

TUESDAY, 28 JUNE 2022

TO: ALL MEMBERS OF THE CABINET

I HEREBY SUMMON YOU TO ATTEND A **MULTI LOCATION MEETING OF THE CABINET** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN, SA31 1JP AND REMOTELY AT 10.00 AM, ON MONDAY, 4TH JULY, 2022** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE

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

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

CABINET

MEMBERSHIP – 10 MEMBERS

COUNCILLOR	PORTFOLIO
Darren Price	Leader
Linda Evans	Deputy Leader and Cabinet Member for Homes
Glynog Davies	Education and Welsh Language
Councillor Ann Davies	Rural Affairs and Planning Policy
Philip Hughes	Organisation and Workforce
Gareth John	Regeneration, Leisure, Culture and Tourism
Alun Lenny	Resources
Edward Thomas	Transport, Waste and Infrastructure Services
Jane Tremlett	Health and Social Services
Aled Vaughan Owen	Climate Change, Decarbonisation and Sustainability

A G E N D A

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF PERSONAL INTEREST**
3. **TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 11TH APRIL 2022** 5 - 6
4. **QUESTIONS ON NOTICE BY MEMBERS (NONE RECEIVED)**
5. **PUBLIC QUESTIONS ON NOTICE (NONE RECEIVED)**
6. **2022-2032 WELSH IN EDUCATION STRATEGIC PLAN** 7 - 54
7. **DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY** 55 - 92
8. **OUTSIDE BODY REPRESENTATION** 93 - 122
9. **CABINET ADVISORY PANELS** 123 - 136
10. **APPOINTMENT TO COUNCIL OWNED COMPANIES** 137 - 140
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.**

This page is intentionally left blank

CABINET

Monday, 11 April 2022

PRESENT: Councillor E. Dole (Chair);

Councillors:

C.A. Davies, G. Davies, H.A.L. Evans, L.D. Evans, P.M. Hughes, P. Hughes-Griffiths, D.M. Jenkins and J. Tremlett;

Also in attendance:

Councillor D.M. Cundy;

The following Officers were in attendance:

C. Moore, Director of Corporate Services;

N. Daniel, Head of ICT and Corporate Policy;

J. Morgan, Head of Homes & Safer Communities;

L.R. Jones, Head of Administration and Law;

A. Thomas, Head of Education Services and Inclusion;

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

D. Hockenhull, Marketing and Media Manager;

S. Rees, Simultaneous Translator;

K. Evans, Assistant Democratic Services Officer;

M.S. Davies, Democratic Services Officer.

Virtual Meeting: 10.00 am - 10.15 am

1. APOLOGIES FOR ABSENCE / PERSONAL MATTERS

There were no apologies for absence.

The Chair advised that both Wendy Walters, Chief Executive, and Jake Morgan, Director of Community Services, were currently unwell and wished them a speedy recovery.

2. DECLARATIONS OF PERSONAL INTEREST.

There were no declarations of personal interests.

3. MINUTES - 28TH MARCH 2022

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 28th March, 2022 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. TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST APRIL 2021 TO 31ST DECEMBER 2021

The Cabinet considered an update report on the treasury management activities and the prudential indicators for the period 1st April 2021 to 31st December 2021.

It was highlighted that current investment level was significantly higher than would normally be expected at this point in time with a balance of £181.1m invested as at 8th April 2022. With further monies due in the short term to include a second RSG payment for April 2022 (£20.1m), the cost-of-living grant (11.05m), payments for social care workers grant (£7.1m) and additional funding for the Swansea Bay City Deal project (£23m), it was anticipated that the cash position would rise above the Authority's current counterparty limits.

In light of the above the Director of Corporate Services deemed it prudent to use his delegated powers to increase the limits on some of the Counterparties thereby ensuring the cash funds could be invested safely. Consequently he would be increasing the Debt Management Office (DMO) facility from £100m to £125m, and the Money Market Funds from £5m to £10m per counterparty (5 Money Market Funds were held currently). It was considered that these changes should provide the Authority with the capacity to manage the anticipated increased investment level required over the forthcoming weeks.

