m</b>	<b>Average Rate %</b>	<b>Total Debt Outstanding £m</b>
Before 1st April 2021	22.04	5.12	0.76	0	22.80
1st April 2021 to 31st March 2022	15.77	3.90	0.00	0	15.77
1st April 2022 to 31st March 2025	29.16	5.05	0.00	0	29.16
1st April 2025 to 31st March 2030	38.64	4.27	1.29	0	39.93
1st April 2030 to 31st March 2040	75.31	4.30	2.06	0	77.37
1st April 2040 to 31st March 2050	79.60	4.03	0	0	79.60
1st April 2050 to 31st March 2060	96.90	5.09	3.00	4.72	99.90
After March 2060	68.00	2.47	0	0	68.00
<b>Total as at 31.03.20</b>	<b>425.42</b>		<b>7.11</b>		<b>432.53</b>

## 7. Prudential Indicators

### 7.1 Affordability

7.1.1 Actual and estimated ratio of financing costs to net revenue stream.

<b>Ratio of Financing Costs to Revenue Stream</b>		
	<b>2019-2020 Estimate %</b>	<b>2019-2020 Actual %</b>
Non-HRA	5.11	4.81
HRA	32.75	32.04

The indicator shows the proportion of income taken up by capital financing costs.

### 7.2 Prudence

7.2.1 The Capital Financing Requirement (CFR).

	<b>31.03.19 Estimate £m</b>	<b>31.03.19 Actual £m</b>
Non-HRA	271	266
HRA	142	144
HRAS	74	74
<b>Total</b>	<b>487</b>	<b>484</b>

The Capital Financing Requirement reflects the underlying need to borrow for capital purposes.

7.2.2 Gross Borrowing against the Capital Finance Requirement indicator.

To ensure that borrowing levels are prudent over the medium term the Council's external borrowing must only be for a capital purpose. Gross borrowing must not exceed the CFR for 2019-20 plus the expected changes to the CFR over 2020-21 and 2021-22 but can in the short term due to cash flows. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£m	2019-2020 Estimate	2019-2020 Actual
Debt at 1 <sup>st</sup> April 2019	416	413
Expected Change in Debt	70	20
<b>Gross debt at 31<sup>st</sup> March 2020</b>	<b>486</b>	<b>433</b>
<b>CFR</b>	<b>535</b>	<b>501</b>
<b>Under / (Over) borrowing</b>	<b>49</b>	<b>68</b>



The Section 151 Officer reports that the authority had no difficulty meeting this requirement in 2019-20.

### 7.2.3 The Authorised Limit and Operational Boundary.

The Authorised Limit is the “Affordable Borrowing Limit” required by Section 3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. The table below demonstrates that during 2019-20 the Council has maintained gross borrowing within its Authorised Limit.

The Operational Boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the Boundary is acceptable subject to the Authorised Limit not being breached.

The actual financing costs as a proportion of net revenue stream identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2019-2020 £m
Authorised Limit	588.00
Gross borrowing	432.53
Operational Boundary	535.00
Average gross borrowing position	412.45
Financing costs as a proportion of net revenue stream	7.78%

### 8. Leasing

No finance leases were negotiated during the year.

### 9. Rescheduling

No rescheduling was undertaken during the year.

### 10. Conclusion

This report demonstrates compliance with the reporting requirements of the CIPFA Treasury Management Code of Practice.

### 11. Recommendations

It is recommended that this report be received by Council.

This page is intentionally left blank

## Investment Summary as at 31st March 2020

Carmarthenshire County Council

Totals		
<b>Total</b>	<b>£73,000,000</b>	
<b>Calls &amp; MMFs</b>	£31,000,000	42%
<b>Fixed Deposits</b>	£42,000,000	58%
<b>Specified</b>	£73,000,000	100%

Weighted Average		
<b>Yield</b>		0.57%
<b>Maturity (Days)</b>		
Total Portfolio	Total Portfolio	12.47
<b>Long Term</b>		
<b>Short Term</b>		
AAA	-	1.00
AA	F1	22.08
A	F1	1.68
BBB	F2	0.00
CCC	C	0.00

Risk Factors		
<b>&lt; 1 year</b>	£488	0.005%
<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>	£488	0.005%

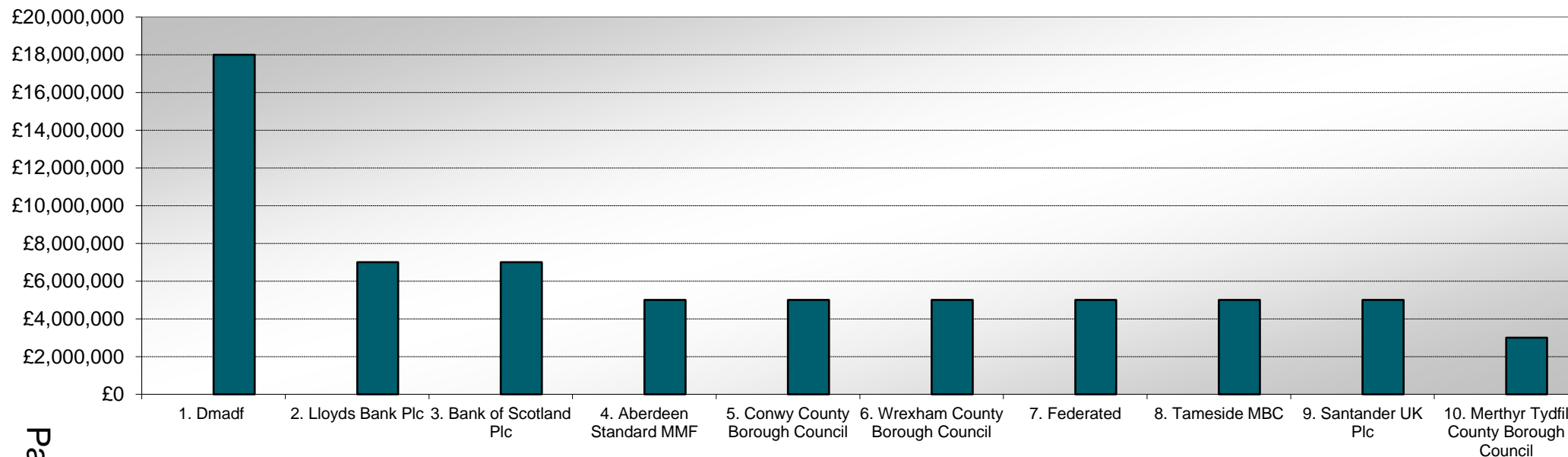
Maturity Structure		
<b>&lt; 1 Week</b>	£37,000,000	51%
<b>&lt; 1 Month</b>	£31,000,000	42%
<b>2 - 3 Months</b>	£5,000,000	7%
<b>3 - 6 Months</b>	£0	0%
<b>6 - 9 Months</b>	£0	0%
<b>9 - 12 Months</b>	£0	0%
<b>12 Months+</b>	£0	0%
<b>Total</b>	<b>£73,000,000</b>	<b>100%</b>

This page is intentionally left blank

## Top 10 Counterparty Holdings

Carmarthenshire County Council

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Dmadf	£18,000,000	25.35%	7	0.07%	0.000%
2. Lloyds Bank Plc	£7,000,000	9.86%	1	0.45%	0.000%
3. Bank of Scotland Plc	£7,000,000	9.86%	1	0.00%	0.000%
4. Aberdeen Standard MMF	£5,000,000	7.04%	1	0.58%	0.000%
5. Conwy County Borough Council	£5,000,000	7.04%	27	1.40%	0.001%
6. Wrexham County Borough Council	£5,000,000	7.04%	20	0.82%	0.001%
7. Federated	£5,000,000	7.04%	1	0.57%	0.000%
8. Tameside MBC	£5,000,000	7.04%	79	0.95%	0.004%
9. Santander UK Plc	£5,000,000	7.04%	1	1.00%	0.000%
10. Merthyr Tydfil County Borough Council	£3,000,000	4.23%	27	1.95%	0.001%



This page is intentionally left blank

## COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

### SWANSEA BAY CITY DEAL JOINT COMMITTEE AGREEMENT

**Purpose:**

To seek endorsement of an amendment to the Swansea Bay City Deal Joint Committee Agreement (Schedule 12, Clause 7.1)

**Executive Board Recommendations:**

- To endorse the decision of the Swansea Bay City Region Joint Committee to amend the Joint Scrutiny Committee quorum arrangements, as detailed within the report.
- To authorise the Head of Administration and Law to enter into a deed of variation to effect the changes to the Joint Committee Agreement

**Reasons:**

Any variation of the agreement requires approval by all 4 Authorities.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required YES (5<sup>th</sup> October 2020)

Council Decision Required YES (14<sup>th</sup> October 2020)

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Leader of the Council

Directorate Chief Executive's	Designations:	Tel Nos.01267 224010
Name of Head of Service:	Head of Administration & Law	LRJones@carmarthenshire.gov.uk
Linda Rees Jones		

# EXECUTIVE SUMMARY COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

## SWANSEA BAY CITY DEAL JOINT COMMITTEE AGREEMENT

Council at its meeting held on the 9<sup>th</sup> October 2019 (Minute 10.3 refers) endorsed amendments to the Swansea Bay City Deal Joint Committee Agreement which had arisen following recommendations from reviews by the UK and Welsh Governments and the region itself.

During the debate, a request was made by the Joint Scrutiny Committee Chair for Council to approve further changes which included an amendment to the Scrutiny Committee quorum arrangements. The former Chief Executive had advised Council that the draft Joint Scrutiny minutes clearly requested the Joint Committee to consider these amendments, therefore any proposed amendment would firstly need to be considered by the Joint Committee itself and if agreed those amendments would then need to be placed before each of the 4 local authorities to consider and adopt the proposed changes.

The Joint Committee at its meeting held on the 9<sup>th</sup> July 2020 (Minute 79 refers) considered a report on Joint Scrutiny – Change to Terms of Reference and **resolved** to amend Clause 7 of Schedule 12 – Terms of Reference of Joint Scrutiny Committee in that the current Clause 7.1 be deleted and amended as follows:

### 7. Quorum

*7.1 The quorum for meetings shall be no less than 6 members, which must include at least 1 member from each of the 4 Authorities. The Joint Scrutiny Committee is not permitted to scrutinise a matter relating to a project if a member representative of the Councils involved in that project is not present at the meeting.*

The Council is asked to endorse the recommendation of the Swansea Bay City Region Joint Committee.

DETAILED REPORT ATTACHED ?

No

[Link to the minutes of the Swansea Bay City Region Joint Committee held on the 9<sup>th</sup> July 2020](#)



## IMPLICATIONS

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

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

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

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

Under the Well-being of Future Generations (Wales) Act 2015 - the City Deal is a good example of the 5 Ways of Working promoted by the Act and will make a significant contribution to the 7 well-being goals

### 2. Legal

The Swansea Bay City Deal Joint Committee shall be governed by the provisions of the Joint Committee Agreement. The terms of the Joint Committee Agreement commits Carmarthenshire County Council to discharge its responsibilities to meet the requirements of the Heads of Terms document signed on 20th March, 2017.

The Councils may from time to time vary the terms of reference of the Joint Committee and this shall be a matter reserved to the Councils. The reservation to the Councils does not preclude the Joint Committee from making recommendations to vary the terms of the reference the reference where it considers they shall promote the Council's Obligations.

## CONSULTATIONS

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

Signed Linda Rees Jones Head of Administration & Law

**1. Scrutiny Committee**

N/A

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

Legal officers have considered the position now that the Deed of Variation has been finalised and Neath Port Talbot, Swansea and Pembrokeshire are also making arrangements for the amendment to be agreed in accordance with their respective decision-making processes.

**5. 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:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Swansea City Region Joint Committee Agendas and Minutes		<a href="http://democracy.swansea.gov.uk/ieListMeetings.aspx?CId=664&amp;Year=0&amp;LLL=0">http://democracy.swansea.gov.uk/ieListMeetings.aspx?CId=664&amp;Year=0&amp;LLL=0</a>
Carmarthenshire Council Agenda and Minutes 9 <sup>th</sup> October 2019		<a href="http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=2009&amp;Ver=4">http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&amp;MId=2009&amp;Ver=4</a>

## COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

### Revised Carmarthenshire Local Development Plan 2018 – 2033 Revised Delivery Agreement and Update Covid-19

#### Executive Board Recommendations:

- To endorse the continued progress of the Revised Local Development Plan 2018 – 2033 (and supporting documents) and the approach outlined within the report.
- To approve the Revision of the Delivery Agreement to include a 7-month extension to the timetable and other consequential amendments including those arising from Covid-19.
- To grant officers delegated authority to make non-substantive typographical, cartographical and/or factual amendments as necessary to improve the clarity and accuracy of the Draft Deposit Revised Local Development Plan.

#### Reasons:

- To comply with the Council’s statutory obligations in terms of the preparation and progression of a Revised Local Development Plan for Carmarthenshire, in accordance with statutory procedures.
- To respond and have regard to the implications of Covid-19 on the preparation of the Revised LDP and amend the content of the Delivery Agreement accordingly.
- To ensure that the preparation and adoption of the Revised (replacement) LDP proceeds in a timely manner and as close to the expiration of the current LDP as possible.

Relevant scrutiny committee to be consulted: Community Scrutiny Committee: TBC

Exec Board Decision Required YES (5<sup>th</sup> October 2020)

Council Decision Required YES (22<sup>nd</sup> October 2020)

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Mair Stephens

Directorate : Environment

Designations :

Tel Nos. 01267 228659

Name of Head of Service:

E Mail Addresses:

Llinos Quelch

Head of Planning

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

Report Author: Ian Llewelyn

Forward Planning Manager

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

# EXECUTIVE SUMMARY COUNTY COUNCIL

22<sup>ND</sup> OCTOBER 2020

## REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018 – 2033 REVISED DELIVERY AGREEMENT AND COVID-19 UPDATE

### 1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This Report follows on from the resolution of County Council on the 10th January 2018 to formally commence the preparation of a Revised (replacement) Local Development Plan (LDP), along with the Welsh Government's approval of the Delivery Agreement on the 28<sup>th</sup> June 2018, including its timetable for Plan preparation.

Members will recall that the County Council at its meeting on the 13<sup>th</sup> November 2019 endorsed the Deposit Revised LDP 2018 - 2033 and its supporting documents (Habitat Regulations Assessment and Sustainability Appraisal) along with two draft Supplementary Planning Guidance (SPG) for the statutory 6-week public consultation. This commenced on the 29<sup>th</sup> January 2020 and following an extension of over 2 weeks closed on the 27<sup>th</sup> March 2020.

The preparation of the Deposit Revised LDP represented an important milestone in the Council delivering on its statutory responsibilities to prepare an up-to-date Development Plan for the County (excluding the area within the Brecon Beacons National Park Authority).

This report reflects on the implications of the Covid-19 outbreak on the consultation and on the continued preparation of the Revised LDP. It also considers the implications of the outbreak on the timetable for the adoption of the LDP and proposes to revise the Delivery Agreement (and its component timetable and Community Involvement Scheme (CIS)) ahead of Welsh Government agreement.

It should be noted that the responses received as part of the Deposit Version consultation earlier this year and the officer recommendations in response to those consultations do not form part of this update report. They will be part of a subsequent report to Council to be progressed in due course.

### 2. Background

The preparation of the Revised LDP reflects the Council's statutory responsibilities to produce the Revised LDP under the Planning and Compulsory Purchase Act 2004. The Deposit Revised LDP sets out policies and proposals for future development and use of land for Carmarthenshire over the period to 2033.

The Delivery Agreement, as originally approved by the Welsh Government (WG) back in 2018, identifies the timeline for the preparation and Adoption of the Plan by November/December 2021.

At the time of the publication of the Deposit Revised LDP in January 2020 the plan's progress towards adoption was in accordance with the content of the approved Delivery Agreement and its timetable. However, the final two weeks (which formed the extended period of the consultation from 6 to 8 weeks) were impacted by the gradual move into lockdown with the closure of public libraries and customer service centres.

At this point all planned public engagement events and drop-in sessions had been completed. Consequently, there was no cancellation of events or disruption to planned engagement. However, access to documents at public buildings during that last 2 weeks was limited albeit access remained available through an extensive on-line resource.

Noting that this restricted access to the advertised deposit locations may have impacted on the ability of some interested parties to submit representations, the decision was taken to adopt a pragmatic approach in response to the unforeseeable change in circumstances caused by COVID-19. In this respect where the respondent's ability to submit within the consultation deadline was affected by the outbreak, a degree of flexibility was applied to the receipt of representations and more detailed supporting evidence.

On 18th March 2020, the Welsh Government issued a letter to all Chief Planning Officers in Wales regarding the implications of the COVID-19 pandemic on the preparation of Local Development Plans (Appendix 1).

This letter whilst identifying that technical work can be progressed, recognised that reporting processes and the ability to adhere to the agreed plan preparation timetables may be difficult, due to COVID-19. Detailed consideration should be given to the implications on the timing of plan preparation and how much additional time will be required. This will require a Revised DA.

Specifically, this letter in relation to Carmarthenshire Revised LDP noted the following: "Consultation on the LDP Deposit plan concludes on the 27 March 2020. Provided all the engagement events specified in the CIS are completed and stakeholders can access places where the relevant plan documentation is located, the plan will have fulfilled its legal obligations regarding the consultation stage. This is a matter for the LPA to confirm."

The Welsh Government have in the form a Ministers letter 7 July 2020 (Appendix 2). This has provided subsequent further guidance on the progress of LDP's given the impact of COVID-19.

It is clear both through Welsh Government acknowledgement but also through the impacts arising from Covid-19 and the associated lockdown that there will be inevitable and unavoidable delay to the timetable for the adoption of the LDP. Consequently, a Revised Delivery Agreement is required to extend the timetable for the Plan's preparation beyond the current adoption date in November/December 2021. It should be noted the extension to the timetable and changes to the Delivery Agreement would need to be agreed by the Welsh Government.

### 3. Revised LDP

The Deposit Revised LDP is the Council's proposed statutory land use plan for its administrative area (excluding that area contained within the Brecon Beacons National Park) and covers the period 2018 – 2033. The preparation of the Plan is governed by defined statutory procedures with the process subject to a series of stages prior to its adoption. This process culminates in the Examination in Public (EIP) which will be presided over by an independent Planning Inspector appointed by the Welsh Ministers. Upon its adoption, the Revised LDP will supersede the current adopted LDP. It should be noted that the Inspector's recommendations are binding upon the Council.

Once adopted, the Revised LDP will guide and manage development. It will inform future infrastructure and investment programmes from both internal and external partners as well as playing a key role in delivering on the Council's declared Climate Change emergency. It will provide the local policy basis to determine future planning applications. It is therefore essential that it remains relevant and appropriate in light of the current COVID-19 pandemic.

A key element of the Deposit Plan is founded on the need for it to make appropriate provision for a sustainable and deliverable level of growth - reflecting the ambitions of the County and meeting the needs of its communities. This has been supported by a robust and updated evidence base whilst seeking to deliver on key strategic influences including:

- The Council's Strategic Regeneration Plan 2015 – 2030 – Transformations;
- Swansea Bay City Deal – including Yr Egin and the Wellness and Life Science Village;
- The New Corporate Strategy 2018 – 2023;
- The Council's Well-being Objectives; and
- Council resolutions – including the declaration of a Climate Emergency and the motion on Planning and the Welsh language;
- Rural Taskforce Report and recommendations;
- National planning policy and legislative agenda;
- Our Commitment to Affordable Homes 2015 – 2020 and Affordable Housing Delivery Plan 2016-2020;
- Building More Council Homes – 'Our ambition and plan of action';
- Moving Forward in Carmarthenshire: the next 5-years.

The LDP seeks to promote and develop the economy across Carmarthenshire and the Deposit Revised Plan identifies appropriate land allocations to reflect Carmarthenshire as an ambitious County which attracts investment and provides opportunities for those living and working in our communities and well as a key player within a Swansea Bay regional context.

The proposed growth levels would also seek to challenge and address current demographic patterns particularly the outmigration as evidenced in the 16-19 age group. It provides opportunities to balance the demographics of the County through the retention of, and in-migration of younger adults (including those returning) to the County, and address some of the issues which could be perceived from an aging population.

In moving forward and notably in light of the Covid-19 outbreak it is recognised that the content of the Revised LDP will need to develop, acknowledge and respond to changes in evidence (including that around Covid-19), have regard to the Councils Covid-19 recovery plan as well as legislative and national policy. In this respect it will also need to be in conformity with the emerging Future Wales: The National Development Framework. An update on the progress of which is contained within the Ministers letter which identifies an approximate 6-month delay in its anticipated approval date from September 2020 to Spring 2021 (Appendix 2).

#### **4. Revised Delivery Agreement**

The appended Revised Delivery Agreement (DA) and its timetable and Community Involvement Scheme forms part of this report and will proceed for Council endorsement for submission to the Welsh Government for their agreement.

Subject to Welsh Government agreement, all stakeholders and those who have participated in LDP consultations or expressed an interest in being notified of the Plan's progression will be informed of its availability. The ongoing work in respect of the Revised LDP will proceed in accordance with the content of the revised DA once it has been agreed.

As a requirement of the minister's letter dated the 7 July 2020 any request to amend the DA and extend the timetable for Plan preparation would need to be accompanied by a Covid-19 Assessment. This is required to assess the evidence base, strategy, and policies in terms of sensitivity to the consequences of the pandemic. Robust conclusions should be reached on the need for new evidence and any consequential changes to strategy and policy before progressing plan preparation. The assessment should be submitted to the Welsh Government with requests to extend DA. A draft of the Covid-19 Assessment is appended to this report. This approach seeks to ensure that the Plan and its content remains relevant. It will also identify potential changes in evidence – a number of potential areas are identified through the themes in section 6 below. Whilst, any future evidential changes around these themes and other aspects of the Plan may impact on its content – the nature or indeed scope of that impact (if indeed there is any) is at this stage unknown.

It should be noted that this evidence review will be prepared over the coming months and will inform the future content of the Plan.

This reflects that LDP's are an evidence-based document.

The following identifies some of the key areas of change in respect of the Revised Delivery Agreement and its content:

##### **Deposit – Focused Additional Consultation**

As identified above the final 2 weeks of the consultation on the Deposit Plan coincided with the closure of public buildings, many of which were locations where the Plan documents were available to view. Consequently, this reduced the ability of people to access the documents in a way which is consistent with that set out in the CIS. In this respect it should be noted that LDPs must be prepared in accordance with the DA and the CIS.

In order to ensure that sufficient opportunity is given to those who may have been impacted by the closure of these locations, and to fulfil our legal obligations regarding the consultation, a further 3-week focused consultation on the content of the Deposit Revised LDP and its supporting documents (excluding the Draft SPG) will be undertaken. This 3-week period will also limit any consequential delays to the adoption of the Plan beyond that set out in this report and the Revised DA.

Details of this consultation will be communicated to all stakeholders and interested parties and publicised accordingly. The responses received will be reported along with those received during the original Deposit consultation in due course.

### **Focused changes**

Reflecting the representation received as part of the Deposit consultation and the impacts arising from Covid-19 there will inevitably be amendments proposed to the content of the Deposit LDP. Provision for such amendments is known as 'Focused Changes'. These enable the Council to respond to areas where there may have been non substantive changes as a result of evidence, factual issues, legislation and functionality of the Plan. The timetable will be amended to incorporate their preparation and for consultation on their content.

The focused changes proposed will form part of a future report and ahead of consultation.

### **Community Involvement Scheme**

The manner in which public engagement events will take place will be reviewed in line with the Coronavirus Regulations (2020) to ensure social distancing measures can be put in place when conducting any public events. The Council will also review digital options to provide communities with information and the ability to engage with the focussed changes consultation.

### **Timetable**

Given the inevitable impacts arising from Covid-19 and the lockdown there have and will be inevitable and unavoidable delays to the timetable for the adoption of the LDP. In this regard the Revised Delivery Agreement will set out a revised timetable for the remaining stages of Plan preparation and an updated Community Involvement Scheme (CIS) detailing our revised consultation and engagement arrangements.

The amended timetable as set out within the Revised Delivery Agreement will result in delay to the adoption of the Revised LDP. Currently scheduled for November/December 2021 the impacts arising from Covid-19 will require a minimum 6-month extension to the timetable. Taking into account the local elections in 2022 it is likely that any extension would be 7 months consequently allowing the Plan to be adopted ahead of the summer recess in 2022.

This new timetable will result in the adoption of the Revised LDP being after the 2022 local elections. This introduces a level of risk in terms of any new administration's acceptance of and buy-in to the Plan. It is however recognised that whilst a delay is unavoidable it is essential that it be kept to an effective minimum if we are to avoid a lengthy period where there is no local policy context against which planning applications can be considered.

This report has been updated to reflect the latest position in relation to plan end dates ('drop dead' dates).



Note: The revised Delivery Agreement along with the assessment of the evidence base, strategy and policies as required through the Minister's letter dated the 7<sup>th</sup> July 2020 will be developed as this report progresses through the reporting process to Executive Board and subsequently Council.

## 5. 'Drop Dead' Date - Expiration of the Current Adopted LDP

Following the initial preparation of this report further clarification in the form of a Ministerial letter (dated 24<sup>th</sup> September 2020) has been received in respect of the uncertainty surrounding the impact of Plan end dates ('drop dead' dates).

Up until receipt of this letter it was perceived that authorities with a Development Plan which expired before the adoption of a replacement Plan would be left without a local planning policy document against which to base its decisions. However, the Minister in acknowledging the perception that LDPs will no longer be extant once they have reached the end of their plan period, has taken the opportunity to clarify the position. In so doing she states:

"The provisions in the Planning (Wales) Act 2015 regarding the period to which a plan has effect were commenced on 4 January 2016. These provisions do not have retrospective effect. This means that the provisions do not apply to LDPs adopted prior to this date. Plans adopted prior to 4 January 2016 will remain the LDP for determining planning applications until replaced by a further LDP. For those LDPs adopted after 4 January 2016, the plan will cease to be the LDP on expiry of the period specified in the plan."

In respect of the above it should be noted that the current Carmarthenshire LDP was adopted in 2014 and predates the above act. Consequently, the current adopted LDP will form the basis for decision making until it is superseded by the emerging Revised LDP.

A copy of the letter dated the 24<sup>th</sup> September 2020 from the Minister for Housing and Local Government is appended to this report.

## 6. Evidential Themes

The following themes have been identified to frame those aspect where there may be a specific impacts or changes arising from Covid-19. They are not intended to be exhaustive and may not require changes in the content of the Deposit LDP but, provide a framework for consideration and will demonstrate that the Council has considered the impact of Covid-19 on these key areas.

**Employment and the Economy** - Review of the current evidence base will be required in respect future economic activity arising from the outbreak and how this will impact on different sectors. This will require an understanding the potential increase in agile and home working over potentially the longer term, potential changes in employment land demand/ requirements, whilst recognising unemployment is likely to increase.

Understand and reflect that High Streets and retail activity continues to change. Whilst the effects of Covid-19 are still largely unknown evidence will be required to look at the changing shape of the retail sector.

The role of the tourism sector in the local economy is recognised - understand any changes in employment patterns and demands on the sector arising from the outbreak.

In developing this broader understanding of any impacts regard will be had to the Council's Recovery Plan and any other national and regional interventions/strategies.

**Population and Housing** - It should be noted that further evidence is scheduled to be prepared as part of the continual need to remain appraised and up to date in relation to population changes and resultant household requirements. The withdrawal by StatsWales of the original 2018 population and household projections, due to an error on migration patterns, and their subsequent and ongoing re-issuing will require further consideration.

In addition, evidence will need to reflect the impacts of Covid-19 in so far as it can be predicted at this stage. Consideration will be required on the potential impact of Covid-19 on the requirement for affordable homes particularly if there are economic challenges resulting in greater unemployment or employment instability.