UNANIMOUSLY RESOLVED

6.1 that the Treasury Management and Prudential Indicator Report for 1st April 2021 to 31st December 2021 be received;

6.2 to support the action to be taken by the Director of Corporate Services in respect of the increases in the Counterparty limits;

6.3 UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that it ratifies the above decision [6.2] when it receives the Treasury Management Annual Report for approval in due course.

7. 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

CABINET

4TH JULY 2022

2022-2032 WELSH IN EDUCATION STRATEGIC PLAN

Purpose:

To consider Welsh Government feedback on our Welsh in Education Strategic Plan and approve the revisions prior to submitting for Ministerial Approval.

Recommendations / key decisions required:

Cabinet is requested to approve the content of the revised 2022-2032 Welsh in Education Strategic Plan following feedback from Welsh Government (WG), to be able to submit the finalised Strategy to WG before the June 24th deadline (now extended to July 4th).

Reasons:

- To provide information to Cabinet on the 'Welsh in Education Strategic Plan 2022-2032' and the amendments made in response to WG feedback.
- To comply with the Wales School Standards and Organisation Act (2013) which places a statutory duty on local authorities to prepare and submit a Welsh in Education Strategic Plan.

Relevant scrutiny committee consulted: YES

The first draft of the 2022-2032 Welsh in Education Strategic Plan was presented to the Education and Children's Services Scrutiny Committee on the 8th of July 2021 prior to formal public consultation (Autumn Term 2021). **The Committee UNANIMOUSLY RESOLVED that the report be received.** The consultation and amendments to the document were discussed at Cabinet on 31.01.22. The plan was approved and submitted to WG. A formal response was received by WG, dated May 18th.

Cabinet Decision Required **YES**

Council Decision Required **NO**

CABINET MEMBER PORTFOLIO HOLDER: Cllr Glynog Davies.
The Portfolio Holder is fully supportive of the 2022-2032 Welsh in Education Strategic Plan

Directorate: Education and Children's Services

Name of Head of Service:
Gareth Morgans

Report Author: Aeron Rees /
Catrin Griffiths

Designations:

Director of Education and Children's Services

Head of Curriculum and Wellbeing
Welsh Language Development Manager

Tel:

Email addresses:

EDGMorgans@sirgar.gov.uk

EXECUTIVE SUMMARY

CABINET

4TH JULY 2022

2022-2032 WELSH IN EDUCATION STRATEGIC PLAN

The purpose of Carmarthenshire's 2022-2032 Welsh in Education Strategic Plan (WESP) is to detail how we aim to achieve the Welsh Government's outcomes and targets outlined in their Welsh Medium Education Strategy (WMES). The WMES sets out the Welsh Government's vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education. The aim is to facilitate an increase in the number of people of all ages able to use the Welsh language with their families, in their communities and in the workplace. Carmarthenshire's WESP is a key vehicle for creating an improved planning system for Welsh-medium education.

The WESP will provide the means for the Welsh Government to monitor the way in which we respond and contribute to the implementation of the WMES objectives.

Background of the Plan

The 2022-2032 Welsh in Education Strategic Plan is a statutory document that all Welsh Local Authorities are required to produce. This Plan is approved by Welsh Government. The government is presented with regular report on progress against the plan.

The Content of the Plan

The Local Authority must provide information and targets against 7 learning areas or strategic outcomes as follows:

Outcome 1- More nursery children / three-year olds receive their education through the medium of Welsh

Outcome 2- More reception class children / five-year olds receive their education through the medium of Welsh

Outcome 3- More children continue to improve their Welsh language skills when transferring from one stage of their statutory education to another

Outcome 4- More learners study for assessed qualifications in Welsh (as a subject) and subjects through the medium of Welsh

Outcome 5- More opportunities for learners to use Welsh in different contexts in school

Outcome 6- An increase in the provision of Welsh-medium education for pupils with additional learning needs (ALN)

Outcome 7- Increase the number of teaching staff able to teach Welsh (as a subject) and teach through the medium of Welsh

The 2022-2032 WESP has been developed based on 7 aspirations to strengthen provision in Carmarthenshire:

Consultation

The consultation process was implemented in line with Welsh Government guidance for an 8-week period between the 4th of October and November 29th 2021. A total of **862 responses**

received in response to the formal consultation. Various amendments were subsequently made to the plan and was then formally submitted to WG following Cabinet approval at the end of January 2022.