The Deposit Plan and its strategy seeks to ensure and enable access to a range and choice of homes as well as a target for the delivery of affordable homes – key in addressing affordability issues and to build sustainable and resilient communities. It is recognised that housing will have an important part to play in the economic recovery - evidence will be required to reflect the Council's recovery programme and the broader regeneration and strategic ambitions notably around maximising affordable housing provision, meeting housing need and providing opportunities to retain younger people and provide an attractive County for our younger people to return to.

**Placemaking, Well-being and Green Infrastructure** - Lockdown has emphasised the value and importance of place-making and of the provision of locally accessible open/green spaces for health and well-being and recreation. This is essential to our core purpose of building sustainable and resilient communities. The central role of placemaking was reinforced through the Minister's letter with the LDP as the key delivery mechanism (Appendix 2).

**Climate Change** - The Deposit LDP places significant emphasis on the response to Climate Change with a proactive set of policies on a number of areas including electric charging points for vehicles as part of new developments. There may be further scope to explore the relationship and compatibility with the Zero Carbon agenda. The potential for reduced car usage arising from home/agile working through a reduction in commuting patterns is noted with opportunities to build on active travel and integrated sustainable transport solutions already embedded in the Plan.

**Infrastructure** - Further consideration may be required around the increased emphasis on digital infrastructure and active travel options due to the increase in agile/home working. If successful, the trial measures being drawn up to support our High Streets and enable social distancing might become permanent.

## 7. LDP Preparatory Considerations

Note: Whilst the LDP plays a key role in shaping decision making and the location and nature of developments within the County, it is prepared and operated within the national framework set through legislation and by Planning Policy Wales and accompanying Technical Advice Notes. In this respect the Plan must have regard to National Planning Policy and legislation including the Well-being and Future Generations Act 2015, Planning (Wales) Act 2015 and the Environment (Wales) Act 2016.

The process for the preparation of the LDP is set within statutory regulations, with further procedural guidance contained within the LDP Manual as prepared by the Welsh Government. The preparation and content of the LDP at the EIP will be assessed against three tests of soundness set out in national policy, namely:

1. Does the plan fit?
2. Is the plan appropriate?
3. Will the plan deliver?

Failure of the Revised LDP to comply with the 3 tests of soundness will result in it not being adopted. The full content of the tests of soundness are appended to this report.

It should also be noted that the Inspector's findings following the EIP is binding on the Authority.

Due regard will also need to be had to the emerging Future Wales: The National Development Framework and the requirements for LDPs to conform to its content.

## 8. Next Steps

Following the Council's deliberations, the Revised DA and the assessment of the evidence base, strategy and policies as set out in the Ministers letter of the 7<sup>th</sup> July 2020 (Appendix 2) will be submitted to the Welsh Government for their agreement. Following their agreement, the Revised Delivery Agreement will be published with notifications sent out accordingly.

The additional evidence review will be undertaken to ensure the Deposit Revised LDP and its supporting documents are robust and that any resultant changes in the context of the focused changes are also robust.

A further report on the responses received in respect of the Deposit Revised LDP and its supporting documents together with the officer responses will be reported in due course.

It should be noted that whilst the revised LDP is being prepared, the current adopted Plan remains extant and will continue to provide the planning policy framework by which planning applications will be determined until superseded by the adoption of the Revised LDP.

<b>DETAILED REPORT ATTACHED ?</b>	<b>NO, appended is:</b> <ul style="list-style-type: none"><li>• Appendix 1</li><li>• Appendix 2</li><li>• Revised Delivery Agreement – Draft for reporting</li><li>• Covid 19 Assessment – Draft for reporting</li><li>• Letter from the Minister for Housing and Local Government</li></ul>
-----------------------------------	--

## 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: L Quelch

Head of Planning

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

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

The Draft Deposit LDP identifies and develops on the links and requirements necessary to ensure the Plan, and the processes in its preparation are compatible with Carmarthenshire County Council's well-being objectives. It also ensures alignment with the national Well-being Goals set out within the Well-being of Future Generations Act 2015. Through its land use planning policies, the Revised LDP will seek to promote the principles of sustainability and sustainable development by facilitating the creation of communities and local economies which are more sustainable, cohesive and provide access to local services and facilities and reducing the need to travel.

The integration of sustainability as part of the preparation of the LDP is reflected in the undertaking of a Sustainability Appraisal and Strategic Environmental Assessment reflecting national and international legislative requirements. The formulation of the Revised LDP will closely consider matters of sustainability and will be prepared with the outcomes of the Plan measured in light of the Sustainability Appraisal indicators. This iterative approach ensures sustainability is at the heart of the Plan and that it is reflective of the requirements emanating from the Wellbeing and Future Generations Act 2015 and the emerging Carmarthenshire Well-being Plan.

The LDP will have full regard to the national legislative provisions and will relate and have regard to the Carmarthenshire Well-being Plan. The Revised LDP will be assessed against the National and local Well-being Objectives. The Revised LDP will ensure the requirements emanating from the Act are fully and appropriately considered with the Plan, reflective of its duties.

## **2. Legal**

The preparation of the Revised LDP reflects the provisions of the Planning and Compulsory Purchase Act 2004, the requirements of the Planning (Wales) Act 2015 and secondary legislation in the form of the Local Development Plan (Regulations) Wales (As amended) 2015.

The preparation of the LDP will also have appropriate regard to other sources of primary and secondary legislation including the Environment (Wales) Act and the Well-being of Future Generations Act 2015.

The preparation of the Deposit LDP is in accordance with the 2004 Planning and Compulsory Purchase Act. It is also in line with national regulations and guidance in relation to its scope and content.

Reference is made to the emerging National Development Framework which sets out a high-level spatial strategy for Wales. The Revised LDP will be required to comply with its provisions. The NDF is scheduled for adoption in Spring 2021.

## **3. Finance**

Financial costs to date are covered through the financial provisions in place - including growth items and reserves as required. Should the Planning Division Budget not be able to provide further funding necessary to meet the statutory requirements to review and prepare a development plan then an application will be made for a further growth bid for future years. With additional evidence base checks now being required in response to the Covid-19 situation it is highly likely that these reviews will lead to additional costs over and above those that would have been identified had Covid-19 not occurred.

The potential scope for additional evidence and pressures arising from extension to the timetable as proposed within the report may raise additional financial requirements beyond that within the Planning Division budget.

The Revised Delivery Agreement, in making reference to such matters, outlines the Council's commitment to prepare and adopt an up to date LDP in accordance with the Council's statutory duty.

## **4. ICT**

Requirements in relation to ICT will seek to utilise existing resources.

## **6. Physical Assets**

Reference is made to the potential inclusion or otherwise of Council owned sites and properties. The preparation of the Revised LDP will impact on Council land and property holdings and values through their inclusion or otherwise for potential development purposes. This will have implications on potential disposal and land valuations and consequently capital receipts.

## **7. Staffing Implications**

Provision will be required for a Programme Officer for the Examination into the LDP (anticipated 2021/22 - subject to Revised timetable ).

# CONSULTATIONS

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

Signed: L Quelch

Head of Planning

## **1. Scrutiny Committee**

TBC – Community Scrutiny

## **2. Local Member(s)**

The content of the Deposit LDP, its supporting documents and the proposed SPG have been subject to full public consultation. Members will be engaged throughout the remainder of the Plan making process.

## **3. Community / Town Council**

The content of the Deposit LDP, its supporting documents and the proposed SPG have been subject to full public consultation. Town/Community Councils(s) are a specific consultee at statutory stages throughout the Plan making process.

## **4. Relevant Partners**

The content of the Deposit LDP, its supporting documents and the proposed SPG have been subject to full public consultation. Contributions have and will continue to be sought throughout the revision process. A range of partners are identified as specific and general consultees throughout the Plan making process.

## **5. Staff Side Representatives and other Organisations**

The content of the Deposit LDP, its supporting documents and the proposed SPG have been subject to full public consultation. Internal contributions have and will continue to be sought throughout the Plan making process.

## 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
Adopted Carmarthenshire Local Development Plan		<a href="http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/local-development-plan/">http://www.carmarthenshire.gov.wales/home/residents/planning/policies-development-plans/local-development-plan/</a>
Annual Monitoring Reports		<a href="https://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/annual-monitoring-report-amr/#.XW2KZ-hKjIU">https://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/annual-monitoring-report-amr/#.XW2KZ-hKjIU</a>
LDP Review Report		<a href="http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf">http://www.carmarthenshire.gov.wales/media/1213042/ldp-review-report-english-version.pdf</a>
Delivery Agreement		<a href="https://www.carmarthenshire.gov.wales/media/1215059/delivery-agreement-agreed-by-welsh-government.pdf">https://www.carmarthenshire.gov.wales/media/1215059/delivery-agreement-agreed-by-welsh-government.pdf</a>
Pre-Deposit Preferred Strategy		<a href="https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/preferred-strategy-pre-deposit-public-consultation/#.XW2JhuhKjIU">https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/preferred-strategy-pre-deposit-public-consultation/#.XW2JhuhKjIU</a>
Sustainability Appraisal and Habitats Regulations Assessment		<a href="https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/sustainability-appraisal-and-habitats-regulations-assessment/#.XW2J7uhKjIU">https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/sustainability-appraisal-and-habitats-regulations-assessment/#.XW2J7uhKjIU</a>
Evidence Base		<a href="https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/development-of-an-evidence-base/#.XcFfSEb7SUK">https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/development-of-an-evidence-base/#.XcFfSEb7SUK</a>
Deposit Revised LDP		<a href="https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/deposit-plan/#.Xww40kVKiUk">https://www.carmarthenshire.gov.wales/home/council-services/planning/local-development-plan-2018-2033/deposit-plan/#.Xww40kVKiUk</a>

This page is intentionally left blank



**Prif Gynllunydd, Y Gyfarwyddiaeth Gynllunio  
Chief Planner, Planning Directorate**

To: Chief Planning Officers

18 March 2020

Dear colleagues,

**Local Development Plan (LDP) Preparation - Novel Coronavirus (COVID-19)**

Wales is becoming increasingly affected by the global pandemic, Novel Coronavirus (Covid-19). The health of every member of our community is the prime focus for us all at this challenging time and I know many of you have already been involved in local preparations to respond quickly and flexibly to the pandemic.

Over the last few days we have received a number of individual queries about how to progress LDPs at this time, in particular what do to about current and programmed public consultation and involvement events.

The key issues identified so far for LDPs are summarised below:

Local Authority Resources/Capacity

Many of you will be considering how to respond to the current exceptional circumstances, including the well-being of staff, the capacity of staff to progress LDPs, as well as prioritising functions within your authority to deal with the current situation. Reduced capacity within LDP teams will have a bearing on the progression of technical work to support the plan, as well as engaging with stakeholders.

Plan Engagement/Consultation

The Community Involvement Scheme (CIS) is an integral part of a Delivery Agreement (DA) setting out who will be consulted, at what stage in the plan preparation process and by what medium. Ensuring conformity with the CIS is a key test of 'soundness'; failure to comply with the CIS can result in plans being unable to be found 'sound' and therefore adopted.

Specifically, the CIS sets out how a Local Planning Authority (LPA) will engage and consult at the statutory consultation stages, i.e. Preferred Strategy and Deposit. The

detail of venues, dates, times and mechanisms will be expanded as the relevant stage is reached through public notices, press and social media outlets. These can range from drop in sessions, public events, specific engagement groups etc. This equally applies to some non-statutory stages, such as the call for sites (Candidate Sites).

The impact of Covid-19 is restricting the movement of people, accessibility to public buildings and cancellation of engagement events, placing an increasing emphasis on self-isolation, particularly for the elderly who often have more limited access to the Internet. The ability to fulfil the CIS with regards to plan consultation is becoming increasingly more difficult, and could be impossible in the near future.

#### Delivery Agreement/Timetable

The combination of the pressures on staff, re-prioritisation in response to the current exceptional circumstances and increasing inability to fulfil the CIS, means that LDPs will find it difficult to adhere to the agreed Delivery Agreement (DA). Compliance with the agreed DA is a test of 'soundness' issue which, if not adhered to, can result in LDPs not being found 'sound', unable to be adopted and may be open to legal challenge.

#### Proposed Way Forward

In light of the exceptional circumstances being experienced through the Covid-19 virus, progressing an LDP in line with the legal obligations set out in both the DA and CIS will not be possible.

The Planning and Compulsory Purchase Act 2004 (PCPA 2004) and the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005, as amended, legislation does not anticipate, or articulate, how to deal with such exceptional circumstances.

Having considered a number of questions received from LPAs over the last few days our proposed approach is set out below.

#### *LDPs subject to statutory consultation:*

Where LPAs have fulfilled their legal obligations under the DA and CIS, they have completed that statutory stage, but will need to pause and reflect how they progress the plan. Technical work can be progressed, but reporting to Council and the ability to adhere to the agreed plan preparation timeline may be difficult, due to the current exceptional circumstances. Detailed consideration should be given to the implications on the timing of plan preparation and how much additional time will be required. This will require a revised DA at a later point in time. This situation applies to Pembrokeshire and Carmarthenshire.

- Pembrokeshire County Council – Consultation on the LDP Deposit plan concluded on the 18 March 2020. Provided all the engagement events specified in the CIS have been completed, the plan will have fulfilled its legal obligations regarding the consultation stage.

- Carmarthenshire County Council – Consultation on the LDP Deposit plan concludes on the 27 March 2020. Provided all the engagement events specified in the CIS are completed and stakeholders can access places where the relevant plan documentation is located, the plan will have fulfilled its legal obligations regarding the consultation stage. This is a matter for the LPA to confirm.

The following three LPAs are currently/imminently subject to public consultation but will not be in a position to fulfil their DA/CIS obligations.

- Monmouthshire County Council - Consultation on the LDP Preferred Strategy concludes on the 24 April 2020. The engagement events specified in the CIS will not be completed, as venues have subsequently become unavailable. This means the plan cannot fulfil its legal obligations regarding the consultation stage.
- Torfaen County Bough Council – The Council have sought a revised DA (currently subject to agreement) indicating public consultation on the Preferred Strategy commencing April 2020. The LPA will need to reflect on whether it can fulfil the consultation obligations in both the DA and CIS. It is unlikely this can be achieved under the current circumstances.
- Ceredigion County Council - The Council have sought a revised DA (currently subject to agreement) indicating public consultation on the Preferred Strategy commencing July 2020. The LPA will need to reflect on whether it can fulfil the consultation obligations in both the DA and CIS. It is unlikely this can be achieved under the current circumstances.

With regard to Monmouthshire Council the current Preferred Strategy consultation should stop immediately. The availability of venues, staff and ability of stakeholders to engage in the plan making process means compliance with the DA and CIS cannot be achieved. The published evidence base to support the plan should be retained on the Council website. The Preferred Strategy consultation stage should be repeated from the beginning at a later date when stakeholders and resources are available to ensure full compliance with the CIS. A revised DA will be required at a later point in time.

In relation to both Ceredigion and Torfaen Council, further consideration needs to be given to the timing of plan preparation, specifically the start date for commencing consultation on both Preferred Strategies. A revised DA to rectify any timing discrepancies can be achieved at a later date.

*LDPs subject to examination/submission:*

Two authorities are either at or nearing examination stage.

- Wrexham County Borough Council's LDP is currently subject to examination. Whilst the hearing sessions have completed, the appointed Inspectors have not published their report. Due to the stage reached in the LDP process there is no requirement for a revised DA.

- Flintshire County Council are due to submit their LDP for examination in June/July this year. The Council should continue to finalise the plan for submission and if possible gain Council approval. If submission of the plan is delayed, a revised DA will be required to accompany submission of the plan.

*LDPs due to formally commence replacement plan preparation:*

For those LPAs who are currently, or are about to consult on a draft DA, careful consideration should be given to the formal start date of LDP preparation. The exceptional circumstances may mean that the commencement of plan preparation may have to be postponed for several months to enable effective engagement in the plan preparation process, as set out in the CIS and DA. A revised DA will be required at a future date.

*All remaining LPAs progressing LDPs:*

For those LPAs not specified above the current exceptional circumstances will have a bearing on the ability to move forward over the forthcoming months. The Welsh Government is sympathetic to the pressures faced by all LPAs in the current climate. Whilst development plan coverage remains a key priority you should consider whether existing approved DAs can be adhered to, alongside CIS engagement plans. It would also be advisable to prepare a revised DA which can be submitted at a later date when greater clarity is available.

In summary, the Welsh Government is adopting a pragmatic approach as to how plan preparation accommodates the current exceptional circumstances. It is important not to progress plans that could be in conflict with the legal requirements set out in the CIS and DA. I am asking all LPAs to reflect on their individual circumstances and consider the most prudent way forward in these uncertain times. I would also stress that as much technical work as possible is undertaken during this period.

The Welsh Government will take a pragmatic view on the implications delays on plan preparation may have on other legislative requirements, such as the end dates of plans.

I trust this letter provides clarity on how we can collectively move forward over the forthcoming months and wish you all well at this difficult time.

Yours Sincerely,

N. Hemington .

**Neil Hemington**  
**Prif Gynllunydd, Y Gyfarwyddiaeth Gynllunio**  
**Chief Planner, Planning Directorate**

This page is intentionally left blank



Ein cyf/Our ref MA-JJ-2099-20

Local Authority Leaders and Chief Executives  
National Park Authority Chief Executives

7 July 2020

Dear Colleagues,

The Corona Virus pandemic is the biggest emergency humanity has faced in living memory and quite rightly the immediate role for government has been to protect the health and livelihoods of citizens. Over recent months we have achieved much by working together. Our success collaborating must be captured and built on as we move to recovery.

We already know the pandemic has impacted most on those in our communities who have least, exacerbating social, economic and environmental inequalities. Our approach going forward must focus on addressing those longstanding inequalities by taking a values based approach to recovery which promotes social, economic and environmental justice.

Some of the changes we have seen over recent months have been beneficial. The improvement of our natural environment, reduction in greenhouse gas emissions and improved air quality, greater reliance on active travel to access local services and the ability of people to recalibrate their work/life balance have been very positive. Just over a year ago, the Welsh Government and many local authorities declared a climate change emergency. This pandemic has demonstrated vividly that we are facing a climate and nature emergency with limited time to change our lifestyles to protect our environment and humanity from the consequences of climate change and habitat and species loss. Tackling homelessness, increasing social housing and providing fair work must also be prioritised with new vigour to address social and economic inequalities.

The planning system is central to shaping a better future for Wales and it is essential that all levels of government ensure that plans, policies and procedures improve the wellbeing of our people and the resilience of our environment. It is my strongly held view that we must not sacrifice the principles of sustainable development and place making in the pursuit of economic recovery at any cost. Up to date agile development plans are the cornerstone of our planning system. Our commitment to a plan led planning system has been reinforced and not reduced by the current crisis.

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1SN

[Gohebiaeth.Julie.James@llyw.cymru](mailto:Gohebiaeth.Julie.James@llyw.cymru)  
[Correspondence.Julie.James@gov.Wales](mailto:Correspondence.Julie.James@gov.Wales)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

## **National Development Framework**

Work on the preparation of the National Development Framework (NDF) was paused when the Senedd went into emergency procedures. The First Minister's Continuity Plan has identified the NDF as a priority to be completed before the next Senedd election and will be submitted to the Senedd for scrutiny later this year with publication of the final framework early in 2021. The opportunities and challenges which the NDF was designed to address before the pandemic are equally as valid today. The urgency with which the opportunities and challenges need to be addressed is greater than ever in areas such as decarbonisation and tackling social and economic inequalities. The NDF submitted to the Senedd will include enhanced coverage on regional planning, including moving to a 4 region model advocated by many during the earlier consultation. The NDF regional policies will provide a robust framework for the preparation of Strategic Development Plans (SDPs).

## **Strategic Development Plans**

The past few months have demonstrated the benefits of regional working on complex issues through structures such as the local resilience forums. The Local Government and Elections Bill is currently progressing through the Senedd with the view to it becoming law in early 2021. The Bill will provide a legal framework for regional collaboration through the creation of Corporate Joint Committees and require the preparation of SDPs.

SDPs will be necessary to implement the NDF and support recovery from the pandemic as many of the issues which need to be addressed most urgently transverse local authority boundaries. The pandemic has placed a severe strain on public finances following a decade of austerity and we may be facing a recession at least as deep as that of the early 1980s. This will put further strain on local planning authorities which have witnessed some of the deepest cuts of all public services in recent years. Local planning authorities are also likely to see lower fee income due to the reduction of construction activity. In this context, local authorities must think strategically about the best use of their resources and I strongly urge you to consider with new vigour opportunities to collaborate to prepare Strategic Development Plans and deliver planning services more generally.

## **Local Development Plans**

Local planning authorities must reflect on the impact of the pandemic on their areas and consider the consequences for LDPs under review or being implemented. Long held views and policies on matters including transportation, economic development, housing, regeneration, the role of town centres and the importance of green infrastructure have all been brought into focus recently. We must think creatively and differently to promote a sustained recovery which has people and places at its heart.

LDPs are evidence based documents. As a result of the pandemic and resulting downturn in the economy much of the evidence on which LDPs are based is likely to be out of date. This is particularly the case for economic and social evidence covering areas such as the need for social and market housing, viability, economic forecasts and transport modelling. LDPs currently undergoing review, which have not yet been submitted to the Planning Inspectorate for examination, should undertake an assessment of the evidence base, strategy and policies in terms of sensitivity to the consequences of the pandemic. Robust conclusions should be reached on the need for new evidence and any consequential changes to strategy and policy before progressing plan preparation. The assessment should be submitted to the Welsh Government with requests to extend Delivery Agreements (DA). It is acknowledged that this will slightly delay plan preparation in the short term. It will however minimise delays at later stages of plan preparation and reduce the chances of a plan being found unsound at examination. Where a plan is part way through a public consultation (preferred strategy or deposit plan) the consultation should cease and start afresh once the assessment has been completed and new DA approved.



I am conscious that a number of LDPs reach their end date in 2021 and 2022 and of the implications of the end date legislation for a plan led system. Therefore, I will continue to explore opportunities to introduce legislation to ensure that LDPs that have passed their end date continue to enjoy the development plan status for decision making purposes. Reviewing the current evidence base and continuing plan preparation with an appropriate strategy and policies will enable most LDPs to progress to an advanced stage as soon as possible, allowing up-to-date evidence to support decision making.

Where consultations have ceased or a review of evidence, strategy and policy has delayed the production of LDPs meaning they cannot adhere to the previously agreed timetable a revised DA will be required. The Chief Planner has been authorised to agree revised DAs. This will ensure our agreement to requests for revised DAs can be provided as quickly as possible.

A key component of a DA is the Community Involvement Scheme (CIS), which sets out who, when and by what means communities and other stakeholders will be engaged in the plan preparation process. For those LDPs currently being prepared there will be an approved CIS setting out arrangements. LDPs must be prepared in accordance with both the DA and CIS. With many public buildings temporarily closed, stakeholders inability to attend consultation events and issues arising from social distancing, existing CISs cannot be complied with. For these reasons, the CIS will need to be adjusted in light of the latest Government advice and social distancing principles to enable plan preparation to progress.

Regulation 9(6) of The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 states that an LPA need not comply with a particular requirement of its CIS if it has reasonable grounds to believe it is not likely to prejudice any persons opportunity in the exercise of the LPAs functions under Part 6 of the PCPA 2004 if it does not comply with that requirement. The Covid-19 virus is considered to be a reasonable reason, provided alternative means of engagement are put in place and communicated to all concerned. Careful consideration must be given as to how engagement may need to be adjusted in the short term, when submitting a revised DA and CIS. Possible approaches include:

- Alternative consultation venues with increased capacity to accommodate social distancing regulations
- Prior arrangement for individual briefing sessions to reduce the number of stakeholders present at any given time
- A longer consultation period to ensure stakeholders have the ability to engage, both for specific types of events and beyond the statutory 6 week period
- An increased use of web based technological tools, such as electronic presentations on key issues, short video clips, information distributed via USB sticks etc.
- Considering how the re-opening of libraries and community centres provides sufficient distribution outlets, particularly in more rural communities. Where there are more restricted options, can alternative venues be sought and communicated effectively to local communities
- Providing information directly to individuals and other stakeholders via electronic means or where this is not possible due to lack of digital skills and equipment by providing hard copies.
- The use of participatory techniques such a citizens' assemblies.

The above examples are not exhaustive. They provide an indication of how different engagement principles and mechanisms can be adopted to allow plans to progress. Consultation on a revised CIS is not required, where it is temporarily amended in light of the exceptional circumstances. This autumn the Planning Inspectorate Wales and Welsh

Government will be jointly hosting seminars on plan making, consultations, evidence and examinations at which we can all share ideas as to how best to move forward.

To assist preparation of LDPs I will not require Annual Monitoring Reports (AMR) to be submitted this October. I strongly encourage LPAs to continue with data collection, as this will help shape and inform policy and plan development. If LPAs wish to publish an AMR, they can of course do so. I will expect the next formal AMR submission in October 2021.

### **Planning Policy Wales**

Planning Policy Wales (PPW) was comprehensively redrafted at the end of 2018 centred on the principles of place making. It sets out what the Welsh Government expects from development plans and is an important consideration in the decision making process on planning applications. We have undertaken a signposting exercise which will exemplify those aspects of PPW which are particularly relevant to the post Covid 19 recovery and responding to the climate and nature emergencies. Where necessary new or amended policies will be proposed. I also aim launch the Placemaking Wales Charter as soon as possible. I am grateful to those organisations which have already signed the Charter and it is important that we do not lose the momentum behind this very important initiative which is intended to improve the quality of development in Wales and promote greater community involvement in the planning system.

Finally, I wish to put on record my thanks for the work undertaken by local planning authorities to maintain the planning system locally during these unprecedented times. In recognition of the vital role that planning will play in supporting our communities in the recovery from the pandemic the planned 20% increase in planning application fees will come into effect in the summer. It is essential that the fee increase is retained in planning department budgets and that there are no offsetting reductions in corporate funding.

Yours sincerely,



**Julie James AS/MS**  
Y Gweinidog Tai a Llywodraeth Leol  
Minister for Housing and Local Government

Revised Carmarthenshire Local Development Plan  
2018 – 2033

# Revised Delivery Agreement – Draft for Reporting

## **Content**

### **1. Introduction**

- 1.1 Background
- 1.2 Purpose of this Revised Delivery Agreement
- 1.3 Revised Delivery Agreement
- 1.4 Impact of Covid-19
- 1.5 Preparing the Revised LDP
- 1.6 Tests of Soundness
- 1.7 LDP Format and Content
- 1.8 How does the LDP relate to other Plans and Strategies?
- 1.9 Potential Preparation of Joint LDP
- 1.10 Sustainability Appraisal and Strategic Environmental Assessment
- 1.11 Habitats Regulations Assessment
- 1.12 Supplementary Planning Guidance

### **2. The Timetable**

- 2.1 Timetable – Key Stages
- 2.2 Decision Making

### **3. Community Involvement Scheme**

- 3.1 Background
- 3.2 Why Participate?
- 3.3 Key Stakeholder Forum
- 3.4 Involvement in the LDP Process
- 3.5 Expectations of Stakeholders
- 3.6 Late Representations
- 3.7 Methods of Involvement, Participation and Consultation
- 3.8 Bilingual Engagement and the Welsh language
- 3.9 Consensus Building
- 3.10 Document Availability / Feedback
- 3.11 Feedback Methods
- 3.12 Monitoring and Review

## **Glossary**

- Appendix 1 – Revised Carmarthenshire Local Development Plan – Timetable
- Appendix 2 – Timetable and Community Involvement
- Appendix 3 – Risk Assessment and Mitigation
- Appendix 4 – County Profile
- Appendix 5 – Consultation Bodies
- Appendix 6 – Public Libraries within Carmarthenshire
- Appendix 7 – Key Stakeholder Forum

# 1. Introduction

## 1.1 Background

1.1.1 Section 69 (S69) of the Planning and Compulsory Purchase Act 2004 requires a Local Planning Authority (LPA) to undertake a review of a Local Development Plan (LDP) and report to the Welsh Government at such times as prescribed. To ensure that there is a regular and comprehensive assessment of whether plans remain up-to-date or whether changes are needed, an authority should commence a S69 full review of its LDP at intervals not longer than every 4 years from initial adoption and then from the date of the last adoption following a review under S69 (Regulation 41).

1.1.2 As part of the LDP process, Carmarthenshire County Council (the Authority) prepared a Review Report which has identified a requirement to undertake a full revision of its Development Plan. The issues considered within the report are of sufficient significance to support the preparation of a revised LDP.

1.1.3 The Review Report drew upon the published AMRs, evidence gathered through updated survey evidence, and pertinent contextual indicators to support this stance. In addition, Carmarthenshire's LDP will expire at the end of 2021.

1.1.4 The current adopted Carmarthenshire LDP will remain the statutory development plan until it is replaced by a revised version of the LDP. Reference is made to the letter dated the 24<sup>th</sup> September 2020 from the Minister for Housing and Local Government wherein it was confirmed that adoption of the current LDP prior to 4 January 2016 makes provision for it to remain the basis for determining planning applications until replaced by the Revised LDP. The revised LDP covers a Plan period from 1<sup>st</sup> April 2018 through to 31<sup>st</sup> March 2033.

1.1.5 Once the Revised LDP is adopted, decisions on planning permissions will be primarily based on its content. It will also form the basis for guiding future investment programmes including those of partner organisations and infrastructure providers. It will provide a measure of certainty about what kind of development will and will not be permitted during the plan period. It determines the level of provision and location of new housing and employment opportunities and sets the framework for considering all proposals that relate to the development and use of land and buildings during the plan period.

1.1.6 The Plan will take a positive role in identifying opportunities for growth and investment, including the allocation of appropriate sites for development in a manner which is balanced against the protection and enhancement of the natural and built environment. It will also consider the linguistic, social, and cultural nature of the County's communities.

## 1.2 Purpose of this Revised Delivery Agreement

1.2.1 As a requirement of the regulations set out above, the Council is obliged to prepare and approve a Delivery Agreement (DA) for the LDP which must then in turn be approved by the Welsh Government (WG).

1.2.2 The DA is a public statement of the Council's commitment to the preparation of the LDP, and how and when stakeholder, interested parties and communities can contribute to its preparation. The DA represents a key statutory stage in the preparation of the Plan, and

adherence to its agreed contents represents one of the tests of the soundness (See section 1.5) at the public examination stage.<sup>1</sup>

1.2.3 As part of its preparatory process, the revised LDP will undergo a number of key stages (See Table 2). This commenced with the production of the original DA consisted of two parts: firstly, a Timetable for producing the LDP, and secondly, a Community Involvement Scheme.

**(i) Timetable**

The timetable details the stages involved in the formulation and preparation of the LDP and how the Council proposes to project manage its preparation. The timetable will be divided into two stages - definitive and indicative -and sets out the key parts of the process and where possible providing definitive dates. Those stages where indicative dates are given are generally post-deposit, where factors outside the Council's control may affect the process. For example, the number of representations received in respect of the LDP during a given consultation exercise.

**(ii) Community Involvement Scheme**

This sets out how the Council intends to consult and engage with stakeholders and partners in a meaningful way throughout the LDP process. The DA contains lists of those groups, bodies and individuals that will be consulted during the LDP preparatory process. It should be noted that these lists are not exhaustive and will be added to as appropriate throughout the LDP process.

1.2.4 The DA forms an important and statutory component in the preparation of a revised LDP. In this respect it is noted that at the Examination into the LDP, any deviations from the DA that have not been agreed with the WG will form an important test into the 'soundness' of the Plan. In this respect the DA, its timetable, and the methods which the Council utilise during the Plan's preparation are fundamental in ensuring the Plan is prepared in an appropriate, timely and inclusive manner.

### **1.3 Revised Delivery Agreement**

1.3.1 The Council is required to keep the DA under regular review and any revision must be approved by resolution of the LPA and agreed by Welsh Government the DA should be publicised and made available for inspection in line with LDP Regulation 10. It is recognised that only exceptionally should a revised timetable be considered during plan preparation. However, in her letter of the 7<sup>th</sup> July 2020 Minister for Housing and Local Government in recognised that a revised DA will be required where the impact arising from Covid-19 meaning that the authority cannot adhere to the previously agreed timetable.

1.3.2 In this respect it is noted that the Chief Planner has been authorised to agree Revised DAs to ensure WG agreement to requests for revised DAs can be provided as quickly as possible.

---

<sup>1</sup> To be adopted, a Local Development Plan must be determined 'sound' by the examination Inspector (section 64 of the 2004 Planning and Compulsory Purchase Act). Tests of soundness and checks are identified in Planning Policy Wales Edition 10, , and the Local Development Plan Manual – Edition 3 Chapter 6. <https://gov.wales/sites/default/files/publications/2020-03/development-plans-manual-edition-3-march-2020.pdf>

1.3.3 In developing the Revised DA, the Authority is required to undertake the following stages:

- Prepare a draft Revised DA;
- Consult on the Draft DA with the WG and a draft timetable with the Planning Inspectorate (PINS), Cadw and Natural Resources Wales (NRW);
- To consider, and where appropriate revise the draft DA's content following its consultation; and,
- Submit to the WG for agreement.

1.3.4 Following its agreement by the WG, the Revised DA will be published along with the Covid-19 Assessment as required in the Ministers letter.

## **1.4 Impact of Covid-19**

1.4.1 In late January 2020 the Corona Virus outbreak was declared a public health emergency of international concern (PHEIC) with its subsequent impact spreading across the world's societies and throughout our communities.

1.4.2 In response to the escalating pandemic on the 18th March 2020 Carmarthenshire County Council took the decision to suspend most democratic meetings, followed on the 19th March by the decision to close the Authority's administrative buildings.

1.4.3 On the 23rd March 2020 the UK Government introduced a full "lockdown" to halt the spread of the virus. The subsequent months has witnessed not only the tragic loss of life but also impacts to how our people, businesses, organisations, and communities behave and interact at an economic, social, and cultural level.

1.4.4 On the 7<sup>th</sup> July 2020 the Minister for Housing and Local Government in her letter to Local Authority Leaders and Chief Executives. In this letter the Minister reiterated the role of up to date agile development plans as the cornerstone of the planning system. In this regard the letter requires local planning authorities to reflect on the impact of the pandemic on their areas and consider the consequences for LDPs under review or being implemented. Those LDPs currently undergoing review, which had not yet been submitted to the Planning Inspectorate for examination, should undertake an assessment of the evidence base, strategy, and policies in terms of sensitivity to the consequences of the pandemic. This assessment has been prepared in conjunction with this Revised DA and forms part of the LDP documents.

1.4.5 A key component of a DA is the Community Involvement Scheme (CIS), which sets out who, when and by what means communities and other stakeholders will be engaged in the plan preparation process. It is recognised that the pandemic and the associated lockdown has had an effect on how we access and use public building and participate in consultations/engagements. With many public buildings temporarily closed or restricted access, stakeholder's inability to attend consultation events and issues arising from social distancing, there are clear challenges in the existing CIS being able to be complied with. For these reasons, the CIS has been adjusted to reflect Government advice and social distancing principles to enable plan preparation to progress. Careful consideration has also been given as to how engagement may need to be adjusted in the short term, when submitting a revised DA and CIS.

## 1.5 Preparing the Revised LDP

1.5.1 The preparation of the Revised LDP has and will continue to have regard to relevant legislation, national policy, and other plans, strategies, guidance and European Directives. It has and will recognise and have regard to regional, local plans and strategies, with particular reference given to the provisions of the Public Service Board's Well-Being Plan, by providing the land use expression of a shared vision of how the County will develop and change over the Plan period.

1.5.2 The Revised LDP has and will also be informed and supported through the development of an up-to-date evidence base. However, the principles of engagement and consultation throughout its preparation is key to its development. In this respect, the timetable set out in Section 2 indicates the key stages of the Plan's preparation, whilst the Community Involvement Scheme details the nature of the consultation approaches used. During such consultation exercises, those wishing to do so may make comments on the assessments. However, it is recognised that these have had to be amended to reflect the impact of the Pandemic on the engagement and consultation processes used

1.5.3 The culmination of the Plan making process will be the independent Examination of the LDP by a Planning Inspector appointed by WG, who will consider matters relating to the soundness of the Plan. The findings of the Examination will be published in the Inspector's Report, and its content and recommendations are binding on the Authority.<sup>2</sup>

## 1.6 Tests of Soundness

1.6.1 In assessing the issue of soundness, the Planning Inspector will have due regard to the evidence accompanying the Plan and the representations submitted at the Deposit stage. The LPA must comply with the preparation requirements, and ensure that the Plan meets the 3 tests of soundness. Each test has a series of questions which assist in indicating the matters that may be relevant under each test. The lists are neither exhaustive nor necessarily apply in every case.

### Preparation Requirements:

- Has preparation complied with legal and regulatory procedural requirements? (LDP Regulations, Community Involvement Scheme (CIS), Strategic Environmental Assessment (SEA) Regulations, Sustainability Appraisal (SA), Habitats Regulation Assessments (HRA) etc?)<sup>3</sup>

### Soundness Tests:

**Test 1: Does the plan fit?** (i.e. is it clear that the LDP is consistent with other plans?)

#### Questions

- Does it have regard to national policy and Wales Spatial Plan (WSP)
- Does it have regard to Well-being Goals<sup>4</sup>
- Does it have regard the Welsh National Marine Plan
- Is it consistent with regional plans, strategies and utility programmes?

<sup>2</sup> Details in relation to the Plan making process can be found through the Local Development Manual Edition 3. <https://gov.wales/sites/default/files/publications/2020-03/development-plans-manual-edition-3-march-2020.pdf>

The Planning Inspectorate - Local Development Plan Examinations Procedure Guidance (August 2015) <http://gov.wales/docs/desh/publications/170503ldp-procedure-guidance-en.pdf>

<sup>3</sup> PINS examination guidance is available from the PINS website

<http://gov.wales/docs/desh/publications/170503ldp-procedure-guidance-en.pdf>

<sup>4</sup> As set out within the Well-being of Future Generations (Wales) Act 2015.



- Is it compatible with the plans of neighbouring authorities?
- Does it reflect the Single Integrated Plan (SIP) or the National Park Management Plan (NPMP)?

**Test 2: Is the plan appropriate?** (i.e. is the plan appropriate for the area in the light of the evidence?)

**Questions**

- Is it locally specific?
- Does it address the key issues?
- Is it supported by robust, proportionate and credible evidence?
- Can the rationale behind plan policies be demonstrated?
- Does it seek to meet assessed needs and contribute to the achievement of sustainable development?
- Are the vision and the strategy positive and sufficiently aspirational?
- Have the 'real' alternatives been properly considered?
- Is it logical, reasonable and balanced?
- Is it coherent and consistent?
- Is it clear and focused?

**Test 3: Will the plan deliver** (i.e. is it likely to be effective?)

**Questions**

- Will it be effective?
- Can it be implemented?
- Is there support from the relevant infrastructure providers both financially and in terms of meeting relevant timescales?
- Will development be viable?
- Can the sites allocated be delivered?
- Is the plan sufficiently flexible? Are there appropriate contingency provisions?
- Is it monitored effectively?

## 1.7 LDP Format and Content

1.7.1 To accord with guidance, the proposed draft structure of the Revised LDP will be as follows:

- Introduction;
- Strategy (vision, strategic issues, key policies, key aims and objectives, and monitoring targets etc.);
- Identification of Strategic and Regeneration Sites;
- Land use allocations;
- Area wide policies for development;
- Specific policies and proposals for key areas of change or protection;
- Succinct reasoned justification to explain policies and to guide their implementation; and,
- Proposal maps on a geographical base.

## 1.8 How does the LDP relate to other Plans and Strategies?

1.8.1 In preparing the LDP, regard will be given to national guidance and other plans, policies and programmes. Relevant national, regional and local documents will be reviewed and considered as part of the Plan's preparation. The relationship and interaction with such documents will be reviewed and will develop throughout the Plan making process. Regard will also be given to any future legislation, national policy/guidance and any plans and

strategies which may emerge throughout the revision process, the implications of which will be considered.

## 1.9 Potential Preparation of Joint LDP

1.9.1 As part of any LDP revision process, it was necessary and prudent to consider the potential of preparing a joint LDP with neighbouring authorities. . The Welsh Ministers have the power to direct two or more authorities to act jointly to prepare a LDP / replacement LDP<sup>5</sup> where they consider appropriate.

1.9.2 As part of the process of preparing the LDP Review Report, the advantages and disadvantages of preparing a joint replacement Plan with one or more neighbouring local planning authorities has been considered, and are set out below.

- It is clear that both the City and County of Swansea and Neath Port Talbot County Borough Council are incompatible, by virtue of their timetables for Plan preparation and review. Swansea at this time are yet to have an adopted LDP and are approaching examination, whilst Neath Port Talbot have a recently adopted Plan and therefore the timing of their review is not consistent with that of Carmarthenshire.
- Powys County Council also have compatibility issues in relation to the timing of their Plan, with an Inspector's Report anticipated towards the end of February 2018. This, coupled with limited cross border relationship would currently preclude any joint arrangement.
- The Brecon Beacons National Park Authority only occupies a small part of the County, and therefore it is not considered a viable option to prepare a joint plan. Secondly it would logistically require policy integration across a number of other Council areas.
- Whilst other neighbouring authorities present opportunities in terms of the timing of their review and revision processes, they raise issues in terms of compatibility. Ceredigion has similarities to parts of Carmarthenshire in terms of the rural context, however there is a divergence in terms of the authorities on economic collaborations, particularly in terms of Carmarthenshire's role in the Swansea Bay City Region.
- Similarly, Pembrokeshire has significant differences in the economic and cultural nature that would make a joint plan potentially more complicated and lengthy to deliver. These include differences in economic drivers, the proportion of Welsh language speakers in communities, differences in the role of tourism, and the particular relationship of Pembrokeshire to the National Park. This, together with the additional delay likely in developing and implementing a joint working arrangements, it is considered to outweigh any advantages of preparing a joint LDP.
- It is clear however that putting governance and compatibility issues aside, in the longer term a joint Plan between the three authorities and the Pembrokeshire Coast National Park Authority is a possibility. However, this would be best considered once the revised LDPs of the respective authorities come up for second review, which would allow a forward programme of integration and collective working to be established in a period leading up to their review timetables.

---

<sup>5</sup> Planning (Wales) Act 2015

1.9.3 Carmarthenshire has and will continue to work with all neighbouring Authorities and will work collaboratively and in a collective manner on common approaches where appropriate. This will include sharing and jointly preparing aspects around evidence to support the implementation and review/revision of the respective LDPs. Joint Statements of Common Ground will be prepared as necessary, to provide clarity on shared approaches.

## 1.10 Sustainability Appraisal and Strategic Environmental Assessment

1.10.1 The requirement to undertake a Sustainability Appraisal (SA) is an integral part of the process of plan preparation and is mandatory under the Planning and Compulsory Purchase Act 2004. The SA has and will consider the LDP’s social and economic effects as well as the environmental aspects. A SA may be defined as follows:

“A systematic and interactive process undertaken during the preparation (and review) of a plan which identifies and reports on the extent to which implementations of the plan will achieve the environmental, social and economic objectives by which sustainable development can be defined and identifies opportunities for improving plan performance in relation to these”<sup>6</sup>.

1.10.2 European Directive 2001/42/EC is enacted in the United Kingdom through the Environmental Assessment of Plans and Programmes (Wales) Regulations 2004. It requires that a formal environmental assessment is undertaken during the production of certain plans and programmes. In this regard, the undertaking of a Strategic Environmental Assessment (SEA) will require an iterative assessment of the impact of the LDP on the environment to be integrated into the plan making process.

1.10.3 The SA process has been combined with the requirements for a SEA into a single appraisal process (SA/SEA). This integrated approach will be utilised to inform the preparation of the Plan from the outset. Statutory consultees will have a key role in the SEA process, particularly environmental consultees such as Cadw and NRW. In addition, there are a number of statutory consultation requirements relating to the SEA. Table 1 sets out the key stages of the SA/SEA process.

<b>Table 1 <sup>7</sup>: SA/SEA Stages</b>
Stage A – Setting the context and objectives, establishing the baseline and deciding on the scope.
Stage B – Developing and refining options and assessing effects.
Stage C – Preparing the Sustainability Appraisal Report.
Stage D – Consulting on the preferred option of the development plan and SA Report.
Stage E – Monitoring significant effects of implementing the development plan.

1.9.4 In practical terms, it is proposed that the above requirements will be met as follows:

- SA – SEA Scoping Report;

<sup>6</sup> *Sustainability Appraisals of Unitary Development Plans: A Good Practice Guide (Welsh Government 2002)*

<sup>7</sup> *Local Development Plan Manual 3 – Welsh Government*

- Initial / Interim SA - SEA Report alongside the pre-deposit Preferred Strategy;
- The SA – SEA Report alongside the Deposit LDP;
- Final SA-SEA report (incorporating any post Deposit LDP changes – e.g. any Focussed Changes and/or Matters Arising Changes).

## 1.11 Habitats Regulations Assessment (HRA)

1.11.1 European Directive 92/43/EEC is enacted in the United Kingdom through the Conservation of Habitats and Species Regulations 2010. These regulations clarify the responsibilities of the Plan Making Authority and set out the framework under which it should document the process. The Plan Making Authority should ultimately create a LDP that, as it is implemented, will have no significant effect (alone and in-combination) on the European Sites' resource. The European Site resource includes; Special Area of Conservation (SAC), Special Protection Area (SPA), Ramsar and European Marine Sites (EMS).

1.11.2 The HRA, whilst not forming part of the SA/SEA, has and will continue to be prepared in parallel with it. The HRA will require an iterative assessment of the impact of the LDP on the European Sites' resource to be integrated into the plan making process.

In practical terms, it is proposed that the above requirements will be met as follows:

1. Preliminary Screening Report alongside the pre deposit Preferred Strategy;
2. HRA Report alongside the Deposit LDP (if 1 above cannot rule out any impact);
3. Final HRA report (incorporating any post Deposit LDP changes – e.g. any Focussed Changes and/or Matters Arising Changes).

## 1.12 Supplementary Planning Guidance

1.12.1 Supplementary Planning Guidance (SPG) are produced to provide further detail on certain policies and proposals contained within an LDP. Their preparation helps ensure particular policies and proposals are better understood and applied more effectively. Whilst an SPG does not have the same status as adopted development plan policies, they may be taken into account as a material consideration in determining planning applications. There are currently a number of adopted SPG documents accompanying the LDP. These can be viewed on the Authority's website<sup>8</sup>.

1.12.2 SPG can be produced in the form of:

- Guidance on a particular topic
- Master plans
- Design guides
- Area development briefs

---

<sup>8</sup> <https://www.carmarthenshire.gov.wales/home/council-services/planning/planning-policy/supplementary-planning-guidance-spg/#.X2t5b55KiUk>

1.12.3 A review of the current SPG will be undertaken to ensure they remain relevant, and where appropriate, updated accordingly. The extent of any amendments will become clearer as the LDP progresses towards adoption. The Authority also reserves the right to cancel any existing SPG where they are no longer relevant to the content of the revised LDP.

1.12.4 The revised LDP will contain sufficient policies and proposals to provide the basis for deciding planning applications. However, where appropriate and to aid the usability of the plan, and to ensure it remains concise, the Council will use SPG as a means of setting out more detailed guidance. A list of proposed SPG together with a timetable for their production is set out within the Deposit Revised LDP.

## 2. The Timetable

### 2.1 Timetable - Key Stages

2.1.1 Table 2 sets out the proposed key stages and timetable involved in the preparation of the LDP as required under the provisions of the LDP Regulations<sup>9</sup> and the Planning and Compulsory Purchase Act 2004. A detailed timetable is set out in Appendix 1.

**Table 2 – Timetable - Key Stages**

Stage in Plan Preparation	Regulation Number	Timescale
<b>DEFINITIVE</b>		
Key Stage 1 - Delivery Agreement	5-10	February 2018 to July 2018
Key Stage 2 - Pre-Deposit – Preparation and Participation	14	February 2018 – February 2020
Key Stage 3 - Pre-Deposit – Public Consultation	15,16, 16A	May 2018 – May 2019
Key Stage 4 - Deposit LDP (including Focused Changes)	17-21	January 2019 – April 2021
Key Stage 5 - Submission of LDP to WG for Examination	22	May 2021
Key Stage 6 - Independent Examination	23	July – December 2021
Key Stage 7 - Receipt and Publication of Inspector's Report	24	May 2022
Key Stage 8 - Adoption	25, 25A	July - August 2022
Key Stage 9 - Monitoring and Review	37	Continued following adoption

2.1.2 The stages identified in Table 2 are definitive as it is where the Council has direct control over the timetable. Those identified as indicative are where factors outside the Council's control may impact upon the process. The Council was however expected to define the indicative timetable within three months of the close of the formal six-week Deposit period and following consultation with the Planning Inspectorate. However, the impact of the Pandemic on the timetable and the preparation of this Revised DA has resulted in a delay to the adoption of the Plan of 7 months. This Revised DA will represent the opportunity to seek to establish the availability of an Inspector and to allow a check on the adequacy of the timetable in relation to the examination period.

### 2.2 Decision Making

#### Reporting

2.2.1 The approval of the County Council will be required for those stages of the LDP's preparatory process where consideration is to be given to representations received during formal consultation exercises, such as the deposit and strategic options stages. It is however noted that in response to the impacts arising from Covid-19 this Revised DA makes provision for the undertaking of Focused Changes. These changes will be subject to full public consultation, however the responses received will be forwarded directly to the Inspector for consideration at the examination and not reported back to Council for

<sup>9</sup> *The Town and Country Planning (Local Development Plan)(Wales) Regulations (Edition 2)(August 2015)*

deliberation. In addition, Executive Board and/or County Council approval will normally be sought for those parts of the Plan's preparatory process where it will be available as part of a formal public consultation exercise.

### **Advisory Panel**

2.2.2 The preparation of the Plan has and will continue to be supported by the established LDP Advisory Panel with reports presented to the Panel and to the Executive Board and/or County Council as appropriate.

2.2.3 The Advisory Panel is made up of a mix of elected Members across all the Political Parties. In guiding the formulation of the LDP throughout its process, the Panel will ensure that the Plan and its preparatory process is accountable and undertaken in a manner consistent with statutory provisions and the content of this DA.

2.2.4 The purpose of the LDP Advisory Panel is to scrutinise and evaluate all input throughout the Plan making process. The Panel may also be required to arbitrate on any opposing viewpoints which may emerge with a view to reaching a consensus on key issues of policy and emerging Plan proposals.

2.2.5 The Panel's role and remit will continue post-LDP adoption through its consideration of future monitoring outputs. This will ensure continued political ownership and engagement. The County Council's elected Members will be kept informed through council reports and the use of seminars and briefings.

### **Corporate Fit**

2.2.6 The Council is committed to the delivery of its corporate aims and objectives through its strategic and policy documents. The development of a corporate relationship between such documents is central to delivery, with the LDP being fundamental in conveying their land use aspirations. Developing on the LDP's position as a key strategic council document provides an opportunity to adopt a joined up or co-ordinated approach as part of its preparation. This will further assist by providing greater clarity and ensuring that work undertaken is not unnecessarily repeated elsewhere. The LDP also seeks to respond and reflect the Council's Covid-19 Recovery Plan.

### **Resources**

2.2.7 Whilst the Director of Environment will be responsible for the delivery of the LDP, the day to day aspects of its production and preparation through to adopted status rests with the Forward Planning Section of the Council's Planning Services Division. A team of officers and support staff whose principal role is the preparation of the LDP will be the main staff resource. A breakdown of the team responsible for the preparation of the LDP and the percentage of time involved in the production of the Plan is as follows:

#### **LDP Team**

Head of Planning	(5%)
Forward Planning Manager	(50%)
Forward Planning Officer (x5)	(70%)
Sustainability and Ecology Support Officer (Policy)	(70%)
Monitoring and Implementation Officer	(10%)
Graphic Design and Technical Support Officer	(70%)
Technical Assistant	(60%)
Forward Planning Assistant	(70%)
Graduate Planner	(65%)

2.2.8 Additional expertise and specialist support and input will where applicable be drawn from other service areas within the Authority.

2.2.9 It is also recognised that additional specialist assistance and services may be required. In this regard, the Authority may supplement its own staff resources through the commissioning of consultants.

2.2.10 It is anticipated that the budgetary requirements of preparing the Revised LDP through to adoption will be broadly similar to that incurred by the production of the current adopted LDP. The Council will commit sufficient funds to ensure the Revised LDP progresses in a manner consistent with the commitments set out within the DA. In addition, the Council may utilise reserve funds as appropriate to meet ongoing costs. General administration and staff costs associated with the production of the LDP may be accounted for through separate budgetary structures.

### **Managing Risk**

2.2.11 In preparing the proposed timetable, regard has been given to identifiable potential risks associated with the Plan making process. The Authority remains mindful of the impact of risks on the deliverability of the agreed timetable and the Community Involvement Scheme. Consequently, Appendix 3 highlights the risks the Authority may face in meeting the provisions of this DA (excluding Covid-19).

2.2.12 It should be noted however that the impacts arising from the pandemic were of an unforeseeable nature. This Revised DA will see where possible to accommodate these unique risks in setting the framework for progressing the Plan to adoption.

2.2.13 In line with guidance, the ongoing timetable for Plan preparation contains built in tolerances to account for potential slippage (3 months). However, some risks may represent matters beyond such allowances, and as a consequence may result in slippage to the timetable. Proposed mitigation measures are included to address and minimise these potential risks.



## **3. Community Involvement Scheme**

### **3.1 Background**

3.1.1 This Community Involvement Scheme (CIS) sets out why it is important to involve the community. It identifies who should be involved and suggests how to get involved in the LDP process. It is vital in order to achieve a plan that has local ownership and legitimises the policies that will shape the future distribution of land uses and development within Carmarthenshire.

3.1.2 Carmarthenshire can be characterised as a county of contrasts with the agricultural economy and landscape of rural Carmarthenshire juxtaposed with the urban and industrial south-eastern area (see Appendix 4 for a County profile). The diversity in population (including distribution, age, employment and culture) presents a challenging task in involving the community in the LDP process.

### **3.2 Why Participate?**

3.2.1 As a land use planning document, the benefits and impacts of the LDP are most keenly felt within the communities of the County. With this in mind, the Council remains keen to ensure that opportunities exist for all to participate in the preparation of the Revised LDP. This opportunity to participate and communicate their views to date has extended from understanding the issues faced through to the wording of detailed policies and site identification. This and future consultations provides an opportunity to develop on the existing adopted LDP in preparing a revised replacement Plan which is fit for our communities through to 2033.

### **3.3 Key Stakeholder Forum**

3.3.1 The Key Stakeholder Forum was established to assist in the preparation of the Plan. Members of the Key Stakeholder Forum have an important role to play in the key stages of the preparation of the Plan, in particular in considering key evidence, and in the consideration and assessment of the vision, objectives and options. The Forum's role has to date been effected through formal meetings, consultation on specific matters and general discussion, however consideration will need to be given on the mechanisms used as a result of Covid-19 and the need to adhere to the latest Government advice and social distancing requirements..

3.3.2 The purpose of the Forum is to act as a sounding board throughout the preparation process and will require regular involvement.

3.3.3 The Key Stakeholder Forum consists of representatives from a range of groups and organisations including key partnerships, together with selected representatives from groups and forums such as Community and Town Councils, partners including members of the Public Service Board, as well as Council Officers. Members of the Panel consist of those with an interest directly affected by the LDP. A list of invitees is contained in Appendix 7. These may be subject to amendment as the preparation of the Plan progresses, however, it is considered vital that the Forum remains a manageable size in order to enable constructive discussion and progress.

3.3.4 Members of the Forum are required to meet the following expectations, in addition to the expectations set out under the general stakeholders:

- Commit to the process – attend meetings/seminars and contribute to the process.
- Members will be representing the interests of the parent body, and it would be beneficial to the process if LDP information would be disseminated to colleagues in order to facilitate extended consultation on the Plan using existing structures.