Feedback on our submission

Feedback on our submission was provided by WG in a formal letter, dated May 18th. WG is supportive of Carmarthenshire's vision, direction of travel and aspirations. This remains unchanged in our strategy. The main body of feedback has geared towards providing:

- additional data
- additional factual detail
- additional historical and contextual information
- some additional detail around aspects of implementation

This piece of work has been completed and is reflected in the detailed report provided.

Ministerial approval to WESPs throughout Wales is anticipated in a statement to the Senedd in early / mid-July. Prior to final submission, it has been considered prudent by officers to share the final draft with CMT and Cabinet before seeking the said Ministerial approval.

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:

Director of Education and Children's Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

Policy, Crime & Disorder and Equalities

Developments are consistent with the Department, County Council and Welsh Government's strategies and plans. It complies with Welsh Government statutory requirements.

Legal

Section 84 of The School Standards and Organisation (Wales) Act 20131 ("the 2013 Act") requires a local authority to prepare a Welsh in Education Strategic Plan ("the Plan") and outlines that a Plan must contain:

- a) A local authority's proposals on how it will carry out its education functions to:
 - i. Improve the planning of the provision of education through the medium of Welsh ("Welsh-medium education") in its area.
 - ii. Improve the standards of Welsh-medium education and of the teaching of Welsh in its area.
- b) The local authority's targets for improving the planning of the provision of Welsh-medium education in its area and for improving the standards of that education and of the teaching of Welsh in its area.
- c) Report on the progress made to meet the targets contained in the previous Plan or previous revised Plan.

Section 84 also sets out with whom a local authority is required to consult in preparing or revising its Plan and provides the Welsh Ministers with a power to prescribe other persons with which the local authority must consult. Section 85 of the 2013 Act requires each local authority to submit its Plan to Welsh Ministers for approval.

The Welsh Ministers may:

- approve the Plan as submitted,
- approve the Plan with modifications, or
- reject the Plan and prepare another Plan which is to be treated as the authority's approved Plan

The purpose of these regulations is to improve opportunities for local authorities to plan Welsh-medium education provision to support the current and future expectation for growth in Welsh-medium education. Improving the planning of Welsh-medium education will also support Welsh Government's long-term national ambition for the Welsh language as set out in *Cymraeg 2050: A Million Welsh speakers' strategy*, it will also contribute to promoting the Welsh language in accordance with the Promotion Standards under the Welsh Language Standards (No. 1) Regulations 2015 and support the introduction of a new curriculum for Wales.

Finance

Sufficient support and resources are required to develop and lead on the strategy to promote and extend Welsh medium education in Carmarthenshire. This will involve redirecting some current Council budgets and taking advantage of grant funding from Welsh Government.

ICT

Continued support from IT will be required to support better ways of working and developing a blended approach to teaching, learning and training. This will include ensuring sufficient software and hardware to deliver on our aspirations.

Risk Management Issues

Failing to deliver an aspirational Welsh in Education Strategic Plan could see problems being perpetuated and the County Council failing to meet **Carmarthenshire and Welsh Government's** requirements in respect of the development of Welsh medium education **and the Welsh language**.

Physical Assets

We will need to consider our 2022-2032 Welsh in Education Strategic Plan as part of the review of the Modernising Education Programme and take advantage of Welsh Government targeted capital funding to support the development of Welsh-medium provision.

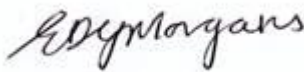
Staffing Implications

As noted there will be a comprehensive staff training offer available to upskill our education workforce to enable them to contribute to the delivery of our strategy. Governing Bodies will need to undertake regular staffing surveys to ensure they have the staff available to deliver on the Welsh Government's requirements regarding the teaching of Welsh.