3.3.5 Specific thematic groups may emerge from, and or develop to supplement the Key Stakeholder Forum and the preparation of the LDP as appropriate.

### **3.4 Involvement in the LDP Process**

3.4.1 The LDP will set out policies and proposals for future development and the use of land in the County. Therefore, anyone who lives, works, visits or has an interest in the future development of Carmarthenshire should get involved in the LDP process. Whilst it is recognised that it is not always possible or sometimes necessary, nor feasible to involve everyone in all stages of the process, the Council remains keen to ensure the opportunity is available for all to do so. This section identifies groups that may be involved and how they could be involved.

#### **Elected Members**

- Throughout the LDP process, the Forward Planning Team will report to the Advisory Panel and at significant stages, reports will be prepared for Executive Board and/or full Council as appropriate.
- Member Briefings, seminars and workshops will seek input and will advise on the process and how and when decisions and input will be required.
- The Executive Board Member with responsibility for strategic planning and the Chair of Planning Committee sit on the Key Stakeholder Forum.

#### **Specific Consultation Bodies**

- A list of Specific Consultation Bodies that the Council is required to consult with can be found in Appendix 5.
- Documents, or electronic links to these documents will be sent to these bodies at the identified stages (see Appendix 2) and a response will be expected within a reasonable timescale.

#### **Environmental Consultation Bodies**

- Organisations with a remit on environmental, social and/or economic matters and are able to provide advice on specialist issues.
- This will operate alongside the LDP process in ensuring that the LDP accords with sustainability criteria.

#### **General Consultation Bodies & Other Consultees**

- A list of general consultation bodies and other consultees that the Council is required to consult, and those which the Council consider should be involved as Consultees. These can be found in Appendix 5.
- These bodies will be advised by letter or e-mail at the identified stages. These can be found in Appendix 5.

#### **Professional Officers**

- Internal representation from Development Management Officers, County Ecologists and other elements of the planning service and other service areas, as well as where appropriate external partner organisations will feed in through

thematic groups (and other fora) which cover the broad spectrum of topics within the Revised LDP.

- Internal representation of other Council services is essential to ensure that the Plan is consistent with other Departments' strategies and plans.

### **Youth**

- Young people are traditionally under-represented in the development plan process. The established Carmarthenshire Youth Council and other means of accessing young people such as Carmarthenshire Young Farmers Clubs, Council for Voluntary Youth Services and the National Association of Youth Clubs will be utilised in order seek the views of the youth as part of the process.

### **Developers & agents**

- Developers and agents can request to be added to the Direct Mailing List (see below). They must, like the general public, accept responsibility to ensure that any representations to the statutory stages are submitted within the correct timescale and with the information requested.
- Developers, agents and any other persons were able to submit any sites that they wished to be put forward for consideration during the non-statutory stages ("Candidate Site" stage). Details of these sites are available for inspection on the Council's website.
- Submitted sites were assessed against the Site Assessment Methodology.

### **General public (direct mailing group)**

- This group includes anyone with an interest in the future of Carmarthenshire, including individuals, businesses, organisations and groups.
- Members of the public, groups or organisations may on request be included on the direct mailing list to be kept informed of the progress of the Plan and how they can be involved. Notification will be in the form of e-mail, or in exceptional circumstances through the postal service. However, it is the general public's responsibility to ensure that any representations to the statutory stages are submitted within the correct timescale and with the appropriate information as requested. Representations during formal consultation periods are encouraged electronically and through the consultation portal. Where a postal service is used the Council will not be held responsible for the non-delivery of any item.
- All those who submit representations during statutory consultation periods will be automatically added to the mailing list unless they indicate otherwise.
- To register your interest please contact the Forward Planning Team by any of the following means:
  - ★ By e-mail: [forward.planning@carmarthenshire.gov.uk](mailto:forward.planning@carmarthenshire.gov.uk)
  - ★ By mail: Forward Planning, Planning Services, Environment Department, 3 Spilman Street, Carmarthen, Carmarthenshire, SA31 1LQ
  - ★ By phone: 01267 228818
- All registered persons will be advised by e-mail (unless specified otherwise through the absence of an email address) at identified stages (see Appendix 2).

### **Developers, Agents and other proponents of sites**

3.4.2 There have been a number of stages within the preparatory process of the Revised LDP where proponent will have had an opportunity to propose sites for inclusion within the LDP. Central amongst these were:

- The candidate site stage - an early opportunity as part of the Pre-Deposit LDP stage to submit a site for consideration. .
- If there has been a material change in circumstances affecting a previously rejected site, or a completely new site is put forward, it is the responsibility of the proponent to test the effects of their site using the LPA SA framework. The LPA will provide guidance on what would be required for a SA which the proponent would be expected to follow. The Authority does not however, give any assurance that such a change in circumstances would warrant or illicit a change which would be likely to see the site included within the Plan.
- There will be no vetting process to ensure that submissions are satisfactory in terms of SA: any vetting will take place as part of the examination before the Inspector. If a new, or alternative site has not been subject to any SA, it is unlikely that the Inspector will be in a position to recommend its inclusion in the LDP.
- The LPA will considered all representations submitted at the pre-deposit public consultation stage in accordance with LDP Regulation 16(2) before determining the content of the Deposit Revised LDP. Representations made at this pre-deposit stage do not constitute representations to be considered at the independent examination.
- Deposit Plan stage – it is the responsibility of those promoting changes to the Plan to show that the proper procedures have been undertaken and to provide the necessary evidence to demonstrate that the Plan would be sound if the site were to be included. This would include the site’s compatibility with the SA.
- All sites submitted are considered in accordance with the provisions of the site assessment methodology.

### **Seldom Heard Groups**

3.4.3 This includes groups that have traditionally not taken part to any great extent in the plan process.

- Such groups will continue to be encouraged to participate through already established forums where possible. Throughout the process endeavours have been made to identify and involve these groups.
- These groups have and will continue to be informed of the different stages of the plan making process. Individual groups have been identified under General and Other Consultation Bodies (see Appendix 5).

3.4.4 The Forward Planning Team will also work with colleagues in other service areas to maximise consultation opportunities including gaining access to associations and forums.

3.4.5 Where petitions are submitted, one nominated person should be identified as a point of contact for involvement in the LDP process.

### **Town and Community Councils**

3.4.6 In preparing the revised LDP, the Authority recognises the important role of Town and Community Councils within their respective communities acknowledging their capability to communicate information and encourage engagement. As a reflection of this role and status as specific consultees (Appendix 5), the Council will consult with them at appropriate stages (including representation at the Key Stakeholder Forum).

3.4.7 Town and Community Councils and individual Councillors can provide an invaluable link and means of communicating with their communities. Their ability to raise awareness is

clear as is their potential to feedback and convey views and comments back into the Plan making process.

3.4.8 There are 72 Town and Community Councils (135 seats) of varying sizes and budgets within the County. It is considered that attending the meetings of each of these Councils on an individual basis is impracticable due to resource issues. However, where practicable, the Authority will however identify other appropriate methods of engagement for the Sector. Such methods could include area-based meetings. There are also opportunities to utilise the Authority's established Town and Community Council Liaison Forum.

3.4.9 The Authority will, where appropriate, seek to utilise the ongoing liaison with those larger Town and Community Councils in the County in relation to the duties emerging from the Well-being of Future Generations Act. A community or town council is subject to these duties where its gross income or expenditure was at least £200,000 for each of the preceding three financial years. It is understood that at the time of writing, the Councils that meet this criterion are Llanelli Town, Llanelli Rural, Pembrey and Burry Port, Carmarthen Town, Llannon, Cwmamman and Llanedi. There are therefore opportunities to utilise this existing platform to engage with these larger Councils on the LDP.

3.4.10 The Authority will also seek to engage with Town and Community Councils in relation to the potential contribution that Place Plans (where under preparation) could make. In this regard, the Authority will monitor the release of any further guidance from the Welsh Government.

3.4.11 There are also a number of external organisations that could play an important role in supporting engagement with the Sector – including One Voice Wales and Planning Aid Wales. In relation to the former, reference is made to the well-established Area Committee structure, whilst Planning Aid Wales are established training providers for the sector and have assisted in running training as part of the LDP process.

### **3.5 Expectations of Stakeholders**

3.5.1 It is important that all stakeholders and interested parties in the LDP process make every effort to meet the following expectations:

- (a) Respond to correspondence within an appropriate timescale – all correspondence and representations submitted will be replied to within a reasonable timescale and it is expected that stakeholders will reply to any correspondence within 21 days.
- (b) Stakeholders will only raise legitimate issues (LDP matters only).
- (c) Proponents of sites should identify any gaps in evidence or policies during the identified consultation periods. On site related matters, the Council is not obliged to consider, or forward any sites (or other representations) to the examination which have been submitted outside the defined consultation periods.
- (d) Respondents should undertake to provide the information requested as necessary to allow an appropriate assessment of any submission or representation.
- (e) Relevant guidelines and procedures must be followed at all times.
- (f) Information should be shared and provided if required.
- (g) Stakeholders should accept that the Inspector's Report is binding and that no appeal in respect of his/her decisions can be made.
- (h) A commitment by all to consensus building.

3.5.2 Delays may occur if these expectations are not met and may result in the plan not according to the principles of soundness.

### **3.6 Late Representations**

3.6.1 The Council will only consider representations submitted in accordance with the advertised period of the consultation. Any representations received outside of these dates will not be considered as duly made, and the Council is not obliged to consider them. Only where the Council is satisfied that a genuine attempt in good faith to submit within the given timescales has been made, will a late representation be registered as duly made. Evidence of delivery, posting etc. will be required to support such claims. Such circumstances are expected to be exceptional and all respondents are encouraged to submit during the advertised periods. In this regard where related directly to the impacts of Covid-19 this has been considered an exceptional circumstance. Consequently, a pragmatic an understanding approach was adopted. This has been further supplemented by the addition of a further 3-week consultation on the Deposit Revised LDP.

3.6.2 To be registered as a duly made representation, they must supply the necessary information and specify the matters to which they relate. At Deposit stage representations should also specify the changes being sought, the grounds upon which the representation is made and where possible, the relevant test(s) of soundness.

3.6.3 Only those duly made representations at Deposit stage and the subsequent Focused Changes stage will be submitted to the Inspector for consideration at the examination. It should be noted that representations submitted during the Pre-Deposit Stage will not be submitted to the Inspector for consideration at the examination.

### **3.7 Methods of Involvement, Participation & Consultation**

3.7.1 A range of methods were previously identified to facilitate community involvement throughout the plan process. These have been amended to reflect the impact of Covid-19 and the need to follow the latest Government guidance and to meet social distancing requirements including:

Documents published and regular updates provided on the Council's website:  
[www.carmarthenshire.gov.wales/planning](http://www.carmarthenshire.gov.wales/planning)

- The use of social media, including Twitter updates, and Facebook news items from the Council's Social Media accounts
- Newsletters, online diaries and blogs where available
- Direct mailing (preferably by e-mail, however by letter for those who seek this form of communication)
- Public Exhibitions
- Seminar / Workshops
- Documents made available at Customer Service Centres and Public Libraries
- Press releases / Public Notices
- Meetings

### **3.8 Bilingual Engagement and the Welsh Language**

3.8.1 The preparation of the LDP will be undertaken in accordance with the Council's Welsh language standards with bilingual engagement essential in ensuring equal opportunity

to engage in Plan preparation. In this respect, the Council welcomes correspondence in Welsh and English and will seek to enable all consultations to be undertaken in either language. All forms, documents and correspondence will be bilingual, with the opportunity for bilingual meetings also to be offered, thus affording the opportunity for people to engage in the language of their choice.

### **3.9 Consensus Building**

3.9.1 Better consultation and involvement may assist in a reduction of conflict in decision making. The consultation techniques proposed in this Scheme aim to reduce conflict and where possible seek consensus, by using structured engagement and active involvement of stakeholders, communities and interested parties. It is important that agreement is sought with the overall strategy of the LDP, particularly in the early stages of the process.

3.9.2 Where consensus cannot be achieved, it is imperative that the sources of information leading to a decision are explicit and respected by all parties. In those instances where consensus cannot be reached, other pertinent matters such as national policy, evidence etc will be considered in determining any outcome.

### **3.10 Document Availability / Feedback**

3.10.1 All documents produced throughout the preparation of the LDP will be published on the Council's website and also subject to Covid-19 restrictions made available at the locations (locations may be subject to change in response to the latest Government guidance and social distancing measures):

- Customer Service Centres: 3 Spilman Street, Carmarthen  
The HUB, Llanelli Town Centre  
The HUB, Ammanford
- Accessible and open Public Libraries (including mobile libraries) in Carmarthenshire (listed in Appendix 6)

3.10.2 Where appropriate/required, copies of documents may be sent to Specific Consultation bodies. Encouragement will however be given to the use of the Council online resource in accessing documents and materials in relation to the preparation of the Revised LDP.

### **3.11 Feedback Methods**

3.11.1 The Council's website will be used to provide up-to-date information and news on the progress of the LDP.

3.11.2 At all significant stages, consultation responses (except for the Focused Changes) will be reported to the Advisory Panel, Full Council and/or the Council's Executive Board.

3.11.3 All representations received during the statutory consultation stages will be acknowledged, registered on a database and will be entered into the mailing list (unless requested to the contrary) and advised of the next steps in the process.

3.11.4 Updates will appear using Council based media sources as well as others.

### **3.12 Monitoring and Review**

3.12.1 The Council will monitor and review the effectiveness of the DA throughout the preparation of the LDP. This will ensure that the objectives set out in the CIS are met in accordance with the proposed timetable.

3.12.2 Other instances in which the DA would need to be reviewed include:

- If there are significant changes in the resources available to the Council;
- If any significant changes are required to the CIS;
- If the LDP process falls significantly behind schedule, i.e. 3 months or more;
- If new European, UK or WG legislation, regulations or guidance should require new procedures or tasks to be undertaken; or,
- If there are any changes of circumstances that materially affect the delivery of the plan.

3.12.4 The LDP Regulations state that following Deposit, the timetable should be reviewed in consultation with the relevant consultees, and resubmitted to the WG as the Council enters into a service level agreement with the Planning Inspectorate. This should be carried out within 3 months of the close of the formal Deposit period.

3.12.5 Following adoption of the Revised LDP, an Annual Monitoring Report (AMR) will be produced and published and submitted to the WG in accordance with regulations. The AMR will establish how effectively the policies and proposals of the Plan are performing and being implemented. It will assess whether the basic strategy remains sound and whether any policies need changing to reflect contextual changes, including those associated with legislation and national policy. The AMR will also specify the housing land requirement including the delivery against the trajectory set out within the Plan and the number of net additional affordable and general market dwellings built in the Authority's area, and report on other LDP indicators.

3.12.6 The Authority will commence a full review of the revised LDP at least once every 4 years following adoption. A timetable will be submitted to WG within 6 months of the Authority's decision to review the Plan. The Review will include reconsideration of the SA and the soundness of the Plan. As with the AMR, the full review will also indicate whether alterations are needed to the Plan. Where a policy needs to be changed, or where additional policies are required, the process to be followed for plan revision will be the same as for plan preparation.



## Glossary

Adopted Plan	This is the Final stage of LDP preparatory process - where the LDP becomes the statutory Development Plan, for the purposes of the Act.
Adopted	The final confirmation of the development plan as its land use planning policy by the Local Planning Authority (LPA).
Annual Monitoring Report (AMR)	This will assess the extent to which policies in the local development plan are being successfully implemented (Regulation 37 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005).
Baseline/Pre Change Baseline	A description of the present state of an area against which to measure change.
Candidate Site	Candidate Sites are those nominated by anyone for consideration by the LPA as allocations in an emerging LDP.
Candidate Sites Register	Register of candidate sites prepared following a call for candidate sites by the LPA.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of local development plans. The CIS is submitted to the Welsh Government as part of the Delivery Agreement for agreement.
Consensus building	A process of early dialogue with targeted interest groups to understand relevant viewpoints and agree a course of action.
Consultation	A formal process in which comments are invited on a particular topic or set of topics, or a draft document.
Contextual Indicator	An indicator used to monitor changes in the context within which the plan is being implemented or prepared.
Delivery Agreement (DA)	Document comprising the LPA's timetable for the preparation of the LDP together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit Documents	These include the deposit LDP, the Sustainability Appraisal report, the initial consultation report, the candidate sites register, the Review Report (if appropriate), any relevant supporting documents.
Development Limits	A line drawn in order to define the area of a settlement within which development is acceptable in principle subject to detailed consideration of environmental, amenity, access, public service provision and other considerations. Areas outside the limits are regarded as the open countryside.
Development management policies	A suite of criteria-based policies which will ensure that all development within the area meets the aims and objectives set out in the Strategy.
Engagement	A process which encourages substantive deliberation in a community. Proactive attempt to involve any given group of people/section of the community.
Evidence Base	Interpretation of Baseline or other information/data to provide the basis for plan policy
Focused Change	Changes proposed to the deposit LDP prior to submission that are extremely limited in number, that reflect key pieces of evidence, but do not go to the heart of the plan.









Habitats Regulations Assessment (HRA)	<p>The screening and appropriate assessment of options required under Part 6 Chapter 8 of the Conservation of Habitats and Species Regulations 2010 (as amended) (the Habitats Regulations) - a recognised iterative process which helps determine the likely significant effect on a plan or programme and (where appropriate) assess adverse impacts on the integrity of a European site.</p> <p>The assessment is required to be undertaken by a competent authority in respect of plans or projects which are likely to have a significant effect (alone and in combination with other plans and projects) on a “European site” (see paragraph 5.1.2 of TAN 5), or as a matter of policy a proposed “European site” or Ramsar site, under the provisions of Article 6(3) of the EC Directive 92/43/ECC (the Habitats Directive), regulations 61 and 102 of the Conservation of Habitats and Species Regulations (as amended) 2010, and, regulation 25 of the Offshore Marine Conservation (Natural Habitats &amp;c) Regulations 2007.</p>
Indicator	A measure of variables over time, often used to a measure achievement of objectives.
Integrated Community Strategy	Required by the Local Government (Wales) Measure 2009 (Part 2: Sections 37-46) with the aim of improving the social, environmental and economic well-being of their areas. Also referred to as a “Single Integrated Plan”.
Local Development Plan (LDP)	The required statutory development plan for each local planning authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004. A land use plan that is subject to independent examination, which will form the statutory development plan for a local planning authority area for the purposes of the Act. It should include a vision, strategy, area-wide policies for development types, land allocations, and where necessary policies and proposals for key areas of change and protection. Policies and allocations must be shown geographically on the Proposals Map forming part of the plan.
Local Planning Authority (LPA)	A planning authority responsible for the preparation of an LDP.
Local Well-being Plan	Under The Well-being of Future Generations (Wales) Act 2015 Public Service Boards will be established for each local authority area; it is intended that each will prepare a Well-being Plan to replace the SIP by April 2018 (s.39).
Marine Plan	The Welsh National Marine Plan prepared under the Marine and Coastal Access Act 2009.
Mitigation	Measures to avoid, reduce or offset significant adverse effects.
National Development Framework (NDF)	Provision is made under Planning (Wales Act) 2015 for the preparation of an NDF. Prepared by the Welsh Government the NDF will set out a 20 year land use framework for Wales and will replace the current Wales Spatial Plan.
Objective/Strategic Objective	A statement of what is intended, specifying the desired direction of change in trends.
Partners	Other local/NP authority departments and statutory bodies where the LDP will help to deliver some of the objectives of










	their strategies. Partners may be expected to contribute to formulating relevant parts of the LDP.
Planning Obligation	A legal agreement between an applicant and the local planning authority to ensure a development is carried out in a certain way. Also referred to as a Section 106 Agreement.
Planning Policy Wales (PPW)	Planning Policy Wales sets out the land use planning policies of the Welsh Assembly Government. It is supplemented by a series of Technical Advice Notes. Procedural advice is provided through circulars and policy clarification letters.
Pre-deposit documents (LDP)	These include the vision, strategic options, preferred strategy, key policies, the Sustainability Appraisal report, the candidate sites register, Review Report (if appropriate).
Pre-deposit stage	The participation and consultation stages prior to deposit; the Manual refers to the Strategic Options and Preferred Strategy stage which relate to the full plan procedure; reduced requirements relate to the short form plan revision procedure.
RAMSAR	A wetland site of international importance for nature conservation. Designation is enabled by the Ramsar Convention 1971 whereby participating European Governments undertake to protect such areas.
Review Report	The required statutory report under S69 of the 2004 Act and/or Reg41; to conclude on the LDP revision procedure to be followed based on a clear assessment of what has been considered and what needs to change and why, based on evidence.
Short form revision procedure	May be appropriate for circumstances where the issues involved are not of sufficient significance to justify undertaking the full plan revision procedure.
Single Integrated Plan (SIP)	Discharges statutory duties identified by Welsh Government (“Shared Purpose – Shared Delivery”, WG 2012), including Community Strategies; prepared by a Local Service Board. See “Local Well-being Plans” which are to replace SIPs”.
Site specific allocations	Allocations of sites (proposals) for specific or mixed uses or development. Policies will identify any specific requirements for individual proposals with the allocations shown on the LDP’s proposals map.
Soundness	In order to be adopted, an LDP must be determined ‘sound’ by the examination Inspector (S64 of the 2004 Act). Tests of soundness tests and checks are identified in PPW.
Special Area of Conservation (SAC)	Sites of international conservation importance designated by the Welsh Ministers under the European Directive on the Conservation of Natural Habitats and Wild Flora and Fauna. In addition there are candidate SAC’s which should, as a matter of Government policy, be viewed as full SAC’s when examining land use impacts.
Special Protection Area (SPA)	Special Protection Areas For Wild Birds under The E.C. Council Directive On the Conservation of Wild Birds (79/4C9/EEC) provides for the protection, management and control of all species of naturally occurring wild birds.
Stakeholders	Interests directly affected by the LDP (and/or SEA) - involvement generally through representative bodies.


















Statement of Common Ground (SocG)	The purpose of a SOCG is to establish the main areas of agreement between two or more parties on a particular issue.
Strategic Development Plan (SDP)	Provision is made under the Planning (Wales) Act 2015 for the preparation of SDP's at a regional level. SDP will have regard to the NDF and responding at a regional level to strategic issues.
Strategic Environmental Assessment (SEA)	Term used internationally to describe environmental assessment as applied to plans and programmes. SEA process is derived from European legislation and defined at European level – Directive 2001/42/EC. The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (SEA Regulations) require a formal “environmental assessment of certain plans and programmes, including those in the field of planning and land use”.
Supplementary Planning Guidance (SPG)	Forms a supplementary document/information in respect of the policies in an LDP. SPG does not form part of the development plan and is not subject to independent examination but must be consistent with the Plan and with national planning policy. Can be developed to consider individual or thematic aspects of the Plan and site allocations including masterplans.
Sustainability Appraisal (SA)	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by S62(6) of the 2004 Act to undertake SA of the LDP. This form of SA fully incorporates the requirements of the SEA Regulations.
Sustainability Appraisal Report (SA Report)	Document required to be produced as part of the SA process to describe and appraise the likely significant effects on sustainability of implementing the LDP, which also meets the requirement for the Environmental Report under the SEA Regulations. S62(6) of the 2004 Act requires each LPA to prepare a report of the findings of the SA of the LDP. The SA Report is first produced at the Preferred Strategy stage (the Interim SA Report), expanded at the Deposit LDP stage and finalised alongside the Adoption Statement.
Technical Advice Notes (TAN)	A topic-based document published by the Welsh Assembly Government to supplement Planning Policy Wales.
Wales Spatial Plan (WSP)	A plan prepared and approved by the National Assembly for Wales under S60 of the 2004 Act, which sets out a strategic framework to guide future development and policy interventions, whether or not these relate to formal land use planning control. Under S62(5)(b) of the 2004 Act a local planning authority must have regard to the WSP in preparing an LDP.





















Appendix 1: Revised Carmarthenshire Local Development Plan - Timetable		2018												2019												2020												2021												2022												Covid-19 Lockdown
		F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
<b>Key Stage 1: Delivery Agreement (Regs 5-10)</b>																																																														
Prepare and Report draft DA to Council																																																														
Publication of Draft DA for consultation																																																														
Consideration and reporting of consultations received																																																														
Submission to WG for approval																																																														
Publication of approved DA following WG approval																																																														
<b>Key Stage 2: Pre-Deposit Preparation and Participation (Reg 14)</b>																																																														
Review and develop baseline information and evidence																																																														
Review and develop Strategic Options, Issues & Objectives																																																														
SA Stage A: Prepare SA (SEA) Scoping Report																																																														
Consultation on the SA (SEA) Scoping Report																																																														
Assessment, consideration and reporting (as appropriate) of representations received on the SA (SEA) Scoping Report																																																														
Invitation for submission of Candidate Sites																																																														
Publication of Candidate Site Register																																																														
<b>Key Stage 3: Pre-Deposit Consultation (Regs 15, 16, 16A)</b>																																																														
Prepare and report SA (SEA) initial / interim report																																																														
Prepare and report HRA Screening Report																																																														
Prepare and report the Preferred Strategy																																																														
Publication and consultation of Preferred Strategy (inc Strategic Sites, where applicable)																																																														
Publication and consultation of the initial / interim SA (SEA) Report and HRA Screening Report																																																														
Assessment, consideration and reporting of responses received on the Preferred Strategy, initial SA (SEA) and HRA Screening Report																																																														
Publication of Initial Consultation Report																																																														
<b>Key Stage 4: Deposit Consultation (Reg 17-21)</b>																																																														
Preparation of Deposit Plan, HRA Report and SA (SEA) Report																																																														
Reporting of draft Deposit LDP, SA (SEA) and HRA																																																														
Publication of draft Deposit LDP, SA (SEA) and HRA for consultation																																																														
Further Deposit, LDO, SA (SEA) and HRA consultation (3 weeks in response to impact of Covid-19 lockdown)																																																														
Assessment and Consideration of the representations received in respect of draft Deposit Plan, SA(SEA) Report and HRA Report																																																														
Reporting of representations of the Deposit LDP, SA (SEA) Report and HRA Report																																																														
Consultation on Focussed Changes																																																														
<b>Key Stage 5</b>																																																														
<b>Submission to WG (Reg 22)</b>																																																														
<b>Key Stage 6</b>																																																														
<b>Examination including Pre-Hearing Meeting (Reg 23)</b>																																																														
<b>Key Stage 7</b>																																																														
<b>Publication of Inspector's Report (Reg 24)</b>																																																														
<b>Key Stage 8</b>																																																														
<b>Adoption (Reg 25, 25A)</b>																																																														
<b>Key Stage 9</b>																																																														
<b>Monitoring and Review (Reg 37)</b>																																																														

## Appendix 2: Timetable and Community Involvement




<b>Key:</b>			
 Council Website	 Seminars / Workshops	 Documents made available	 Direct Mailing
 Other Digital Media	 Press Releases	 Meetings	 Public Exhibitions




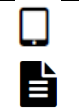
<b>Key Stage 1 - Delivery Agreement (Regulations 5 – 10)</b>					
Publication of draft DA for consultation	To enable all stakeholders and interested parties to submit representations.	<b>February 2018 – March 2018</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ Council Officers</li> <li>▪ LDP Advisory Panel</li> <li>▪ Key Stakeholder Forum</li> <li>▪ Specific Consultation bodies (see appendix 5)</li> <li>▪ General &amp; Other Consultation bodies (see appendix 5)</li> </ul>	     	Comments will be considered & DA amended, if required.
Assessment and consideration of feedback and responses received	To allow consideration of representations received.	<b>March 2018 – June 2018</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Panel</li> </ul>	 	A summary of the comments received and response will be reported to members.
Submission of DA to WG	To seek formal agreement on the content of the DA.	<b>June 2018</b>	<ul style="list-style-type: none"> <li>▪ Welsh Government</li> </ul>		
























Publication of approved DA following WG approval	To inform stakeholders of the content and availability of the approved DA.	<b>June - July 2018</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Panel</li> <li>▪ Key Stakeholder Forum</li> <li>▪ Specific Consultation bodies</li> <li>▪ General &amp; Other Consultation bodies</li> </ul>	   	Copies of agreed DA placed on Council's website and placed at Deposit locations.
<b>Key Stage 2 - Pre-Deposit: Preparation and Participation (Regulation 14)</b>					
Review and develop baseline information and evidence	To understand and develop the context for plan preparation, to review and to supplement data to identify issues and objectives to be addressed in the LDP.  This will be ongoing throughout the LDP process.	<b>February 2018 – February 2020</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Panel</li> <li>▪ Specific Consultation bodies</li> <li>▪ General &amp; Other Consultation bodies</li> </ul>	   	Prepare evidence base through to the submission of the Deposit LDP.
Review and develop Strategic Options, Issues and Objectives	To develop a vision for the Plan area and the objectives for the LDP and influence the choice of a preferred option.	<b>February 2018 – April 2018</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ Council Officers</li> <li>▪ LDP Advisory Panel</li> <li>▪ Key Stakeholder Forum</li> <li>▪ Council Members</li> <li>▪ Town and Community Councils</li> </ul>	 	Agreed vision & objectives published on Council's website as part of the preparation of Pre-Deposit Preferred Strategy.
SA Stage A: Setting the context & objectives, establishing the baseline & deciding on the scope (known as the SA Scoping Report) and commence consultation.	To focus engagement on environmental consultation bodies & relevant stakeholders to develop SA objectives and to provide a baseline to inform the next stage of option appraisal.	<b>February 2018 – April 2018</b>	<ul style="list-style-type: none"> <li>▪ Environmental consultation bodies</li> <li>▪ Council Officers</li> <li>▪ LDP Team</li> <li>▪ LDP Advisory Panel</li> <li>▪ Specific Consultation bodies</li> <li>▪ General &amp; Other Consultation bodies</li> </ul>	    	Report will be published on Council's website.
Assessment and consideration of representations received in respect of SA Scoping Report	To allow consideration of representations received.	<b>June 2018 – July 2018</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Panel</li> </ul>	 	A summary of the comments received and response will be reported to members.














Candidate Site Register	An invitation for the submission of candidate sites.	<b>February 2018 – August 2018</b>	<ul style="list-style-type: none"> <li>All interested parties</li> </ul>		Candidate Site register
Publication of Candidate Site Register	To allow interested parties to view the candidate sites received	<b>September 2018 - October 2018</b>	<ul style="list-style-type: none"> <li>All interested parties</li> </ul>		Candidate Site register
<b>Key Stage 3 - Pre-Deposit: Consultation (Regulations 15,16 &amp; 16A)</b>					
Preparation and Reporting of the Preferred Strategy and Options	To provide an opportunity for stakeholders and interested parties to contribute to the preparation of the Preferred Strategy and suggest modifications.	<b>May 2018 – December 2018</b>	<ul style="list-style-type: none"> <li>LDP Team</li> <li>LDP Advisory Panel</li> <li>Council Officers</li> <li>Key Stakeholder Forum</li> </ul>	     	Published on the Council's website as appropriate.
SA Stage B: Developing & refining option & assessing effects (known as Initial / Interim SA report)	To ensure strategic options and sites are assessed against the proposed SA framework to inform and support the Pre-Deposit Preferred Strategy.	<b>July 2018 – December 2018</b>	<ul style="list-style-type: none"> <li>Environmental consultation bodies</li> <li>LDP Team</li> <li>LDP Advisory Panel</li> <li>Key Stakeholder Forum</li> <li>Specific Consultation bodies*</li> <li>General &amp; Other Consultation bodies*</li> </ul> <p>* consultation in conjunction with Pre-deposit preferred Strategy</p>	     	Report will be published in conjunction with the pre-Deposit Preferred Strategy.
HRA Initial Screening Report	The main aim of this report is to complete the first part of the HRA process and provide a constraints plan to inform and support the Pre-Deposit Preferred Strategy.	<b>July 2018 – December 2018</b>	<ul style="list-style-type: none"> <li>Environmental consultation bodies</li> <li>LDP Team</li> <li>LDP Advisory Panel</li> <li>Key Stakeholder Forum</li> <li>Specific Consultation bodies*</li> <li>General &amp; Other Consultation bodies*</li> </ul> <p>* consultation in conjunction with Pre-deposit preferred Strategy</p>	     	Report will be published in conjunction with the pre-Deposit Preferred Strategy.



<p>Publication and Consultation of Preferred Strategy (Inc. Strategic Sites), initial / interim SA (SEA) Report and HRA Screening Report</p>	<p>To provide an opportunity for stakeholders and interested parties to contribute to the preparation of the preferred strategy, the initial / interim SA (SEA) Report and HRA Screening Report and suggest modifications.</p>	<p><b>December 2018 – March 2019</b></p>	<ul style="list-style-type: none"> <li>▪ All stakeholders &amp; interested parties</li> </ul>		<p>The documents will be published on Council's website and placed at Deposit locations.</p>
<p>Assessment and consideration of representations received on the Preferred Strategy, initial SA (SEA) and HRA Screening Report</p>	<p>To allow consideration of representations received.</p>	<p><b>March 2019 – March 2019</b></p>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Group</li> <li>▪ Key Stakeholder Forum</li> </ul>		<p>A summary of the comments received, and response will be reported to members.</p>
<p>Publication of Initial Consultation Report</p>	<p>To identify the consultation methods undertaken as part of the Community Involvement Scheme</p>	<p><b>March 2019 - April 2019</b></p>	<ul style="list-style-type: none"> <li>▪ All stakeholders and interested parties</li> </ul>		<p>A summary of the consultations and publications undertaken as part of the pre-deposit preparation and participation.</p>

<b>Key Stage 4 - Deposit LDP (Regulations 17 – 21)</b>					
Prepare and report Deposit LDP, SA (SEA) Report (Stage C) and HRA Report (if needed).	Develop the Deposit LDP out of preceding LDP stages.	<b>January 2019 – January 2019</b>	<ul style="list-style-type: none"> <li>LDP Team</li> <li>LDP Advisory Group</li> <li>Key Stakeholder Forum</li> </ul>		Report to Council to obtain their approval for consultation of Deposit LDP and supporting documents – SA/SEA and HRA (if needed).
Publication and consultation of Deposit LDP and associated documents (including HRA (if needed) and SA report (Stages C/D).	To enable all stakeholders and interested parties to submit representations to the LDP and supporting documents.	<b>January 2020 – March 2020</b>	<ul style="list-style-type: none"> <li>All stakeholders &amp; interested parties</li> </ul>		Duly made representations acknowledged by e-mail/letter.
			<ul style="list-style-type: none"> <li></li> </ul>		
COVID-19 Lockdown: estimated 7 month delay on the timetable for the Revised Deposit LDP		<b>March-August 2020</b>			Noting disruption caused by COVID-19 lockdown
3 Week additional consultation on the Deposit Revised LDP.	To enable all stakeholders and interested parties who were affected by the Covid lockdown to submit representations to the LDP and supporting documents.	<b>September – October 2020</b>	<ul style="list-style-type: none"> <li>LDP Team</li> <li>LDP Advisory Panel</li> </ul>		
Assessment and, consideration of representations received in respect of Deposit LDP and associated documents (including HRA and SA report (Stage D).	To allow consideration of representations received.	<b>March 2020 – November 2020</b>	<ul style="list-style-type: none"> <li>LDP Team</li> <li>LDP Advisory Group</li> </ul>		

Reporting of representations received in respect of Deposit LDP and associated documents (including HRA and SA report (Stage D))		<b>November 2020 – January 2021</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Group</li> </ul>	           	A summary of the representations received, and responses will be reported to members, published on the Council’s website and placed at Deposit locations.
Consultation of Focused Changes		<b>February – April 2021</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ LDP Advisory Group</li> </ul>	      	
<b>Key Stage 5 - Submission of LDP to the Welsh Government &amp; the Planning Inspectorate for Examination (Regulation 22)</b>					
Submission of LDP and associated documents (incl. SA Report) to Welsh Government & the Planning Inspectorate for examination	<ul style="list-style-type: none"> <li>▪ To submit the LDP and associated documents to WG and the Planning Inspectorate for independent examination.</li> </ul>	<b>May 2021</b>	<ul style="list-style-type: none"> <li>▪ LDP Team</li> <li>▪ WG</li> <li>▪ PINS</li> </ul>	   	

<b>Key Stage 6 - Independent Examination (Regulation 23)</b>					
Publication of Notice of Independent Examination.	To ensure that stakeholders are advised that an independent examination of the LDP will be taking place.	<i>June 2021</i>	<ul style="list-style-type: none"> <li>All stakeholders and interested parties</li> </ul>	  	
Pre-examination meeting	To allow the independent planning Inspector appointed by WG to advise on examination procedures & format.	<i>July 2021</i>	<ul style="list-style-type: none"> <li>All stakeholders and interested parties</li> <li>Planning Inspectorate</li> <li>LDP Team</li> <li>General and other Consultant bodies</li> </ul>	    	
Examination of the Plan	To provide an impartial planning view on the soundness of the Plan and the representations submitted in respect of it.	<i>July 2021 – December 2021</i>	Round table sessions, informal hearings, representations and written submissions.	 	
Reporting Commences (22 weeks)	Inspector's deliberations	<i>January 2022</i>	Planning Inspectorate		
<b>Key Stage 7 - Receipt and Publication of the Inspector's Report (Regulation 24)</b>					
Receipt of the Inspector's Report	<p>To receive the Inspector's report in respect of the examination into the LDP. The report will detail changes recommended; such changes are binding on the authority.</p> <p>The Inspector's Report will be checked for any factual inaccuracies.</p>	<i>May 2022</i>	<ul style="list-style-type: none"> <li>LDP Team</li> </ul>		
Publication of the Inspector's Report	To inform all stakeholders, interested parties and respondents of the Inspector's decisions.	<i>May 2022</i>	<ul style="list-style-type: none"> <li>All stakeholders &amp; interested parties</li> </ul>	  	

<b>Key Stage 8 - Adoption (Regulations 25 &amp; 25A)</b>					
Formal adoption of the Carmarthenshire LDP  Publication of adoption Statement and notification to WG	To inform all stakeholders, interested parties and respondents of the adoption of the LDP.	<i>July / August 2022</i>	<ul style="list-style-type: none"> <li>All stakeholders &amp; interested parties</li> </ul>	    	Publication of Adoption Statement and the Inspector's Report
Publication of SA Report (Stage D)	To inform all stakeholders, interested parties and respondents.	<i>July / August 2022</i>	<ul style="list-style-type: none"> <li>All stakeholders &amp; interested parties</li> </ul>	   	Publication of the final SA Report.
<b>Key Stage 9 - Monitoring and Review (Regulation 37)</b>					
Monitoring & Review	To ensure that the LDP is achieving its targets.  Consider a partial or full review of the LDP if necessary (a full review will commence within 4 years)		<ul style="list-style-type: none"> <li>LDP Team</li> <li>LDP Advisory Panel</li> <li>Council Members</li> </ul>	Specialist surveys & data collection	Publication of the LDP's Annual Monitoring Report.  Commencement of LDP Review, if necessary
SA Stage E: Monitoring significant effects	To review the performance of the Plan against the SA Monitoring Framework		<ul style="list-style-type: none"> <li>LDP Team</li> </ul>	Data collection	Publication of the LDP's Annual Monitoring Report

### Appendix 3 – Risk Assessment and Mitigation

The proposed timetable for plan preparation as set out within this DA is considered to be realistic and achievable, and having regard to the scope and programme of works the Authority believes to be involved, to existing Welsh Government regulations and guidance, and to the resources available to the Authority to commit to plan preparation.

While the Authority is committed to making every effort to avoid deviations from the proposed timetable, there are a number of potential risks which need to be considered. The following table outlines these risks along with their potential impacts and identified methods of mitigation.

Risk	Potential Impacts	Mitigation
Covid-19	Further delay to the Plan making process as a result of additional government restrictions.	Monitor issues and scope of any impact – keep under review.  Note: Evidential changes and further unaccountable delays may require additional funding stream beyond current provisions.
Availability of adequate funding.	Programme slippage which could result in a delay in adoption of the revised LDP beyond the life of the current LDP (2021). Reference is made to the Ministers letter of the 24 <sup>th</sup> September 2020 on the issue of LDP drop dead dates.	Monitor and keep under review ensuring that as appropriate bids are submitted for any additional funding.
Staff resources	Programme slippage and potential difficulties and timing issues in replacing qualified and experienced planners.	Monitor and keep under review.
Council reporting structure and decision making.	Programme slippage.	Liaise closely with democratic services to ensure requirements are planned and programmed accordingly. Ensure documentation is prepared in a timely manner.
Application of the Welsh language standards and resultant translation requirements.	Programme slippage.	Liaise closely with translation services to ensure requirements are planned and programmed accordingly. Ensure documentation is prepared in a timely manner.

Printing and other production issues	Programme slippage.	Liaise closely with relevant provider and service areas to ensure requirements are planned and programmed accordingly. Ensure documentation is prepared in a timely manner.
Additional requirements arising from changes in legislation and national policy.	Requirement for additional work with resultant programme slippage.	Monitor emerging changes and respond early to changes where this is possible.
Changes in other Plans and strategies	Requirement for additional work with resultant programme slippage.	Maintain close liaison with other service areas and partners and monitor emerging changes and respond early to changes where this is possible.
Legal challenge	LDP quashed with resultant additional workload and resource requirements.	Ensure procedures, legislation and regulatory provisions are complied with.
Insufficient information available to ensure assessment of proposals	Programme slippage.	Identify expectations of respondents within this DA and through supporting guidance documents.
Significant objections from statutory bodies	Requirement for additional and potentially significant work. This may raise issues in terms of resources and timetabling of future stages.	Ensure the views of statutory bodies are sought and considered as early as possible with liaison throughout the Plan making process. Ensure implications are monitored and where necessary additional resources identified.
Failure to satisfy the tests of soundness	Adoption of the LDP would not be able to proceed without considerable additional work. Consequential substantive delay (in addition to that as result of Covid-19) will mean the existing LDP would cease at the end of 2021. Reference is made to the Ministers letter of the 24 <sup>th</sup> September 2020 on the issue of LDP drop dead dates.	Ensure revised LDP is sound, founded on a robust evidence base with SA. Maintain liaison with Welsh Government and other key consultees to ensure that any issues and early warnings on potential issues are recognised and responded to.
Planning Inspectorate unable to meet the timescale for examination & reporting	Examination and/or report delayed. Could result in a further delay in adoption of the Revised LDP. Reference is made to the Ministers	Ensure close liaison with the Planning Inspectorate to ensure any potential for delays are understood and accounted for.

	letter of the 24 <sup>th</sup> September 2020 on the issue of LDP drop dead dates.	
--	--	--



## Appendix 4 –County Profile (to be reviewed)

### Demographics

#### Population - Mid Year Population Estimates

Population estimates are produced by the Office for National Statistics (ONS), and take into account births, deaths, and an estimate of migration between the last census and the middle of the current year.

The population of Carmarthenshire is estimated to have been 185,610 in 2016, accounting for almost 6 per cent of the Welsh population. Of this, 90,835 (49%) are male and 94,775 (51%) are female. The age profile of the local population is shown in the table below.

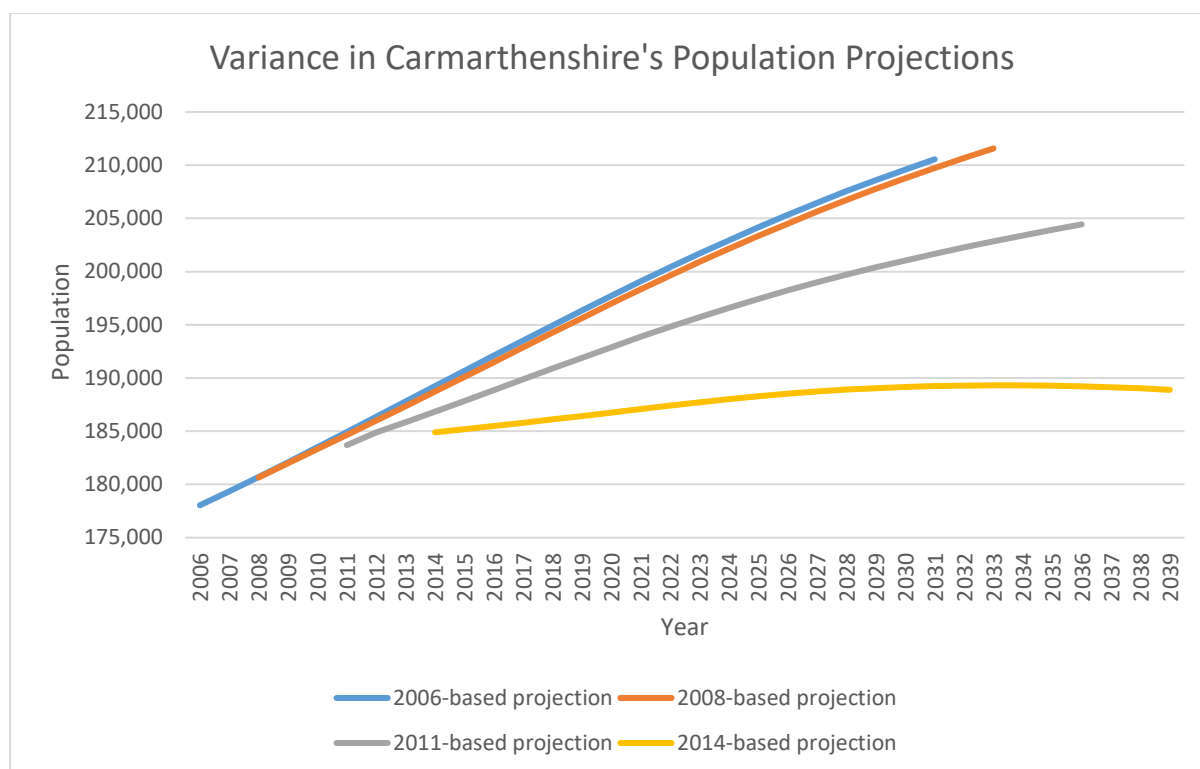
<b>2016 – Mid Year Population Estimates</b>				
<b>Age Structure</b>	<b>Carms Population</b>	<b>Carms %</b>	<b>Wales Population</b>	<b>Wales %</b>
<b>Aged: 0-4</b>	<b>9,782</b>	<b>5.3</b>	<b>173,261</b>	<b>5.6</b>
<b>5-15</b>	<b>23,064</b>	<b>12.4</b>	<b>383,818</b>	<b>12.3</b>
<b>16-24</b>	<b>18,021</b>	<b>9.7</b>	<b>359,672</b>	<b>11.6</b>
<b>25-44</b>	<b>40,171</b>	<b>21.6</b>	<b>739,907</b>	<b>23.8</b>
<b>45-64</b>	<b>51,910</b>	<b>27.9</b>	<b>821,855</b>	<b>26.3</b>
<b>65-74</b>	<b>23,823</b>	<b>12.8</b>	<b>352,636</b>	<b>11.3</b>
<b>75+</b>	<b>18,839</b>	<b>10.1</b>	<b>282,001</b>	<b>9.0</b>
<b>Total</b>	<b>185,610</b>	<b>100</b>	<b>3,113,150</b>	<b>100</b>

(Data taken from Stats Wales: <https://statswales.gov.wales/Catalogue/Population-and-Migration/Population/Estimates/nationallevelpopulationestimates-by-year-age-ukcountry>)

#### Population and Household Projections

The 2011 and 2014 based projections indicated a projected population of 193,874 and 187,079 respectively at 2021. This limited level of population change is projected to continue through the lifetime of the revised LDP with 2033 indicating a County population of 189,317. These projections indicate a downward trend in population growth compared to the previous 2006-based and 2008-based projections. This will be subject to further evidence gathering as part of the revised LDP.

(Data taken from Stats Wales <https://statswales.gov.wales/Catalogue/Population-and-Migration/Population/Projections/Local-Authority/2014-based/populationprojectioncomponentschange-by-localauthority-year> ).



Source: Carmarthenshire Local Development Plan Review Report

In considering the Revised LDP period of 2018-2033, the principal projections within the 2014 based projection suggests an increase in the population of 3,207 persons. These projections will need to be given careful consideration and reflect other relevant factors which impact upon the future development and housing needs, not least the household projections for the County. The 2011-based and 2014-based household projections have indicated a significant reduction in household numbers from that projected within both the 2006 and 2008 based projections.

## Population Density

Population density provides a measure of the number of people living in an area. This varies across the County with higher densities in the urban areas than the rural areas. However, the average density for Carmarthenshire as a whole is 78.3 persons per square kilometre, which makes it the fifth lowest in Wales. This is significantly lower than the Welsh average of 150.1 persons per kilometre square.

(Data taken from Stats Wales: <https://statswales.gov.wales/Catalogue/Population-and-Migration/Population/Density/populationdensity-by-localauthority-year> ).

There are three major towns in Carmarthenshire which form a pivotal role at the centre of the LDP's Growth Areas. The three towns of Llanelli, Carmarthen and Ammanford are home to 25% of the County's population. 60% of the population live in rural areas, which form 53% of the County.

(Data taken from the Carmarthenshire Draft Wellbeing Plan: <http://www.thecarmarthenshirewewant.wales/media/8285/carms-well-being-plan-final-draft-051017-english.pdf> )

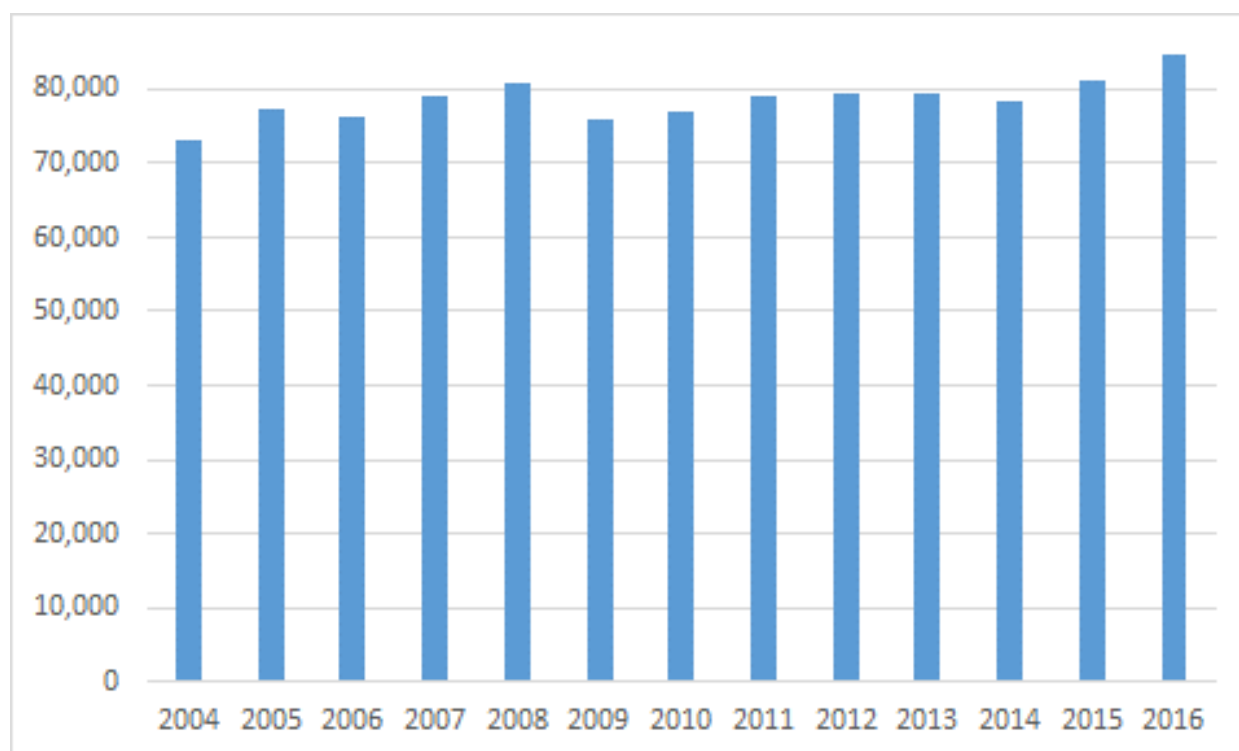
## Welsh Language

The National Survey for Wales, 2014-15, contains information by local authority on Welsh language ability and usage. The survey estimated that 45% of Carmarthenshire’s population can speak Welsh which is significantly higher than the Welsh average of 20%. This has increased since the 2011 Census results which showed that 43.9% of the population speak Welsh. It also indicated that Carmarthenshire had the highest number of Welsh speakers in Wales at 78,048.

## Economy – Employee Jobs (2016)

In 2016, 84,700 people were employed in Carmarthenshire. This was the second year in succession where the total had risen by 4% compared to the previous year. The trend in total employment is shown below (Source: Carmarthenshire Employment Sectoral Study).

### Employment Trends 2004 – 2015



The Office for National Statistics data for 2016 on employee jobs by industry for both Carmarthenshire and Wales is set out below.

<b>Employee Jobs by Industry – Carmarthenshire and Wales</b>		
	<b>Carmarthenshire (%)</b>	<b>Wales (%)</b>
B : Mining and quarrying	0.0	0.2
C : Manufacturing	11.9	11.4
D : Electricity, gas, steam and air conditioning supply	0.4	0.6
E : Water supply; sewerage, waste management and remediation activities	0.4	0.9
F : Construction	6.0	5.5
G : Wholesale and retail trade; repair of motor vehicles and motorcycles	16.4	15.1
H : Transportation and storage	3.0	2.9
I : Accommodation and food service activities	9.0	8.9
J : Information and communication	1.2	2.3
K : Financial and insurance activities	0.9	2.3
L : Real estate activities	1.3	1.6
M : Professional, scientific and technical activities	3.0	4.2
N : Administrative and support service activities	5.2	6.6
O : Public administration and defence; compulsory social security	6.7	6.8
P : Education	10.4	10.1
Q : Human health and social work activities	19.4	16.1
R : Arts, entertainment and recreation	2.2	2.5
S : Other service activities	1.3	1.5

(Source: <https://www.nomisweb.co.uk/reports/lmp/la/1946157392/report.aspx>)

In 2016, over 30% of the total were employed in the public sector (e.g. in public administration, education, health and social services). 8,000 positions (11.9% of the total) were in the manufacturing sector and 11,000 (16.4% of the total) were employed in the wholesale and retail sector.

Self-employment also forms a high proportion of the total in Carmarthenshire with over 15,200 people categorised as self-employed in both 2015 and 2016. This trend towards small or 'micro' businesses is reflected in the ONS NOMIS data. The figure clearly shows that over 90% of private sector businesses / enterprise in the county have 9 or fewer employees. Statistics collated on the types of businesses in Carmarthenshire indicate that 'agriculture, forestry and fishing' still dominates with 28% of all businesses being in this category.