CONSULTATIONS

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

Signed:



Director of Education and Children's Services

The consultation process was implemented in line with Welsh Government guidance for an 8-week period (4th of October until November 29th, 2021). This was a successful collaboration between the Education Department and colleagues in our Media Team. Substantial work was done to ensure that all stakeholders including parents and anyone living in Carmarthenshire were aware of the consultation. The table below outlines the comprehensive programme of promotion and consultations with key stakeholder groups e.g. Chairs of Governors.

October 2021

04/10	Consultation and dedicated content page with FAQs live on website
04/10	Statutory consultees letter sent
05/10	Web pop-up on Education pages
05/10	Web blocks on Education landing page and bilingual education landing page
05/10	Social media post on corporate accounts
05/10	Hwb and contact centre briefed and supplied with pdf document for paper copies if requested
05/10	Family Information Service & Flying Start- website/email content and social posts

05/10	Schools- info and draft social posts shared in schools' newsletter to issue to parents and staff
06/10	PR issued and on Newsroom
06/10	Town and Community Council's newsletter
07/10	Staff newsletter
07/10	Intranet
07/10	My Account newsletter
w/c 11/10	Social post
14/10	Members' seminar
w/c 18/10	Social post
w/c 25/10	Social post

November 2021

When?	What? Actions to take?
01/11	Web pop-up reinstated after half-term
w/c 01/11	Social post
04/11	Governors Chairs briefing
04/11	Town & Community Council's e-newsletter
04/11	Members' newsletter
04/11	Email to new additional stakeholders provided by policy.
w/c 08/11	Social post
w/c 08/11	Schools - info and draft social posts shared with schools directly to issue to parents and staff
w/c 08/11	PSB comms partners asked to share on their internal comms channels for staff (Police, health board, MAWWFRS, UWTSO & Coleg Sir Gar)
12/11	Carmarthenshire Youth Council
w/c 15/11	Social post
w/c 15/11	Staff newsletter
15/11	Insight Learner event
22/11	Social post with animation video
26/11	Social post with animation video

All stakeholders were advised they could respond to the consultation.

1. **Scrutiny Committee-** The Education and Children's Services Scrutiny Committee was consulted on 8th July however a Members' Seminar was also held on the 14th of October.
2. **Local Member(s)** - All Members were advised of the consultation via the Members' Newsletter and via their school's Governing Body.
3. **Community / Town Council-** All Community and Town Councillors were advised of the consultation via the Town & Community Council's e-newsletter.
4. **Relevant Partners-** all statutory consultees were advised of the consultation on the 4th of October.
5. **Staff Side Representatives and other Organisations-** they were advised of the consultation and directed to the consultation pages on the County Council's Website.
6. **Fforwm y Gymaraeg mewn Addysg (Welsh in Education Forum)-** the draft WESP was discussed in meetings held on the 25th of June and 1st of October 2021.
7. **Cabinet – 31.1.22**

CABINET MEMBER PORTFOLIO HOLDER AWARE/CONSULTED	YES The Portfolio Holder is fully supportive of the 2022-2032 Welsh in Education Strategic Plan
--	--

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
Welsh in Education Strategic Plans 2022-2032- Welsh Government Guidance	Online	guidance-welsh-in-education-strategic-plan.pdf (gov.wales)
Cymraeg 2050: Welsh language strategy	Online	Cymraeg 2050: Welsh language strategy GOV.WALES
Cymraeg. It belongs to us all	Online	Cymraeg. It belongs to us all [HTML] GOV.WALES

This page is intentionally left blank

Welsh in Education Strategic Plan



Name of Local Authority

CARMARTHENSHIRE

Plan Period

2022-2032

This WESP is made under section 84 of the *School Standards and Organisation (Wales) Act 2013* and the content complies with the *Welsh in Education Strategic Plans (Wales) Regulations 2019*¹⁻². We have put due consideration to the statutory guidance issued by Welsh Ministers when setting our targets.

Signed: _____

Date: 4..7.22

(The Chief Education Officer in your local authority needs to sign this Plan)

¹ [The Welsh in Education Strategic Plans \(Wales\) Regulations 2019](#)

² [The Welsh in Education Strategic Plans \(Wales\) \(Amendment\) \(Coronavirus\) Regulations 2020](#)

Our ten year vision for increasing and improving the planning of Welsh-medium education provision in our area

According to the 2011 Census, Carmarthenshire boasts the largest number of Welsh speakers in Wales. Our bilingual population is a unique and valuable asset.