**Community Population Totals**

<b>Community Ward</b>	<b>Population (Census 2011)</b>
Abergwili	1,612
Abernant	297
Ammanford	5,411
Betws	2,175
Bronwydd	564
Carmarthen	14,185
Cenarth	1,030
Cilycwm	487
Cilymaenllwyd	742
Cwmamman	4,486
Cynwyl Elfed	1,044
Cynwyl Gaeo	940
Dyffryn Cennen	1,176
Eglwyscummin	432
Gorslas	4,066
Henllanfallteg	480
Kidwelly	3,523
Laugharne Township	1,222
Llanarthne	765
Llanboidy	1,061
Llanddarog	1,198
Llanddeusant	220
Llanddowror	851
Llandeilo	1,795
Llandoverly	2,056
Llandybie	10,994
Llandyfaelog	1,304
Llanedi	5,664
Llanegwad	1,473
Llanelli	25,168
Llanelli Rural	22,800
Llanfair-ar-y-Bryn	624
Llanfihangel Aberbythych	1,334
Llanfihangel RhosyCorn	468
Llanfihangel-ar-Arth	2,213
Llanfynydd	499

<b>Community Ward</b>	<b>Population (Census 2011)</b>
Llangadog	1,311
Llangain	573
Llangathen	507
Llangeler	3,427
Llangennech	4,964
Llangunnor	2,381
Llangyndeyrn	3,102
Llangynin	284
Llangynog	492
Llanllawddog	703
Llanllwni	638
Llannon	5,270
Llanpumsaint	734
Llansadwrn	517
Llansawel	438
Llansteffan	941
Llanwinio	448
Llanwrda	514
Llanybydder	1,638
Llanycrwys	235
Manordeilo & Salem	1,754
Meidrim	582
Myddfai	398
Newcastle Emlyn	1,184
Newchurch & Merthyr	676
Pembrey & Burry Port	8,547
Pencarreg	1,169
Pendine	346
Pontyberem	2,768
Quarter Bach	2,921
St Clears	2,995
St Ishmael	1,370
Talley	494
Trelech	745
Trimsaran	2,541
Whitland	1,792

## Appendix 5: Consultation Bodies

### Specific Consultation Bodies

Welsh Government  
Natural Resources Wales  
CADW  
Department of Transport  
Department for Business, Energy & Industrial Strategy  
Dwr Cymru/Welsh Water  
Office of the Secretary of State for Wales  
Home Office  
Ministry of Defence  
Network Rail  
Carmarthenshire Public Service Board  
The Planning Inspectorate  
Hywel Dda University Health Board

### Adjoining Local Authorities

Brecon Beacons National Park Authority  
Ceredigion County Council  
Neath Port Talbot County Borough Council  
Pembrokeshire Coast National Park Authority  
Pembrokeshire County Council  
Powys County Council  
City & County of Swansea

### Community & Town Councils (within Carmarthenshire)

Abergwili Community Council  
Abernant Community Council  
Ammanford Town Council  
Betws Community Council  
Bronwydd Community Council  
Carmarthen Town Council  
Cenarth Community Council  
Cil-y-cwm Community Council  
Cilymaenllwyd Community Council  
Cwmamman Town Council  
Cynwyl Elfed Community Council  
Cynwyl Gaeo Community Council  
Dyffryn Cennen Community Council  
Eglwys Gymyn Community Council  
Gors-las Community Council  
Henllan Fallteg Community Council  
Kidwelly Town Council  
Laugharne Town Council

Llanarthne Community Council  
Llanboidy Community Council  
Llanddarog Community Council  
Llanddowror Community Council  
Llandeilo Town Council  
Llandovery Town Council  
Llandybie Community Council  
Llandyfaelog Community Council  
Llanedi Community Council  
Llanegwad Community Council  
Llanelli Rural Council  
Llanelli Town Council  
Llanfair-ar-y-Bryn Community Council  
Llanfihangel Aberbythych Community Council  
Llanfihangel ar Arth Community Council  
Llanfihangel Rhos y Corn Community Council  
Llanfynydd Community Council  
Llangadog Community Council  
Llangain Community Council  
Llangathen Community Council  
Llangeler Community Council  
Llangennech Community Council  
Llangyndeyrn Community Council  
Llangunnor Community Council  
Llangynin Community Council  
Llangynog Community Council  
Llanllawddog Community Council  
Llanllwni Community Council  
Llannon Community Council  
Llanpumsaint Community Council  
Llansadwrn Community Council  
Llansawel Community Council  
Llansteffan Community Council  
Llanwinio Community Council  
Llanwrda Community Council  
Llanybydder Community Council  
Llanycrwys Community Council  
Maordeilo & Salem Community Council  
Meidrim Community Council  
Myddfai Community Council  
Newcastle Emlyn Town Council  
Newchurch & Merthyr Community Council  
Pembrey & Burry Port Town Council  
Pencarreg Community Council  
Pendine Community Council

Pontyberem Community Council  
Quarter Bach Community Council  
St Clears Town Council  
St Ishmael Community Council  
Talley Community Council  
Trelech a'r Betws Community Council  
Trimsaran Community Council  
Whitland Town Council

**Community & Town Councils adjoining Carmarthenshire that lie in the Brecon Beacons National Park:**

Llanddeusant

**that lie in Ceredigion:**

Beulah  
Lampeter  
Llandyfriog  
Llanddewi Brefi  
Llandysul  
Llanfair Clydogau  
Llanwenog  
Llanwnnen

**that lie in Neath Port Talbot:**

Cwmllynfell  
Gwaun-Cae-Gurwen  
Pontardawe

**that lie in Pembrokeshire:**

Amroth  
Clunderwen  
Clydau  
Crymych  
Lampeter Velfrey  
Llanddewi Velfrey  
Manordeifi  
Mynachlog-Ddu

**that lie in Powys:**

Llangammarch  
Llanwrtyd Wells Town  
Llywel  
Maescar  
Ystradgynlais Town

**that lie in Swansea:**

Gorseinon  
Grovesend  
Llwchwr  
Mawr  
Pontarddulais

**Electronic Communications (where known)**

BT plc  
Openreach  
3 (Three)  
Tesco Mobile  
O2 (UK) Ltd  
OFCOM  
EE  
T-Mobile UK (UK) Ltd  
Utilita  
Virgin Media Ltd  
Vodafone Ltd

**Electricity and Gas Licensees**

Celtic Energy  
Ecotricity  
EDF  
Good Energy Ltd  
National Grid Company plc.  
NPower Ltd  
Scottish Power  
SSE  
Western Power  
United Utilities  
Wales & West Utilities Ltd  
British Gas  
Transco

**Other Bodies**

Civil Aviation Authority  
Coal Authority  
HM Prison Service  
Mobile Operators Association (Mono Consultants)

**General Consultation Bodies**

Age Concern  
Carmarthenshire Association of Voluntary Service  
Shelter Cymru  
Youth Hostel Association

Advisory Council for the Education of Romany & other Travellers  
Citizen's Advice Bureau  
The Ethnic Minority Foundation  
Travelling Ahead  
National Association of Teachers of Travellers  
Baptist Union of Wales  
The Catholic Church in England and Wales  
Church in Wales  
Hindu Council UK  
Jehovah's Witnesses  
The Methodist Church in Wales  
Muslim Council of Wales  
The Presbyterian Church in Wales  
Religious Society of Friends – Quakers  
Wales Orthodox Mission  
The Salvation Army  
The Union of Welsh Independents  
Royal National Institute for the Blind  
Action on Hearing Loss  
Spinal Injuries Association  
Wales Council for the Blind  
Wales Council for the Deaf  
Wales Rural Forum  
West Wales Rivers Trust  
CBI Wales  
Confederation of Business Industry  
Community Legal Service  
Environmental Services Association  
Federation of Small Businesses  
Cymdeithas yr Iaith Gymraeg  
Cymuned  
Merched y Wawr  
Mentrau Iaith

**Other Consultation bodies**  
Action for Market Towns  
ADAS Wales  
Age Cymru  
Airport Operators Association  
Assembly Members – Carmarthen East & Dinefwr  
Assembly Members – Mid & West Wales  
Arts Council for Wales  
British Aggregates Association  
British Geological Survey  
British Horse Society  
The Conservation Volunteers  
Canal and River Trust  
Renewable UK  
BTCV Cymru  
Dyfed Archaeological Trust  
Cambrian Mountains Society  
Campaign for the Protection of Rural Wales  
Campaign for Real Ale  
Carmarthen Civic Society  
Hywel Dda Community Health Council  
Carmarthenshire Fishermens Federation  
Carmarthenshire Historic Buildings Preservation Trust  
Carmarthenshire Local Access Forum  
Carmarthenshire Tourist Association  
Carnegie Trust Rural Community Development Programme  
Carmarthenshire Youth Council  
Carnegie Young People Initiative  
Carmarthen Chamber of Commerce  
Llanelli Chamber of Trade  
Llandeilo Chamber of Trade  
St Clears Chamber of Trade  
Children in Wales  
Play Wales  
Centre for Ecology and Hydrology  
Institute of Directors  
Civic Trust Cymru  
Civil Aviation Authority  
Coal Authority  
Coastguard Regional Office  
Coed Cymru  
Coleg Sir Gar  
Commission for Racial Equality  
Community Transport Association  
Council for Wales of Voluntary Youth Services  
Country Landowners and Business Association  
Council for the Protection of Rural Wales  
Crown Estate Office  
Carmarthenshire Youth and Children's Association  
Cymdeithas Tai Cantref  
Design Commission for Wales  
Disability Wales  
Disability Rights Commission  
Disabled Persons Transport Advisory Committee



Communities first Carmarthenshire	Play Wales
Environmental Services Agency (Waste)	Dyfed Powys Police
Equal Opportunities Commission	Associated British Ports
European Council for the Village & Small Town	Post Office Property Holdings
Fire & Rescue Services - Mid & West Wales	Royal Institution of Chartered Surveyors Wales
Welsh Language Commissioner	Royal Town Planning Institute in Wales
Forestry Commission Wales	Chartered Institute of Housing Cymru
Freight Transport Association	Institution of Civil Engineers
Friends of the Earth Cymru	Chartered Institution of Waste Management
General Aviation Awareness Council	Royal Society of Architects in Wales
Groundwork Wales	Royal Commission on Ancient & Historical Monuments in Wales
Health and Safety Executive (HSE)	Quarry Products Association Wales
Bro Myrddin Housing Association	Rail Freight Group
Cymdeithas Tai Cantref	Carmarthen Ramblers Group
Family Housing Association	Dinefwr Ramblers Group
Pobl Housing Association	Llanelli Ramblers Group
Tai Cymdogaeth	Road Haulage Association
Farmers Union Wales	Road Safety Council of Wales
Federation of Small Businesses	Royal National Lifeboat Institution
The Home Builders Federation	RSPB Cymru
Menter Cwm Gwendraeth	South & West Wales Wildlife Trust
Menter a Busnes	Sports Council for Wales
Llanelli Civic Society	Sustrans Cymru
Llandovery Civic Trust	Tai Cymru Housing Association
MPs – Carmarthen East & Dinefwr	Transport 2000
MPs – Mid & West Wales	University of Wales Trinity Saint David
Members of the European Parliament (MEPs)	Valuation Office – Mineral Valuer
First Cymru	Wales Council for Voluntary Action
National Express	Wales Environmental Compact
Veolia	Wales Environment Link
Hyder Consulting (UK) Ltd	Wales Tourist Board
National Air Traffic Services Ltd	Wales Tourism Alliance
National Farmers Union for Wales	Welsh Association of Community & Town Councillors
National Museums & Galleries of Wales	Welsh Association of Youth Clubs
National Playing Fields Association	Welsh Historic Gardens Trust
National Society of Allotment & Leisure Gardens Ltd	Welsh Local Government Association
National Trust	Welsh Environmental Services Association (representing waste industry)
National Youth Agency	Welsh Health Estates
Arriva Trains Wales	Wildlife Trust Wales
First Great Western Trains	The Woodland Trust Wales
Network Rail	Young Enterprise
Virgin Trains	Young Farmers (Wales)
One Voice Wales	Youth Access
Open Space Society	Carmarthenshire Youth Council
Planning Aid Wales	

Carmarthenshire Strategy for Older People  
Steering Group  
Community Planning Partnerships  
Voluntary Sector Forum  
Health, Social Care & Well Being Partnerships  
Services for Older People Planning Group  
Carmarthenshire Disability Coalition for Action  
Healthy Schools Initiative  
Homelessness Forum  
Lifelong Learning Partnerships  
Local Biodiversity Action Plan Partnership  
Local Access Forum  
South West Wales Community Rail Partnership  
Safer Communities Partnerships  
Community Safety Partnership  
Domestic Abuse Forum  
Carmarthenshire Volunteer Organisers' Network  
Social Care Regional Partnership  
South West Wales Economic Forum

## Appendix 6: Public Libraries within Carmarthenshire

- Ammanford
- Bedol (Garnant)
- Brynaman
- Burry Port
- Carmarthen
- Kidwelly
- Llandeilo
- Llandovery
- Llanelli
- Llangennech
- Llwynhendy
- Newcastle Emlyn
- Pembrey
- Pontyates
- Pontyberem
- St Clears
- Whitland

### Mobile Libraries (routes)

- Llangadog / Llanddeusant
- Farmers / Llansadwrn / Talley/ Brechfa
- Rhydcymerau
- Hendy
- Cwmann / Llanybydder / Llanllwni
- Login / Llanglydwen
- Trimsaran / Mynyddygarreg / Ferryside
- Cilycwm / Llanwrda
- Drefach Felindre / Tanglwst / Cynwyl Elfed
- Llannon / Drefach / Mynyddcerrig
- Llanfynydd / Nantgaredig / Capel Dewi
- Blaenwaun / Trelech / Meidrim
- Pendine / Llansadurnen / Laugharne
- Llanybri / Llansteffan / Llangain
- Peniel / Llanpumsaint / Pencader

Correct as of August 2017, please consult the Council's web site for an up-to-date list.

<http://www.carmarthenshire.gov.wales/home/residents/libraries-archives/find-a-library.aspx#.WYiGxE-ouUm>

## Appendix 7: Key Stakeholder Forum

- Carmarthenshire Association of Voluntary Services (CAVS)
- Coleg Sir Gar
- Carmarthenshire County Council – Corporate Policy and any other relevant representatives
- Dyfed Powys Police
- Natural Resources Wales – including Environmental Protection and Ecology
- University of Wales Trinity Saint David’s
- Hywel Dda University Health Board – including Estates and Primary Care / Corporate policy.
- Arts Council of Wales
- Community & Town Councils (3 urban & 3 rural)
- Cadw
- Dyfed Archaeological Trust
- National Farmers Union
- Farmers Union Wales
- Young Farmers representative
- Youth representative (Youth Council)
- Advisory Panel representation
- Mid and West Wales Fire and Rescue Authority
- Dyfed Powys Police – Police and Crime Commissioner
- Welsh Government - including representative from transport division
- Brecon Beacons National Park
- Neighbouring Local Authorities
- Welsh Language representatives (including Cymdeithas yr Iaith and Dyfodol)
- Tourism sector
- Developer sector
- Commercial sector
- Dŵr Cymru Welsh Water
- Federation of Small Businesses
- Chamber of Commerce representative
- Utility providers
- Religious Groups representation.

Each organisation will normally be represented by a **single** nominated member with an expectation to attend and participate through the process to maintain continuity and consistency.

Revised Carmarthenshire Local Development Plan  
2018 – 2033

# Covid-19 Assessment – Draft for Reporting

## Revised Carmarthenshire Local Development Plan

### Covid-19: Assessment of the Evidence Base, Strategy and Policies - Draft for Reporting

#### 1. Background

1.1 In late January 2020 the Corona Virus outbreak was declared a public health emergency of international concern (PHEIC) with its subsequent impact spreading across the world's societies and throughout our communities.

1.2 In response to the escalating pandemic on the 18th March 2020 Carmarthenshire County Council took the decision to suspend most democratic meetings, followed on the 19th March by the decision to close the Authority's administrative buildings.

1.3 On the 23rd March 2020 the UK Government introduced a full "lockdown" to halt the spread of the virus. The subsequent months has witnessed not only the tragic loss of life but also impacts to how our people, businesses, organisations, and communities behave and interact at an economic, social, and cultural level.

1.4 On the 7<sup>th</sup> July 2020 the Minister for Housing and Local Government in her letter to Local Authority Leaders and Chief Executives. In this letter the Minister reiterated the role of up to date agile development plans as the cornerstone of the planning system. In this regard the letter requires local planning authorities to reflect on the impact of the pandemic on their areas and consider the consequences for LDPs under review or being implemented. Those LDPs currently undergoing review, which had not yet been submitted to the Planning Inspectorate for examination, should undertake an assessment of the evidence base, strategy, and policies in terms of sensitivity to the consequences of the pandemic.

1.5 It should be noted that at the time of writing the Revised Carmarthenshire LDP was one of those LDP's undergoing review and pending submission for examination.

1.6 The assessment should be submitted to the Welsh Government with requests to extend Delivery Agreements (DA).

#### **Building Better Places, The Planning System Delivering Resilient and Brighter Futures, Placemaking and Covid-19**

1.7 Following the ministers letter the Welsh Government published Building Better Places, The Planning System Delivering Resilient and Brighter Futures, Placemaking and Covid-19 recovery (July 2020). The document sets out the Welsh Government's planning policy priorities that will assist in taking action in the recovery period after the Covid-19 pandemic crisis.

1.8 This document identifies development plans has having a central role in responding to Covid-19 in planning effectively for future crises and to take a long-term view to improve health and wellbeing for all. In so doing it restated the importance of having an up to date LDPs to give local effect to local development priorities and national planning policy.

1.9 The WG identify that in the immediate post Covid-19 phase there will be particular areas of policy which should be the focus of consideration and action, in order to act as a catalyst for a recovery across the pillars of sustainable development. These considerations fall in to one of three categories:

1. How we experienced the direct impacts of the Covid-19 lockdown period and the permanent positive changes we need to see in places and as part of new development.
2. The lessons we have learned over this time and how we can help to make places more resilient and adaptable to future pandemics, should they happen again.
3. Aiding the recovery after the pandemic has passed and restrictions are eased to ensure it benefits all parts of society and helps us to decarbonise, tackle climate change, reverse biodiversity decline and improve health and general well-being.

1.10 Within the document 8 key issues are identified which bring individual policy areas together to ensure that action is the most effective. The 8 issues are:

- Staying local: creating neighbourhoods
- Active travel: exercise and rediscovered transport methods
- Revitalising our town centres
- Digital places – the lockdown lifeline
- Changing working practices: our future need for employment land
- Reawakening Wales' tourism and cultural sectors
- Green infrastructure, health and well-being and ecological resilience
- Improving air quality and soundscapes for better health and well-being

### **Purpose of this Paper**

1.11 This paper sets out assessment of the implications arising from Covid-19 on the Revised Carmarthenshire Local Development Plan, its evidence base, policies, and Strategy. It identifies which areas of the LDPs evidence base might require updating or where new research is necessary. It also sets out those areas where policy changes are likely as a response to the impacts of the pandemic and summarises the potential effects on the overall LDP strategy.

1.12 This paper should be read in conjunction with the Authority's Revised Delivery Agreement (2020) and its amended timetable and community involvement scheme for the preparation of the Revised Carmarthenshire LDP.

### **Plan Making Stage**

1.13 The County Council published its Deposit Revised LDP 2018 - 2033 and supporting documents (Habitat Regulations Assessment and Sustainability Appraisal) along with two draft Supplementary Planning Guidance (SPG) for statutory 6-week public consultation commencing on the 29<sup>th</sup> January 2020. This period was subsequently extended by a further 2 weeks with the consultation closing on the 27<sup>th</sup> March 2020.

1.14 Whilst the initial 6 week statutory period was unaffected by Covid-19 and the subsequent lockdown, the final two weeks (which formed the extended period of the consultation from 6 to 8 weeks) were impacted by the gradual move into lockdown with the closure of Councils administrative buildings (including public libraries and customer service centres).

1.15 It should be noted that all planned public engagement events and drop-in sessions had been completed. Consequently, there was no cancellation of events or disruption to planned engagement. However, access to documents at public buildings during that last 2 weeks was limited albeit access remained available through an extensive on-line resource.

1.16 As a result of the disruption experienced over the final days of the original consultation, the Council has undertaken a further 3-week consultation on the Deposit Revised LDP and its supporting documents (SA and HRA). This consultation opened on the 11<sup>th</sup> September and closes at 4:30 on the 2<sup>nd</sup> October 2020.

1.17 This consultation includes appointment base access to the Council's customer service Hubs and the identified open public libraries, as well as mobile libraries. The availability of documents at these locations accords with the Council's process for re-opening public buildings as part of a responsible phased approach. This provides a reasonable response to the need to make documents available whilst recognising the overriding need to reflect Government advice, reflect social distancing requirements and protect public health and that of Council's employees.

1.18 The consultation on the Deposit LDP resulted in a significant level of interest and number of representations received. Invariably therefore, and as a response to emerging evidence (including that arising from Covid-19) we will be proposing changes to the Plan. Consequently, Focused Changes will be consulted upon. This stage has been included into the timetable set out within the Revised LDP along with a revised date for the submission to the Welsh Government.

## **2. IMPACT OF COVID-19**

### **Economic Impact**

2.1 The impacts of Covid-19 are not evenly distributed across the economy. Those sectors most notably impacted have been food/accommodation, non-mail order retail and arts/leisure sectors. In other sectors such as construction and manufacturing whilst impacts on workplace arrangements have an impact, the greater impact comes from the initial collapse in demand and it is restoring both demand and supply chains that is central to determining reopening. Those sectors that are least affected, in addition to critical sectors that have had to stay open, are those sectors where working from home is possible and demand is much less immediately impacted by lockdown such as the public sector and utilities.

2.2 At a UK level almost a quarter of workers have stopped working since the crisis started, the majority of which have been furloughed rather than lost their jobs. With the furloughing scheme coming to an end at the end of October there is great uncertainty around future employment rates and economic recovery. This uncertainty translates from the national to the County level.

2.3 To gain an informed understanding of the position in Carmarthenshire, an initial sweep of evidence has been gathered on the impact on businesses, unemployment and our rural / primary towns. Evidence has also been sought from developers and investors who have been active in Carmarthenshire to assess whether they are likely to continue to conduct business in the County in the future. The findings are set out below:



## **Business / Economy**

2.4 A survey of businesses across the county has been undertaken to identify, going forward the assistance they most needed. A total of 574 businesses from across the county responded to the survey. The main findings and conclusions of the report are summarised below:

- a) The negative effects of the COVID-19 pandemic have been significant and wide reaching for Carmarthenshire's businesses. A wide-ranging spectrum of business types and corresponding industries have been negatively impacted by the pandemic. These effects mainly relate to a significant reduction in income, reduced access to customers, problems with supply chains and the possible cessation of trading.
- b) Many of the businesses worst affected are within those sectors deemed of significant importance to Carmarthenshire in terms of employment and/or GVA. The visitor economy and food and beverage sectors alone are worth almost £169 million to Carmarthenshire's economy and are therefore sectors of great pertinence to the county. We have also heard first-hand through the survey the challenges being experienced by the Agricultural sector. With a location quotient of 5.64 (showing substantial strength) and a GVA of almost £63 million, adequate support should be offered to support this vitally important sector.
- c) Many businesses (mainly those that are self-employed or freelance), have been unable to access any financial support. Analysis has shown that many businesses have faced barriers in accessing support, having been deemed ineligible for the current offer. It could be argued that should any further financial support mechanisms be developed then these businesses should be the first to benefit, especially if any of these businesses align to those sectors deemed high value.
- d) Most businesses will not be able to operate longer than three months if the current situation continues. Support developed to date has been done quickly and with depleted resources in many instances.
- e) The most sought-after type of support both in the short and longer term is financial in the form of grants, loans or payment deferrals/holidays. These findings present a challenge given that it is currently difficult to ascertain how much longer restrictions will be in place.
- f) Some businesses would find promotion and advertising support from the Council beneficial. Businesses primarily operating within the Tourism, Leisure and Hospitality sectors indicated that they would find free advertising and promotion beneficial to their recovery.
- g) There are areas of deprivation in the county where the effects of the pandemic could be felt more acutely.
- h) Some businesses foresee that they will experience skills challenges as a result of the pandemic, with the majority stating that these skills deficits will relate to digital and IT skills.
- i) The skills landscape will undoubtedly suffer as a result of the pandemic. The majority of job losses are likely to be at a lower skills level as these jobs tend to be part-time, low paid and more unstable.

### Unemployment in Carmarthenshire

2.5 An analysis of the number of people claiming unemployment-related benefits in Wales shows that between March and April (first full month of lockdown) there were 104,869 claimants compared with 58,576 in March. This resulted in the claimant rate increasing from 3.9% to 6.8% which compares negatively with the UK average which sits at 5.8%.

2.6 The table below provides a breakdown of claimant levels in April 2020 compared with the same time last year. The trends are undeniable and are a stark indicator of the effects of the pandemic. Figures highlighted in the preceding paragraph allows confident deduction that the substantial increases seen in Carmarthenshire are primarily as a result of the pandemic.

Area	Level		Rate	
	Apr 2019	Apr 2020	Apr 2019	Apr 2020
<b>Carmarthenshire</b>	2,420	5,495	2.2	5.0
<b>Wales</b>	53,770	104,305	2.8	5.4
<b>UK</b>	1,106,610	2,117,360	2.7	5.1

2.7 Carmarthenshire’s claimant rate appears to compare positively with the averages for Wales and the UK. However, further analysis indicates that Carmarthenshire has seen the greatest increase (2.8) in the claimant rate compared with increases of 2.6 and 2.4 for Wales and the UK respectively. The count of claimants has increased by 127% in Carmarthenshire which is substantially higher than the proportional increases seen at a Wales and UK level, (94% and 91% respectively).

2.8 There are several factors which could be attributable to these trends. Carmarthenshire’s economy is characterised by a higher than average proportion of self-employed individuals (12.4% compared with 9.6% in Wales). Anecdotal evidence suggests that at a national level the package of support has been lesser and more difficult to access (owing to eligibility and timeliness) for these individuals and many have been forced to claim unemployment-related benefits. It is feasible that many of these additional claimants are therefore those that have been unable to access any other form of financial support.

2.9 Those sectors that have suffered ‘shutdowns’ as a result of the pandemic offer employment to approximately 25,000 people in Carmarthenshire (accounting for 37% of the total workforce). It is realistic therefore to suggest that whilst a proportion of those have been furloughed (with model-based estimates suggesting that 7,500 individuals are benefitting from the furlough scheme in Carmarthenshire) the shortfall of 17,500 people are likely to be those individuals accessing these benefits. The suggestion is that these figures are likely to rise significantly over the coming months.

### Rural Towns

2.10 Prior to the current crisis we were working with consultants to develop plans to revitalise 10 of our rural towns – Llandovery, **St Clears, Whitland, Newcastle Emlyn, Laugharne**, Cwmamman, Llanybydder, Kidwelly, Llandeilo and Cross Hands - under the Council’s moving Rural Carmarthenshire Forward Strategy. These growth plans were to look forward 10 years with new ideas and priorities agreed in partnership with businesses. The need for these plans has been brought into focus by the economic challenges brought about

by the pandemic. The anticipated economic impacts of Coronavirus on 5 of the 10 Towns (shown in bold). The initial key findings for these 5 towns include:

- Across the five towns, 35% of the workforce (2,330 people) are employed in occupations considered at most risk (administrative, leisure, customer service, elementary).
- If one in five (466) of the most at-risk workforce lost their jobs, unemployment would increase by 70%.
- Whitland (26%) and St Clears (27%) have the highest levels of managers and professionals which offer more capacity to work from home and are considered to be less risk occupations.
- 20% of employees across the five towns are in self-employment and are considered more vulnerable to abrupt and, in some cases, total loss of income.
- Over 40% of businesses in the five towns are in shut down sectors (restaurants, pubs, café, non-food retail etc).
- 50 food and drink businesses and 100 accommodation providers are likely to have closed across the five towns, with Laugharne suffering more significantly than others.
- Impacts on agriculture are likely to have a greater impact on the five towns because there are a higher proportion of people employed in agriculture

2.11 A review of the Covid-19 impact on the remaining 5 towns is currently being progressed with further information available shortly.

### **Town Centres**

2.12 Currently, the economic effects of the Covid-19 crisis are highly uncertain which makes it difficult to draw a clear picture of immediate impact on our primary town centres, namely Carmarthen, Ammanford and Llanelli. The retail sector is vulnerable with shop closures and changes in consumer patterns and demand. Intervention and clear direction from all stakeholders will be required to prioritise key strategies of support to ensure town centre recovery following the Covid-19 crisis.

2.13 Potential town centre issues include:

- Improve access/ social distancing measures to be implemented within town centres, including connections between out of town sites and the town's public transport link.
- Increasing footfall to all areas of the town.
- Reducing the number of empty premises in the town centre.
- Provide alternative trading for those businesses based within core town centres (i.e. deliveries, online sales).
- Public transport issues – avoiding congestion.
- Derelict sites / empty buildings.
- Consider community enterprise and third sector role in recovery of the town.
- Provide Business Support – chamber of trade, self-help initiatives such as town centre partnerships.
- Need for effective town branding and development of a marketing & tourism development strategy.
- Need for financial support for new and existing businesses. Strengthen Local procurement / Local supply chain.

2.14 The Centre for Towns, an independent organisation dedicated to providing research and analysis on a range of issues affecting our towns, has recently reviewed the effect of the COVID-19 pandemic on towns and cities throughout the UK. The report findings identify Llanelli as being in the top 20 towns in the UK for absolute deprivation and therefore lacking in resilience with regards to COVID-19.

2.15 It is crucial that we help as many of our town centre businesses back operating safely as soon as possible. To achieve this, we need to create safe town centre environments and enable sensible movement throughout that will give users, residents and businesses confidence to resume activity and business.

#### **Developer / Investor Confidence**

2.16 Some 15 local, regional and national developers have been contacted in respect of their businesses and how they have been impacted by Covid 19. The discussion with developers revolved around 4 main themes (a summary of feedback is set out in Appendix 1):

- Short term impacts (current and in the next 6 months)
- Key constraints anticipated moving forward
- Key opportunities moving forward
- Key public and private sector interventions required

#### **Environmental Impacts**

2.17 Covid –19 has resulted in positive impacts on the environment particularly during the period of lockdown, notably around carbon emissions. S

2.18 Access to green space has become a more factor to people and communities as has the environmental context within which they live with the role of placemaking and green infrastructure becoming an increasingly prominent consideration. Reference is however made to the impact the pandemic has had on those from socially deprived areas.

### **3. Evidence Base - Covid-19 Implications**

3.1 The following reflect the key areas of the authority's evidence base where the impacts of Covid-19 (in whole or in part) require a further reassessment or updating.

#### **Employment and the Economy**

3.2 A review of the current evidence base will be required in respect future economic activity arising from the outbreak and how this will impact on different sectors. This will include projected impacts from Covid. It is clear however, that there can be no clear certainty in measuring and understanding the impact from the Pandemic. In this respect, there is little data or information available to inform or establish a robust trend or indeed to predict the extent and length of the economic downturn. Reference is however made to the above which will feed into and inform the Councils Recovery Plan and the economic evidence underpinning the Plan.

3.3 The role of the tourism sector in the local economy is recognised. An understanding is needed of any changes in employment patterns and demands on the sector arising from the outbreak.

3.4 In developing this broader understanding of any impacts, regard will be had to the Council's Recovery Plan and any other national and regional interventions/strategies.

### **Retail and Town Centres**

3.5 There is a need to understand and reflect that High Streets and retail activity continue to change. Whilst the effects of Covid-19 are still largely unknown, evidence will be required to look at the changing shape of the retail sector and the resultant impact on our town centres.

3.6 Regard will be had to 'Building Better Places, The Planning System Delivering Resilient and Brighter Futures, Placemaking and Covid-19 recovery' (July 2020).

3.7 In developing this broader understanding of any impacts, regard will be had to the Council's Recovery Plan and any other national and regional interventions/strategies.

### **Population and Housing**

3.8 It should be noted that further evidence is scheduled to be prepared as part of the continual need to remain appraised and up to date in relation to population changes and resultant household requirements. The withdrawal by StatsWales of the original 2018 population and household projections, due to an error on migration patterns, and their subsequent and ongoing re-issuing will require further consideration.

3.9 In addition, evidence will need to reflect the impacts of Covid-19 in so far as it can be predicted at this stage. Consideration will be required on the potential impact of Covid-19 on the requirement for affordable homes particularly if there are economic challenges resulting in greater unemployment or employment instability. In addition, consideration may be required to establish any trend for additional in migration, particularly in rural areas arising from a response to lockdown.

3.10 The Deposit Revised LDP and its strategy seeks to ensure and enable access to a range and choice of homes as well as a target for the delivery of affordable homes – key in addressing affordability issues and to build sustainable and resilient communities. It is recognised that housing will have an important part to play in the economic recovery - evidence will be required to reflect the Council's recovery programme and the broader regeneration and strategic ambitions notably around maximising affordable housing provision, meeting housing need and providing opportunities to retain younger people and provide an attractive County for our younger people to return to.

### **Placemaking, Well-being and Green Infrastructure**

3.11 Lockdown has emphasised the value and importance of place-making and of the provision of locally accessible open/green spaces for health and well-being and recreation. This is essential to our core purpose of building sustainable and resilient communities. The central role of placemaking was reinforced through the Minister's letter with the LDP as the key delivery mechanism.

### **Climate Change**

3.12 The Deposit LDP places significant emphasis on the response to Climate Change with a proactive set of policies on a number of areas including electric charging points for vehicles as part of new developments.

3.13 There may be further scope to explore the relationship and compatibility with the Zero Carbon agenda. The potential for reduced car usage arising from home/agile working through a reduction in commuting patterns is noted with opportunities to build on active travel and integrated sustainable transport solutions already embedded in the Plan.

### **Infrastructure**

3.14 Further consideration may be required around the increased emphasis on digital infrastructure due to the increase in agile/home working. If successful, the trial measures being drawn up to support our High Streets and enable social distancing might become permanent.

### **Housing Viability**

3.15 Whilst the short, medium, and indeed long-term impacts of the pandemic on the house building industry is yet unknown, evidence on housing viability will be updated to reflect the most up to date information available. It should however be noted that the economic impact is uncertain particularly given the potential for further disruption because of a second spike in infections.

### **Evidence Base – Non Covid-19 Implications**

3.16 The following aspects of the Plan's evidence base will require further consideration / updating includes the following. This list is not exhaustive and subject to change as the implications arising from representations and other evidence and contextual changes emerge.

### **Population and Housing**

3.17 Update on the Demographic evidence in response to revised WG 2018 based population projections.

### **Renewable Energy Assessment**

3.18 Revision to reflect the representations received and the progress in the preparation of the National Development Framework and its policies and provisions on Renewable Energy.

### **Highways Paper**

3.19 Develop upon the current evidence and to take account of representations received.

### **Rural Task Force: Ten Towns Growth Plans**

3.20 As part of the findings of the rural task force the Council has commenced the development of growth plans for Ten prominent towns within the context of rural Carmarthenshire. The publication of these documents will further supplement and evidence the Council's regeneration ambitions for our rural areas.

### **Landscape Capacity Study**

3.21 To support the application and implementation of the Deposit Revised LDP's landscape policies.

3.22 The following sets out an assessment and commentary impacts of Covid-19 in relation to the current evidence base for the Revised LDP.

Evidence/document	Sensitivity	Action
<b>Consensus Building</b>		
Advisory Panel Minute Book Volumes 1 and 2	None	No action required
Key Stakeholder Forum Meetings – Reports and Papers	None	No action required
Town and Community Council Workshop	None	No action required
<b>Background Evidence</b>		
Demographic Forecasts (Addendum Sept 2019)	Sensitive	Update will be required to consider the latest WG sub national projections and to consider any evidential changes in respect of Covid-19, including changing migration patterns.
Democratic Forecasts (Oct 2018)	See above	See above
Caeau Mynydd Mawr SAC – Revised SPG Evidence Papers	None	No action required
Two Counties Economic Study for Carmarthenshire and Pembrokeshire (October 2019)	Sensitive	Review of the current evidence base will be required in respect future economic activity arising from the outbreak and how this will impact on different sectors. This will include projected impacts from Covid.
Renewable Energy Assessment	None	No immediate action required.  Note: Recognition of the role of renewables as part of the broader climate agenda in responding to Covid-19.
Carmarthenshire Gypsy Travellers Accommodation Needs Assessment (Nov 2019)	None	No action required
Carmarthenshire Rural Needs Study	None	No immediate action required.  Further information may be necessary should evidence become available around immigration into rural communities.
Transport Background Paper 2020	None	No immediate action required.  Note: Recognition of the role of active travel as part of the creation of sustainable future and placemaking in responding to Covid-19.
Housing Market Summary for Carmarthenshire (Dec 2019)	None	No immediate action required.  To be kept under review to pick up on consequential changes arising from

		amendments to other components of the evidence base.
Welsh Language Impact Assessment 2019	None	No immediate action required.  To be kept under review to pick up on consequential changes arising from amendments to other components of the evidence base.
Preliminary Report on Financial Viability (Nov 2019)	Sensitive	Evidence will need to respond to economic changes arising from the outbreak, notably impacts on the house building sector, supply line and land values.
Open Space Assessment	None	No immediate action required.  Note: Recognition of the role of open space and Green Infrastructure as parts of the Placemaking agenda in responding to Covid-19.
Retail Study Update 2015	Sensitive	The retail sector (notably comparison) has been hard hit by the pandemic with many non-essential outlets experiencing long closures during lockdown and a slow return of customers during the recovery stage.  The leisure and cultural sector incl. pubs and restaurants have also been hit along with community and entertainment venues. The study requires updating to reflect the outcomes of Covid but also subsequent changes to floorspace evidence across the comparison and convenience sectors. Recognition of the focus on the role town centres as contained with PPW and as part of the WG post Covid recovery response.
Employment Land Reviews 2016 - 2018	Sensitive	The ELR's are an annual monitoring mechanism – future reports will need to measure any post Covid impacts.
Green Infrastructure Assessment	None	No immediate action required.  Note: Recognition of the role of open space and Green Infrastructure as parts of the Placemaking agenda in responding to Covid-19.
Topic Paper – Issues, Vision and Objectives (Dec 2019)	None	The Issues, Objectives and the Vision remain consistent and relevant post Covid.
Topic Paper – Waste (Oct 2019)	None	No action required
Topic Paper - Minerals (Oct 2019)	None	No action required



Topic Paper - Welsh language (Aug 2019)	None	No immediate action required.  To be kept under review to pick up on consequential changes arising from amendments to other components of the evidence base.
Topic Paper - Role and Function Update (Jan 2020)	Sensitive	No immediate action required.  Review to pick up on consequential changes arising from amendments to other components of the evidence base.
Topic Paper – Spatial Framework and Housing Supply (Jan 2020)	Sensitive	No immediate action required  Whilst not requiring a change in terms of the strategy and the spatial framework any update will need to consider the latest WG sub national projections and to consider any evidential changes in respect of Covid-19, including changing migration patterns
Topic Paper – Population and Household Projections (Sept 2019)	Sensitive	Update will be required to consider the latest WG sub national projections and to consider any evidential changes in respect of Covid-19, including changing migration patterns.
Topic Paper – Infrastructure Assessment (Jan 2020)	Sensitive	Evidence will need to consider the increased expectations and requirements arising from homeworking. Focus on highspeed and reliable broadband infrastructure.
Topic Paper – Development Limits (Dec 2019)	None	No immediate action required.  Review to pick up on consequential changes arising from amendments to other components of the evidence base.
Topic Paper – Spatial Options	None	No action required.
<b>Flooding Evidence</b>		
Carmarthenshire and Pembrokeshire Stage 1 SFCA	None	No action required.
SFCA – Existing Allocations	None	No action required.
SFCA – Candidate Sites	None	No action required.
Stage 1b SFCA – Llanelli, Burry Port and surrounding areas	None	No action required.
<b>Supporting Documents</b>		

Delivery Agreement	Sensitive	An extension to the current timetable of 7 months is required. The Revised DA will be submitted for agreement to the WG. Additional amendments will be required to the community involvement scheme to reflect revised approaches to engagement and the availability of documents.
Sustainability Appraisal	Sensitive	A further assessment will be necessary to assess the nature (if any) of the impacts arising from Covid and the consequential amendments to the Revised LDP.
Habitat Regulations Assessment	Sensitive	A further assessment will be necessary to assess the nature (if any) of the impacts arising from Covid and the consequential amendments to the Revised LDP.

#### 4. Revised LDP Strategy

4.1 The strategic direction of the Revised LDP is underpinned by the principles of sustainable development, whilst reflecting the diversity of the County’s environments, economies, and its communities. In this regard it has sought to respond to this diversity by providing opportunities for balanced and sustainable growth whilst reflecting the needs of its communities and the cultural, linguistic, built, and environmental qualities.

4.2 The Plan’s preparation and that of its strategy is in accordance with national policy and legislation but also the Wellbeing of Future Generation Act and its goals as well as the Carmarthenshire Well-being Plan: The Carmarthenshire We Want 2018 - 2023.

4.3 The Vision, Objectives and Strategy reflect the wider issues facing the area both within the urban and rural context. Whilst it is accepted that Covid-19 may exacerbate specific issues, such as a declining town centres they are all matters currently considered within the Plan. However, as above it is recognised that additional evidence may be required to further understand the implications, and where appropriate refine policy approaches. They do not sufficiently materially affect the Plan to warrant an amendment to its strategy.

4.4 As recognised by the Minister in her letter of the 7<sup>th</sup> July Covid-19 has also brought fresh focus on long held priorities such as the importance of green infrastructure. The value and role these spaces play is recognised within the Plan and the strategy. However, consideration will be given to augmenting evidence to add to our knowledge of the extent and location of Green Infrastructure, and through a GI strategy to turn the focus toward implementation. This will be undertaken without requiring any changes to the strategy.

4.5 Whilst the Deposit Revised LDP recognises the issues around climate change and the zero-carbon agenda and takes active steps to incorporate them within a land use document, the Plan will further iterate to reflect these priority themes. Whilst not requiring a change in the strategy they remain of integral importance to the land use planning system in moving forward as such further changes will be made as appropriate.

## **5. Policy Implications – Covid-19**

5.1 The following list identifies specific policy areas where there may be amendments arising from, and in response to Covid-19. Please note the specific amendments to the Plan are not detailed below but will form part of the Focused Changes and will be subject to public consultation ahead of submission for Examination. The list should not be viewed as definitive and/or exhaustive:

Policy		Covid-19 Commentary
<b>Strategic Policy – SP1: Strategic Growth</b>		No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>SG1:</b>	Regeneration and Mixed-Use Sites	No Covid-19 related changes anticipated.
<b>SG2:</b>	Reserve Sites	No Covid-19 related changes anticipated.
<b>SG3:</b>	Pembrey Peninsula	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP2: Retail and Town Centres</b>		<p>Potential for changes reflecting the impacts arising from Covid-19. It is recognised that retail and notably town centres have been highlighted as an area impacted directly by the outbreak. Any changes to the policy will reflect evidence, contextual factors (changes in guidance) and the need to reflect recovery plans and proposals.</p> <p>Where appropriate further consideration to be given to the potential benefits on town centres and their attractiveness to consumers of Green Infrastructure etc.</p>
<b>RTC1:</b>	Carmarthen Town Centre	<p>Potential for changes reflecting the impacts arising from Covid-19. It is recognised that retail and notably town centres have been highlighted as an area impacted directly by the outbreak. Any changes to the policy will reflect evidence, contextual factors (changes in guidance) and the need to reflect recovery plans and proposals.</p> <p>Where appropriate further consideration to be given to the potential benefits on town centres and their attractiveness to consumers of Green Infrastructure etc.</p>
<b>RTC2:</b>	Protection of Local Shops and Facilities	<p>Potential for changes reflecting the impacts arising from Covid-19. It is recognised that retail and notably town centres have been highlighted as an area impacted directly by the outbreak. Any changes to the policy will reflect evidence, contextual factors (changes in guidance) and the need to reflect recovery plans and proposals.</p> <p>It is noted that the role of local retail and facilities make an important contribution to settlements and communities across the County, including those in a rural context. In this respect their role will be appropriately considered considering any evidence around a more local a convenience focused approach to accessing retail provision.</p>

<b>RTC3:</b>	Retail in Rural Areas	<p>Potential for changes reflecting the impacts arising from Covid-19. It is recognised that retail and notably town centres have been highlighted as an area impacted directly by the outbreak. Any changes to the policy will reflect evidence, contextual factors (changes in guidance) and the need to reflect recovery plans and proposals.</p> <p>It is noted that the role of local retail and facilities make an important contribution to settlements and communities across the County, including those in a rural context. In this respect their role will be appropriately considered considering any evidence around a more local a convenience focused approach to accessing retail provision.</p>
<b>Strategic Policy – SP3: A Sustainable Approach to Providing New Homes</b>		No specific changes identified. Policy may require iteration because of evidential review arising from Covid-19.
<b>HOM1:</b>	Housing Allocations	No Covid-19 related changes anticipated.
<b>HOM2:</b>	Housing within Development Limits	No Covid-19 related changes anticipated.
<b>HOM3:</b>	Homes in Rural Villages	No Covid-19 related changes anticipated.
<b>HOM4:</b>	Homes in Non-Defined Rural Settlements	No Covid-19 related changes anticipated.
<b>HOM5:</b>	Conversion or Subdivision of Existing Dwellings	No Covid-19 related changes anticipated.
<b>HOM6:</b>	Specialist Housing	No Covid-19 related changes anticipated.
<b>HOM7:</b>	Renovation of Derelict or Abandoned Dwellings	No Covid-19 related changes anticipated.
<b>HOM8:</b>	Residential Caravans	No Covid-19 related changes anticipated.
<b>HOM9:</b>	Ancillary Residential Development	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP4: Affordable Homes Strategy</b>		No Covid-19 related changes anticipated.
<b>AHOM1:</b>	Provision of Affordable Homes	No Covid-19 related changes anticipated.
<b>AHOM2:</b>	Affordable Homes- Exceptions Sites	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP5: Strategic Sites</b>		No Covid-19 related changes anticipated.
<b>Strategic Policy – SP6: Employment and the Economy</b>		No specific changes identified. Policy may require iteration because of evidential review arising from Covid-19.

<b>EME1:</b>	Employment- Safeguarding of Employment Sites	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>EME2:</b>	Employment- Extensions and Intensification	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>EME3:</b>	Employment Proposals on Allocated Sites	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>EME4:</b>	Employment Proposals on Non-Allocated Sites	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>EME5:</b>	Home Working	Policy may require iteration to reflect issues arising from Covid-19 and the potential increase in home working.
<b>Strategic Policy – SP7: Welsh Language and Culture</b>		No Covid-19 related changes anticipated. Note: reference should be had to any potential changes in demographic evidence and in migration.
<b>WL1:</b>	The Welsh Language and New Developments	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP8: Infrastructure</b>		No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.
<b>INF1:</b>	Planning Obligations	No Covid-19 related changes anticipated.
<b>INF2:</b>	Healthy Communities	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.  Reference is however had to the implications of Covid-19 on the more socially and economically challenged.
<b>INF3:</b>	Broadband and Telecommunications	Potential for amendment recognising the impacts arising from Covid-19 – the lockdown has seen an increase in home and remote working.  This has further highlighted the importance of good and reliable broadband connections. The issue is particularly prevalent in our rural communities and is reflected in the Council's emerging recovery plans and proposals.
<b>INF4:</b>	Llanelli Waste Water Treatment Surface Water Disposal	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP9: Gypsy and Traveller Provision</b>		No Covid-19 related changes anticipated.
<b>GTP1:</b>	Gypsy and Traveller Accommodation	No Covid-19 related changes anticipated.

<b>Strategic Policy – SP10: The Visitor Economy</b>		Potential for changes reflecting the impacts arising from Covid-19. The prominence in the immediate post lockdown of ‘staycations’ as an alternative to the disruption in foreign travel is noted. The short- or long-term nature of this trend will be considered as part of responding to the Council’s recovery plans and evidence.
<b>VE1:</b>	Visitor Attractions and Facilities	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.  Refer to the comments in respect of SP10.
<b>VE2:</b>	Permanent Holiday Accommodation	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.  Refer to the comments in respect of SP10.
<b>VE3:</b>	Touring Caravan, Camping and Glamping Sites	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.  Refer to the comments in respect of SP10.
<b>VE4:</b>	Static Caravan and Chalet Sites	No specific changes identified. Policy may require iteration as a result of evidential review arising from Covid-19.  Refer to the comments in respect of SP10.
<b>Strategic Policy – SP11: Placemaking and Sustainable Places</b>		Potential for changes reflecting the impacts arising from Covid-19.  The policy includes provisions in relation to placemaking, Green Infrastructure and the impacts of climate change. However, a further review will be undertaken considering evidence and the Covid -19 and iterated accordingly.
<b>PSD1:</b>	Sustainable and High-Quality Design	Potential for changes reflecting the impacts arising from Covid-19.  The policy includes provisions in relation to placemaking and Green Infrastructure. However, a further review will be undertaken considering evidence and the Covid - 19 and iterated accordingly.
<b>PSD2:</b>	Masterplanning Principles – Creating Sustainable Neighbourhoods	Potential for changes reflecting the impacts arising from Covid-19.

		The policy includes provisions in relation to placemaking, Green Infrastructure and the impacts of climate change. However, a further review will be undertaken considering evidence and the Covid -19 and iterated accordingly.
<b>PSD3:</b>	Green Infrastructure Network	Potential for changes reflecting the impacts arising from Covid-19.  The policy includes provisions in relation to placemaking and Green Infrastructure. However, a further review will be undertaken considering evidence and the Covid -19 and iterated accordingly.
<b>PSD4:</b>	Green Infrastructure – Trees, Woodlands, and Hedgerows	Potential for changes reflecting the impacts arising from Covid-19.
<b>PSD5:</b>	Development and the Circular Economy	No Covid-19 related changes anticipated.
<b>PSD6:</b>	Community Facilities	No Covid-19 related changes anticipated. The impact of Covid-19 on the most socially and economically challenged within communities is recognised.
<b>PSD7:</b>	Protection of Open Space	No Covid-19 related changes anticipated. The impact of Covid-19 on the most socially and economically challenged within communities is recognised.
<b>PSD8:</b>	Provision of New Open Space	No Covid-19 related changes anticipated. The impact of Covid-19 on the most socially and economically challenged within communities is recognised.
<b>PSD9:</b>	Advertisements	No Covid-19 related changes anticipated.
<b>PSD10:</b>	Extensions	No Covid-19 related changes anticipated.
<b>PSD11:</b>	Noise Pollution	No Covid-19 related changes anticipated.
<b>PSD12:</b>	Light and Air Pollution	No Covid-19 related changes anticipated.
<b>PSD13:</b>	Contaminated Land	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP12: Rural Development</b>		No Covid-19 related changes anticipated.
<b>RD1:</b>	Replacement Dwelling in the Open Countryside	No Covid-19 related changes anticipated.
<b>RD2:</b>	Conversion and Re-Use of Rural Buildings for Residential Use	No Covid-19 related changes anticipated.
<b>RD3:</b>	Farm Diversification	No Covid-19 related changes anticipated.
<b>RD4:</b>	Conversion and Re-Use of Rural Buildings for Non-Residential Use	No Covid-19 related changes anticipated.
<b>RD5:</b>	Equestrian Facilities	No Covid-19 related changes anticipated.



<b>Strategic Policy – SP13: Maintaining and Enhancing the Natural Environment</b>		No Covid-19 related changes anticipated.
<b>NE1:</b>	Regional and Local Designations	No Covid-19 related changes anticipated.
<b>NE2:</b>	Biodiversity	No Covid-19 related changes anticipated.
<b>NE3:</b>	Corridors, Networks and Features of Distinctiveness	No Covid-19 related changes anticipated.
<b>NE4:</b>	Development within the Caeau Mynydd Mawr SPG Area	No Covid-19 related changes anticipated.
<b>NE5:</b>	Coastal Management	
<b>NE6:</b>	Coastal Development	
<b>NE7:</b>	Coastal Change Management Area	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP14: Protection and Enhancement of the Built and Historic Environment</b>		No Covid-19 related changes anticipated.
<b>BHE1:</b>	Listed Buildings and Conservation Areas	No Covid-19 related changes anticipated.
<b>BHE2:</b>	Landscape Character	Limited potential for changes reflecting the impacts arising from Covid-19.  The policy includes provisions in relation to placemaking and Green Infrastructure.
<b>Strategic Policy – SP15: Climate Change</b>		Potential for changes reflecting the impacts arising from Covid-19.  Further scope to explore the relationship and compatibility with the Zero Carbon agenda.
<b>CCH1:</b>	Renewable Energy	No Covid-19 related changes anticipated.
<b>CCH2:</b>	Electric Vehicle Charging Points	No Covid-19 related changes anticipated.
<b>CCH3:</b>	Water Quality and Protection of Water Resources	No Covid-19 related changes anticipated.
<b>CCH4:</b>	Flood Risk Management and Avoidance	No Covid-19 related changes anticipated.
<b>CCH5:</b>	Renewable and Low Carbon Energy in New Developments	No Covid-19 related changes anticipated.
<b>CCH6:</b>	Climate Change – Forest, Woodland and Tree Planting	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP16: Sustainable Distribution – Settlement Framework</b>		No Covid-19 related changes anticipated.

<b>SD1:</b>	Development Limits	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP17: Transport and Accessibility</b>		No Covid-19 related changes anticipated.
<b>TRA1:</b>	Transport and Highways Infrastructural Improvements	No Covid-19 related changes anticipated.
<b>TRA2:</b>	Active Travel	No Covid-19 related changes anticipated.
<b>TRA3:</b>	Gwili Railway	No Covid-19 related changes anticipated.
<b>TRA4:</b>	Redundant Rail Corridors	No Covid-19 related changes anticipated.
<b>TRA5:</b>	Highways and Access Standards in Development	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP18: Mineral Resources</b>		No Covid-19 related changes anticipated.
<b>MR1:</b>	Mineral Proposals	No Covid-19 related changes anticipated.
<b>MR2:</b>	Mineral Buffer Zones	No Covid-19 related changes anticipated.
<b>MR3:</b>	Mineral Safeguarding	No Covid-19 related changes anticipated.
<b>Strategic Policy – SP19: Sustainable Waste Management</b>		No Covid-19 related changes anticipated.
<b>WM1:</b>	Sustainable Waste Management and New Development	No Covid-19 related changes anticipated.
<b>WM2:</b>	Landfill Proposals	No Covid-19 related changes anticipated.
<b>WM3:</b>	Agricultural Land – Disposal of Inert Waste	No Covid-19 related changes anticipated.

## Appendix 1

<p>Short Term Impact</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generally, most developers were surprisingly positive and see the current crisis as a challenge but in some instances an opportunity.</li> <li><input type="checkbox"/> Rent reduction / rent free windows being requested by a few tenants also some high-profile tenants not paying rent.</li> <li><input type="checkbox"/> A few experiencing delays in incoming payments from tenants and clients.</li> <li><input type="checkbox"/> Mixed response on availability and rates of bank finance.</li> <li><input type="checkbox"/> Some construction materials difficult to get hold of such as plasterboard, plaster and concrete.</li> <li><input type="checkbox"/> Material price rises inevitable in short term due to lack of supply and increasing demand.</li> <li><input type="checkbox"/> Mixed response on anticipated values falling, some developers believe there will be no change others expecting problems with security / projected profit margins from expected devaluation.</li> <li><input type="checkbox"/> Difficult to plan for future as so many unknowns.</li> <li><input type="checkbox"/> A number of projects have been delayed although several were looking to return to site shortly or had returned to site on a limited basis.</li> <li><input type="checkbox"/> Delays being experienced with planning decisions (across Wales) and drainage responses etc.</li> <li><input type="checkbox"/> HMRC furlough payments slow.</li> <li><input type="checkbox"/> Appreciation of quick processing of business rates grant.</li> <li><input type="checkbox"/> Utility companies only doing emergency work.</li> <li><input type="checkbox"/> Current glut of available labour where previously in short supply</li> </ul>
<p>Key Constraints</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Planning process – needs to be more responsive.</li> <li><input type="checkbox"/> Cost value GAP increasing low rentals higher costs.</li> <li><input type="checkbox"/> Increasing costs.</li> <li><input type="checkbox"/> Public sector too strong need to revitalise private sector.</li> <li><input type="checkbox"/> WG withdrawal from Housing association bond scheme.</li> <li><input type="checkbox"/> Lack of reasonable bank and development bank financing at reasonable costs.</li> <li><input type="checkbox"/> Lack of Gap funding schemes.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication with local authority would be useful to have single point of contact.</li> <li><input type="checkbox"/> Speculative development unlikely due to higher risk etc</li> <li><input type="checkbox"/> Uncertainty on end values.</li> <li><input type="checkbox"/> Lost income / lack of productivity</li> </ul>
<p>Opportunities</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demand still exists for high quality properties.</li> <li><input type="checkbox"/> Opportunities to market stock / development sites to companies in key cities across UK looking to lower costs and increase quality of life to employees.</li> <li><input type="checkbox"/> Residential market strong plus relocations as above.</li> <li><input type="checkbox"/> Cheap stock and land for acquisition.</li> <li><input type="checkbox"/> Local and consistent procurement.</li> <li><input type="checkbox"/> Remote working practices / IT.</li> <li><input type="checkbox"/> Less competition.</li> <li><input type="checkbox"/> Staycations.</li> <li><input type="checkbox"/> Retirement villages vs care homes.</li> <li><input type="checkbox"/> Live / work schemes.</li> <li><input type="checkbox"/> Creative hubs.</li> <li><input type="checkbox"/> Appetite for joint venture working with Council.</li> <li><input type="checkbox"/> More efficient working practices, IT, home working, TEAMS, reduced travel costs etc.</li> <li><input type="checkbox"/> Opportunities for off-site working in construction sector.</li> </ul>
<p>Public and Private Sector Interventions Required</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gap funding support scheme / Property Development Fund.</li> <li><input type="checkbox"/> Higher intervention rates to assist with growing development gap figure.</li> <li><input type="checkbox"/> Forum of developers.</li> <li><input type="checkbox"/> Support to assist with deferring private sector tenants rent.</li> <li><input type="checkbox"/> Rental guarantees from LA.</li> <li><input type="checkbox"/> Joint venture projects potentially LA asset backed.</li> <li><input type="checkbox"/> Seed funding for development of innovative / risky projects.</li> <li><input type="checkbox"/> Low interest or zero interest/ fee commercial borrowing.</li> <li><input type="checkbox"/> Reduce / remove / freeze section 106 contributions.</li> <li><input type="checkbox"/> Use section 106 funds for economic development.</li> <li><input type="checkbox"/> Co-ordinated marketing of development / relocation site.</li> </ul>



Ein cyf/Our ref: MA/JJ/2524/20

Local Authority Leaders and Chief Executives National  
Park Authority Chief Executives

24 September 2020

Dear Colleagues,

I am conscious that a number of Local Planning Authorities (LPAs) are becoming increasingly concerned regarding the end date of their Local Development Plan (LDP) and the implications this will have for rational and consistent decision making at a local level. There are also questions over the ability to charge a Community Infrastructure Levy (CIL) apply Supplementary Planning Guidance (SPG) and the reduced certainty this will have for your communities and stakeholders.

The Planning and Compulsory Purchase Act (PCPA) 2004 was amended through the Planning (Wales) Act (PWA) 2015. The Act, amongst other matters, introduced provisions specifying the period to which a plan has effect and providing that it shall cease to be the LDP at the end of the specified period.

Planning is becoming seen as an important tool in recovering from the recent Covid-19 virus, creating a more socially equitable and greener society than before, focusing around Placemaking and sustainability. To achieve this goal a plan-led system is essential.

With many LDPs nearing the end of their plan period, particularly from 2021 onwards, the perception has been that LDPs will no longer be extant once they have reached the end of their plan period. I would like to take this opportunity to clarify the position.

The provisions in the PWA 2015 regarding the period to which a plan has effect were commenced on 4 January 2016. These provisions do not have retrospective effect. This means that the provisions do not apply to LDPs adopted prior to this date. Plans adopted prior to 4 January 2016 will remain the LDP for determining planning applications until

Planning Directorate • Cathays Park • Cardiff • CF10 3NQ    Cyfarwyddiaeth Cynllunio • Parc Cathays • Caerdydd • CF10 3NQ

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi

replaced by a further LDP. For those LDPs adopted after 4 January 2016, the plan will cease to be the LDP on expiry of the period specified in the plan.

The first LDP to expire under the end date provisions will be on 1 January 2026. This period of just over 5 years to 2026 does provide an opportunity to explore the position further and consider whether further legislation is needed.

For the two remaining LPAs which do not yet benefit from an adopted LDP, but have an adopted Unitary Development Plan (UDP), the period to which a plan has effect provisions do not apply. The two UDPs remain extant until replaced by their respective LDP.

Yours sincerely,



---

**Julie James AS/MS**  
Y Gweinidog Tai a Llywodraeth Leol  
Minister for Housing and Local Government

## EXECUTIVE BOARD

Monday, 7 September 2020

**PRESENT:** Councillor E. Dole (Chair)

**Councillors:**

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

**Also in attendance:**

Councillor D.M. Cundy

**The following Officers were in attendance:**

W. Walters, Chief Executive

C. Moore, Director of Corporate Services

G. Morgans, Director of Education & Children's Services

R. Mullen, Director of Environment

L.R. Jones, Head of Administration and Law

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

J. Morgan, Head of Homes & Safer Communities

S. Pilliner, Head of Transportation & Highways

N. Daniel, Head of I.C.T. and Corporate Policy

D. Hockenhill, Marketing and Media Manager

G. Morgan, Head of Democratic Services

M. Evans Thomas, Principal Democratic Services Officer

J. Corner, Technical Officer

M.S. Davies, Democratic Services Officer

S. Rees, Simultaneous Translator

J. Hawker, Digital Support Officer

L. Jenkins, Executive Board Support Officer

K. Thomas, Democratic Services Officer

**Virtual Meeting - . - 10.00 - 10.35 am**

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST.**

There were no declarations of personal interest.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 27TH JULY 2020**

**RESOLVED** that the minutes of the meeting of the Executive Board held on the 27<sup>th</sup> July, 2020 be signed as a correct record.

**4. QUESTIONS ON NOTICE BY MEMBERS**

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

## **5. PUBLIC QUESTIONS ON NOTICE**

The Chair advised that no public questions had been received.

## **6. TRANSITIONAL HOMELESSNESS PLAN**

The Executive Board was advised that arising from the outbreak of Covid-19 the Welsh Government had placed a requirement on all Welsh local housing authorities whereby they must, regardless of a client's previous history, temporarily accommodate and rehouse all single people presenting as homeless, including prison leavers. The Welsh Government recognised the requirement would place a significant pressure on local authority resources and had initially providing a £10m hardship fund to assist in meeting those pressures (that was due to end in July) with the Council having claimed approximately £80k per month from that fund. The Welsh Government had also indicated an additional £20m (mixture of revenue and capital) would be made available to local authorities with them being invited to submit bids to the fund to aid their recovery and to make transitional plans for tackling homelessness. That bid required the production of sustainable plans to improve the provision of temporary accommodation and support to enable homeless households to gain permanent accommodation

In accordance with the above requirement, the Executive Board considered the authority's proposed Transitional Homelessness Plan that:

- Outlined the impact of COVID-19 on homelessness provision, particularly in relation to single people;
- Outlined plans to support and re-house homelessness people over the next 12 months and into the future and;
- Informed a bid to the Welsh Government for funding to assist local authorities to make the plans and changes required.

Arising from the above the Executive Board was advised that a member of Staff at Ysgol Y Derwen had tested positive for Covid-19 and the Test, Trace and Protect protocols had been activated and were working well. The Head Teacher had written to all parents of children at the school advising it was working with the Local Authority on managing the position and reminding them of the symptoms of Covid-19, what to do should they suspect they had the symptoms including to self-isolate and to contact Llesiant Delta Wellbeing.

The Executive Board noted the systems and protocols in place were working to protect the staff at the school.

### **UNANIMOUSLY RESOLVED**

- 6.1 That the way the Council had managed the demand on homelessness services as a result of Covid-19 be noted;**
- 6.2 That the actions outlined in the report be approved and the transitional plan to inform the bid to the Welsh Government be confirmed.**



## **7. EQUALITY PROMOTION CALENDAR AND FLAG & ILLUMINATION PROTOCOL**

The Executive Board considered a report on the proposed introduction of an Equality Promotion Calendar, together with a suggested calendar for 2020/21, the aim of which was to provide a standardised and authorised key equality and diversity celebrated / designated days and a platform for internal and external communication across all of the protected characteristics in the Equality Act 2010, as detailed within the report.

It was noted that having a planned calendar of designated / celebratory days provided an opportunity to advance equality and foster good relations between protected groups and avoided the need to consider various individual requests for support which could lead to a lack of representation from across the protected groups, as not all characteristics would have representative symbols/flags to display. If adopted, the protocol would be reviewed on an on-going basis, at least annually, in discussion with the Executive Board Member for Equalities and any additions to the calendar would be agreed with the Leader of the Council, in consultation with all group leaders.

The Executive Board also considered an amended Flag and Illumination protocol to reflect the requirements of the Equality Promotion Calendar (subject to approval of the Calendar) that outlined arrangements for designated flag flying dates (as set out by the Department for Digital, Culture, Media and Sport), locally agreed flag flying dates and the process for requesting additional dates/events for the flying of flags or the illumination of Council Buildings.

The Executive Board was advised that for clarity, should an organisation be celebrating an event over a period of time, for example one month, the flying of flags/illumination of County Buildings would only occur at the start of the event e.g. the start day or at the weekend but not for the whole of the event period. Additionally, applicants requesting the illumination of council buildings during the summer months would need to be advised of its potential effectiveness during the longer daylight and shorter night periods. The Executive Board agreed the wording of the protocol would be amended to reflect the above points.

### **UNANIMOUSLY RESOLVED:**

- 7.1 That the standardised Equality Promotion Calendar for Carmarthenshire County Council for the year be agreed;**
- 7.2 That the key communication and promotion channels within the calendar be agreed;**
- 7.3 That the amended Flag and Illumination Protocol be agreed**

## **8. INTRODUCTION OF PUBLIC SPACES PROTECTION ORDER (PSPO) - CARMARTHENSHIRE COUNTY COUNCIL (CONSUMPTION OF ALCOHOL IN LLANELLI TOWN CENTRE) ORDER 2020**

The Executive Board considered a report on proposals to introduce the Public Spaces Protection Order (PSPO) Carmarthenshire County Council (Consumption of Alcohol in Llanelli Town Centre) Order 2020. If adopted, the Order would provide police officers, Police Community Support Officers and other people

authorised by the Council, additional powers where they believed a person was, or had been, consuming alcohol within the designated area of the town centre.

It was noted that whilst the Order would prohibit the consumption of alcohol on the land to which it applied, it would not be an offence to drink alcohol in the designated area. However, it would be an offence to fail to comply with a request made by the police, or other authorised people, to cease drinking or surrender alcohol without a reasonable excuse. Failure to comply with that request would amount to a breach of the Order and individuals would either be issued with a Fixed Penalty Notice of up to £100 or, arrested which could result in a fine of up to £500.

It was further noted that the Order would not apply to public spaces where the sale and consumption of alcohol was authorised under other legislation for example, in clubs and licensed premises. The Order would remain in place for a period of three years and be regularly reviewed.

#### **UNANIMOUSLY RESOLVED**

- 8.1 That the introduction of a Public Spaces Protection Order to address alcohol-related crime, disorder and nuisance in the area identified in Llanelli be approved;**
- 8.2 That the amount payable when a Fixed Penalty Notice was issued shall be £100;**
- 8.3 That a review of the Order's boundary be undertaken within six months**

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

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

#### **10. EXCLUSION OF THE PUBLIC**

**UNANIMOUSLY RESOLVED, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.**

#### **11. CROSS HANDS ECONOMIC LINK ROAD COMPULSORY PURCHASE ORDER**

**Following the application of the public interest test it was RESOLVED pursuant to the Act referred to in minute no. 10 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).**

**The public interest test in respect of this report outweighs the public interest in disclosing the information contained therein as disclosure would undermine the Council's position in any subsequent negotiations.**

The Executive Board was reminded that at its meeting held on the 25<sup>th</sup> April, 2016 it had approved, in principle, the use of compulsory purchase powers by the Council to acquire land necessary for the construction of the Cross Hands Economic Link Road. Subsequent to that decision, the Board gave consideration to a report seeking the use of those powers to acquire land for the link road

**UNANIMOUSLY RESOLVED to approve the making of "THE CARMARTHENSHIRE COUNTY COUNCIL (CROSS HANDS ECONOMIC LINK ROAD) COMPULSORY PURCHASE ORDER 2020" (CPO), as detailed in the report.**

**12. CROSS HANDS ECONOMIC LINK ROAD SIDE ROAD ORDER (SRO)**

**Following the application of the public interest test it was RESOLVED pursuant to the Act referred to in minute no. 10 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).**

**The public interest test in respect of this report outweighs the public interest as the report the report contains detailed financial information together with reasons about a possible Order to be made by the Council. Although the public interest would normally favour openness and transparency this is outweighed by the public interest in maintaining commercial confidentiality and confidentiality ahead of serving any notices / orders on recipients and could place the Council at a commercial disadvantage in any subsequent negotiations with landowners causing a potential loss to the public finances.**

The Executive Board considered a report on the making of the Cross Hands Economic Link Road Side Road Order (SRO) in connection with the construction of the Link Road

**UNANIMOUSLY RESOLVED to approve the making of "THE CARMARTHENSHIRE COUNTY COUNCIL (CROSS HANDS ECONOMIC LINK ROAD) SIDE ROADS ORDER 2020", as detailed in the report.**

---

**CHAIR**

---

**DATE**

This page is intentionally left blank

## EXECUTIVE BOARD

Monday, 21 September 2020

**PRESENT:** Councillor E. Dole (Chair)

**Councillors:**

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

**Also in attendance:**

Councillors D.M. Cundy and D. Price

**The following Officers were in attendance:**

W. Walters, Chief Executive  
 C. Moore, Director of Corporate Services  
 G. Morgans, Director of Education & Children's Services  
 R. Mullen, Director of Environment  
 L.R. Jones, Head of Administration and Law  
 D. Hockenfull, Marketing and Media Manager  
 P.R. Thomas, Assistant Chief Executive (People Management & Performance)  
 S. Davies, Head of Access to Education  
 A. Bebb, Electoral & Civil Registration Service  
 G. Morgan, Head of Democratic Services  
 J. Owen, Democratic Services Officer  
 S Burford, Project Manager  
 L.J. Jones, Environmental Health Practitioner  
 S. Rees, Simultaneous Translator  
 J. Hawker, Digital Support Officer  
 J. Corner, Technical Officer  
 L. Jenkins, Executive Board Support Officer  
 G. Jones, Digital Support Engineer  
 E. Bryer, Democratic Services Officer

**Virtual Meeting - 10.00 am - 10.35 am**

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST.**

Councillor	Minute Number	Nature of Interest
P. Hughes Griffiths	7 – Impact of Covid 19 On Air Quality in Carmarthenshire.	He lives in Richmond Terrace, an area that was monitored for air quality.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 7TH SEPTEMBER, 2020**

**RESOLVED** that the minutes of the meeting of the Executive Board held on the 7<sup>th</sup> September, 2020 be signed as a correct record.

**4. QUESTIONS ON NOTICE BY MEMBERS**

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

**5. PUBLIC QUESTIONS ON NOTICE**

The Chair advised that no public questions had been received.

**6. APPOINTMENT OF ACTING SENIOR CORONER PEMBROKESHIRE AND CARMARTHENSHIRE JURISDICTION**

The Board considered a report detailing the proposal to appoint Mr Paul Bennett as Acting Senior Coroner for the Pembrokeshire and Carmarthenshire Jurisdiction following the resignation of Mr Mark Layton as of 31<sup>st</sup> May, 2020.

It was noted that each respective Council in conjunction with the Chief Coroner and Lord Chancellor/Ministry of Justice, had a legal obligation to ensure that the jurisdiction had in place effective coroner service arrangements that were adequately resourced.

However, with the appointment of an interim solution, under the Coroner and Justice Act 2009, the Chief Coroner and Lord Chancellor's Department / Ministry of Justice required each respective Council to first consider whether the jurisdiction should be amalgamated with another Coroner area before a permanent Senior Coroner appointment was made.

Consent to appoint a permanent Senior Coroner would not be given until the issue of amalgamation of coroner areas was fully considered, resulting in the need for an interim appointment.

**UNANIMOUSLY RESOLVED to:**

- 6.1 Approve the temporary appointment on 1 June 2020 of Mr Paul Bennett as Acting Senior Coroner for the Pembrokeshire and Carmarthenshire Jurisdiction.**
- 6.2 Authorise the necessary steps required to address the issue of amalgamation of the Pembrokeshire and Carmarthenshire Coroner Area with another Coroner Area as required and in accordance with the directions of the Chief Coroner, Lord Chancellor/Ministry of Justice.**

## **7. IMPACT OF COVID19 LOCKDOWN ON AIR QUALITY IN CARMARTHENSHIRE**

[Note: Councillor. P. Hughes-Griffiths had earlier declared an interest in this item and did not take part in the consideration and determination thereof].

The Board considered a report detailing the impact of COVID 19 lockdown on air quality in Carmarthenshire.

Lockdown resulted in a drastic reduction of road vehicle moment and an improvement in air quality.

### **UNANIMOUSLY RESOLVED to:**

- 7.1 Commit to discourage non-essential journeys under the ‘new normal’ arrangements by expanding on current policies relating to home and agile working, when the work can be done effectively either at home or at a closer more convenient office base.**
- 7.2 Encourage staff to consider using non-travel related digital techniques as a preferred first option (where possible) for meetings and training purposes.**

## **8. COUNCIL'S REVENUE BUDGET MONITORING REPORT**

The Executive Board considered the revenue budget monitoring report which provided the latest budgetary position as at 30th June 2020, in respect of 2020/2021. The budget position recognised the substantial additional pressures that had been placed on the Authority in responding to the Covid 19 pandemic.

Overall, the monitoring report forecasted an end of year overspend of £7,400K on the Authority's net revenue budget with an overspend at departmental level of £8,000k.

The Executive Board's attention was drawn to the fact that the forecast did not include any allowance for reduction in Council Tax collection and this was being closely monitored by the Director of Corporate Services.

The report confirmed that the Authority was submitting a monthly hardship claim to Welsh Government for additional Covid-19 expenditure. The majority of costs were being refunded, though some were deemed ineligible and it was not clear how long the funding mechanism would continue.

In light of the significant forecasted overspends at departmental level, Chief Officers and Heads of Service were asked to critically review options available to them to limit the forecasted overspend of budgets, whilst recognising the pressure Covid-19 had placed on the Authority's overall budget.

**UNANIMOUSLY RESOLVED that:**

- 8.1 The Budget Monitoring report be received, and consideration given to the budgetary position and appropriate corrective action.**
- 8.2 Chief Officers and Heads of Service critically review options available to them to limit the forecasted overspend of budgets, whilst recognising the pressure Covid-19 has placed on the Authority's overall budget.**

## **9. CAPITAL PROGRAMME 2020/21 UPDATE**

The Executive Board considered a report which provided an update of the latest budgetary position for the 2020/21 capital programme as at the 30<sup>th</sup> June, 20120.

Departmentally, a net spend of £69,816k was forecasted compared with a working net budget of £114,079K giving a £44,263K variance.

The net budget included original HRA and General Fund programme, approved by Council on 3<sup>rd</sup> March, slippage from 2019/20, new projects approved by Executive Board on 29<sup>th</sup> June 2020 and budgets relating to Covid-19 Response Field Hospitals.

**UNANIMOUSLY RESOLVED that:**

- 9.1 The capital programme update report be received.**
- 9.2 The virement detailed in the report be approved.**

## **10. ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2019-2020**

As part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Executive Board considered the Council's Annual Treasury Management and Prudential Indicator Report for the 2019-20.

The Council adopted the Treasure Management Policy and Strategy and the five year capital programme for 2019-20 on the 20<sup>th</sup> February 2019. The Annual report listed the activities that took place in 2019-20.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the Annual Treasury Management and Prudential Indicator Report for 2019-20 be adopted.**



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

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

**12. EXCLUSION OF THE PUBLIC**

**UNANIMOUSLY RESOLVED**, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

**13. PENTRE AWEL**

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 12 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The report contains details about potential academic partners who have not as yet signed memoranda of Understanding with the Authority. Although the public interest would normally favour transparency and openness, this is outweighed by the public interest in maintaining confidentiality in this case until the MOUs have been signed.

The Executive Board considered a report on Pentre Awel in relation to the submission of the City Deal Business Case, agreements with academic partners and Phase 1 design development.

**UNANIMOUSLY RESOLVED RECOMMENDATION TO COUNCIL that it:**

- 13.1 Approves the final Business Case (as attached in appendix 1) for formal submission to the Swansea Bay City Region Joint Committee for approval to submit to Welsh Government and UK Government.**
- 13.2 Agrees and approve the signing of Memorandum's of Understanding with academic partners. To note that these discussions fit within the overall planning for education skills and training.**
- 13.3 Endorses the completion of the RIBA Stage 3 detailed design development work and outputs.**

**14. MODERNISING EDUCATION PROGRAMME MIM 21<sup>st</sup> CENTURY SCHOOLS  
WELSH EDUCATION PARTNERSHIP - STRATEGIC PARTNERING  
AGREEMENT**

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute no. 12 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 and 16 of Part 4 of Schedule 12A to the Act).

**Although the public interest test would normally favour transparency and openness, this is outweighed by the public interest in maintaining confidentiality in this case (i) so as not to damage the commercial interests of the preferred /bidder company; (ii) so as to protect the Authority's and the other Participants' interests in connection with the legal advice provided to them in connection with these documents.**

The Executive Board considered a report on the Mutual Investment Model 21<sup>st</sup> Century Schools Education Partnership – Strategic Partnering Agreement.

The Executive Board was advised that with agreement of the Chairs of the Education & Children Scrutiny and Policy & Resource Scrutiny Committee, under Article 6.7 of the Constitution the call-in period had been waived. This was to enable the Authority to meet the deadline set by the Welsh Government

**UNANIMOUSLY RESOLVED TO:**

- 14.1 Note the progress of the Preferred Bidder Stage of the Competitive Dialogue Procedure under the Public Contracts Regulations 2015 as outlined in this report;**
- 14.2 Approve the execution, delivery and performance of the Strategic Partnering Agreement with the Welsh Education Partnership Co in September 2020 to facilitate the delivery of a range of infrastructure services and the delivery of education and community facilities;**
- 14.3 Approve the Strategic Partnering Agreement at exempt Appendix A of this report and summarised in Appendix 1 of this report so as to give effect to recommendation (b);**
- 14.4 Note that the Strategic Partnering Agreement shall be executed as a deed and attested in accordance with Article 13.5 of the Constitution;**

- 14.5 Approve the appointment of Simon Davies as ‘Participant Representative’ to sit on the Strategic Partnering Board;**
- 14.6 Note that in agreeing to the Strategic Partnering Agreement, it is not being asked to decide to proceed with any Project at present. Any recommendation to proceed with a Project will be reported back to Executive Board in future report(s) for decision.**

---

**CHAIR**

---

**DATE**

This page is intentionally left blank

## EXECUTIVE BOARD

Monday, 5 October 2020

**PRESENT:** Councillor E. Dole (Chair)

**Councillors:**

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

**Also in attendance:**

Councillor D.M. Cundy

**The following Officers were in attendance:**

W. Walters, Chief Executive

J. Morgan, Director of Community Services

C. Moore, Director of Corporate Services

G. Morgans, Director of Education & Children's Services

R. Mullen, Director of Environment

L.R. Jones, Head of Administration and Law

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

G. Ayers, Corporate Policy and Partnership Manager

I.R. Llewelyn, Forward Planning Manager

L. Jenkins, Executive Board Support Officer

D. Hockenhull, Marketing and Media Manager

S. Rees, Simultaneous Translator

J. Corner, Technical Officer

J. Hawker, Digital Support Officer

E. Bryer, Democratic Services Officer

M.S. Davies, Democratic Services Officer

K. Thomas, Democratic Services Officer

**Virtual Meeting - . - 10.00 - 10.33 am**

**1. APOLOGIES FOR ABSENCE.**

There were no apologies for absence.

**2. DECLARATIONS OF PERSONAL INTEREST.**

There were no declarations of personal interest.

**3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 21ST SEPTEMBER, 2020**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Executive Board held on the 21<sup>st</sup> September, 2020 be signed as a correct record.

**4. CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2019/20**

The Executive Board considered Carmarthenshire County Council's Annual Report for 2019/20 produced in accordance with the requirements of both the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015. It was noted that the report must be published by the end of October each year to comply with the Measure

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that Carmarthenshire County Council's Annual Report for 2019/20 be approved.**

**5. QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT - 1ST APRIL 2020 TO 30TH JUNE 2020**

The Executive Board, in accordance with the Council's decision on the 3<sup>rd</sup> March, 2020, considered an update report on the treasury management activities and the prudential indicators for the period 1<sup>st</sup> April 2020 to 30<sup>th</sup> June 2020.

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

**6. SWANSEA BAY CITY DEAL JOINT COMMITTEE AGREEMENT**

The Executive Board considered a report seeking the Council's endorsement to the Swansea Bay City Deal Joint Committee's decision to amend Clause 7 of Schedule 12 of the Joint Committee Agreement relating to the Joint Scrutiny Committee Quorum arrangements in so far as it related to the deletion of Clause 7.1 and its replacement by the following:

"The Quorum for meetings shall be no less than 6 members, which must include at least 1 member from each of the 4 Authorities. The Joint Scrutiny Committee is not permitted to scrutinise a matter relating to a project if a member representative of the Council's involved in that project is not present at the meeting"

The Executive Board was advised that for any amendment to the Joint Committee Agreement to come into effect, it would first need to be considered by the Joint Committee and then placed before each of the 4 four local authorities to consider and adopt. In accordance with that agreement, the Joint Committee had considered the amendment on the 9<sup>th</sup> July 2020 and it was now being presented to each of the 4 authorities for confirmation

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:**

- 6.1 to endorse the decision of the Swansea Bay City Region Joint Committee to amend the Joint Scrutiny Committee quorum arrangements, as detailed within the report.**
- 6.2 to authorise the Head of Administration and Law to enter into a deed of variation to effect the changes to the Joint Committee Agreement.**

**7. REVISED CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN 2018 - 2033**

The Executive Board considered a report on the revised Delivery Agreement and Covid-19 Update in relation to the adoption of the Revised Carmarthenshire Local Development Plan 2018-2033.

The Board was reminded that Council at its meeting held on the 13<sup>th</sup> November 2019 had endorsed a 6 week public consultation (subsequently extended to 8 weeks) on the Deposit Revised LDP 2018-2033 together with its supporting documents (Habitat Regulations Assessment and Sustainability Appraisal) and two draft Supplementary Planning Guidance. The Board was also reminded that an additional 3-week consultation has been undertaken in response to the impacts of the lockdown. The current report reflected on the implications of Covid 19 on that consultation and the current preparation of the revised LDP. It also considered the implications of the outbreak on the timetable for the adoption of the LDP and the proposal to revise the Delivery Agreement (and its component timetable and Community Involvement Scheme (CIS)) ahead of submission to the Welsh Government for Agreement.

The Executive Board's attention was drawn to the recommendation within the report to write to the Minister for Housing and Local Government requesting an amendment to the legislation regarding the "drop dead" provisions for the current LDP. It was advised that correspondence had now been received from the Minister confirming those provisions would not apply to Local Authorities whose plans were in place by the 4<sup>th</sup> January 2016. As the Council's LDP had been adopted in 2014, the legislation would not therefore apply, and it would continue to form the basis for decision making until it was superseded by the emerging Revised LDP. Consequently, the recommendation in the report to write to the Minister could be withdrawn

#### **UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL:**

- 7.1 To endorse the continued progress of the Revised Local Development Plan 2018-2033 (and supporting documents) and the approach outlined within the report;**
- 7.2 To approve the Revision of the Delivery Agreement to include a 7-month extension to the timetable and other consequential amendments, including those arising from Covid-19;**
- 7.3 To grant officers delegated authority to make non-substantive typographical, cartographical and/or factual amendments as necessary to improve the clarity and accuracy of the Draft Deposit Revised Local Development Plan.**

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

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

---

**CHAIR**

---

**DATE**

This page is intentionally left blank



# Agenda Item 14

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Document is Restricted

This page is intentionally left blank