We have a statutory duty to provide Welsh language services, but we are also passionate about promoting the Welsh language and ensuring that all our residents have the opportunity to learn and use Welsh in all aspects of life.

We are determined to ensure that the Welsh language remains a living language in the communities of Carmarthenshire. To do this, we must work together to create more opportunities for children, young people, adults and families to learn and use Welsh at school, at work, in businesses and in leisure activities.

The Council's long-term vision in the '[Strategy for Promoting the Welsh Language in Carmarthenshire](#)' is to: Aim to make Welsh the main language of the county.

There are 5 main aims -

1. Increase the numbers acquiring basic and further skills in Welsh through the education system and through language transmission in the home.
2. Increase the confidence of Welsh speakers and therefore the use of Welsh in every sphere of life and encourage and support the county's organisations to make Welsh an increasingly natural medium for their services.
3. Take purposeful action to positively affect population movements and try to get our young people to settle or re-settle in the county so that the increase in the number of Welsh speakers gained through the education system is not lost. Also, 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.
4. Target specific geographic areas within the county, either because they offer the potential to develop or because they cause linguistic concern to increase the numbers in those areas who can and do use Welsh.
5. Language marketing & promotion. Raise the status of Welsh including the benefits of bilingualism and the benefits of bilingual education. And by raising awareness of these benefits, attracting more residents of the county to acquire the language.

According to the 2011 Census, Carmarthenshire saw the largest percentage point fall in Wales, from 50.3% in 2001 to 43.9% in 2011, which meant that less than half the population could speak Welsh by 2011. This is the first time in the county's history that the percentage has fallen under half.

[2011 Census: Welsh in Carmarthenshire Report by: Dylan Phillips 15 January 2014](#)

A very revealing element of the census data is the distribution of Welsh speakers across a number of age groups. Within Carmarthenshire's Welsh speakers in 2011, there are higher percentages than the county average of-

- school aged children (3-14),
- young people (16-24) and
- people over retirement age (aged 65 and over) that can speak Welsh:

Welsh Speakers in Carmarthenshire by Age Group, 2011

WELSH SPEAKERS (aged 3 and over)	Number	Percentage (%)
3-15	15,514	57.7%
16-24	9,040	46.2%
25-34	7,073	37.5%
35-49	12,881	35.8%
50-64	14,910	39.1%
65-74	9,209	45.3%
75-84	6,472	51.2%
85+	2,949	56.9%
TOTAL	78,048	43%

Following the 2011 Census, the Authority agreed to establish a Task and Finish Group to investigate the factors that had led to the fall in the number of Welsh speakers and to make recommendations to address this situation. In March 2014, the Census Working Group published the ['Welsh language in Carmarthenshire'](#) Report. Recommendations were made for the following areas-

- *Planning*
- *Education*
- *Language and the Economy*
- *Welsh medium workplaces and the Council's administration*
- *The impact of organisations who work for the benefit of the Welsh language, such as the Mentrau Iaith*
- *Opportunities to use Welsh in the county's communities*
- *Language Transmission in the family*
- *Marketing the language*

In terms of the Education and Children sector there were 25 recommendations approved by the County Council – below are some of the main recommendations. The full list can be read in Appendix 1 at the end of the document.

AIM: Increase the provision of Welsh medium education in Carmarthenshire and ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English.

Pre-School Education

- That the County Council works closely with *Mudiad Meithrin* and private providers to ensure that Welsh-medium pre-school education is readily available in all parts of Carmarthenshire.

Primary Sector

- That the County Council prepares a robust work plan and timetable, in conjunction with school governing bodies, to move all primary schools along the language continuum. Strategies will need to be developed for the various categories and geographical areas.

Secondary Schools

- That the County Council expect secondary schools to build on the linguistic foundation laid by the Welsh medium primary schools by ensuring that all pupils continue to study Welsh as a first language and as a learning medium up to KS4.
- That the County Council plans for growth in Welsh medium education in the secondary sector.

Welsh Education Promotion.

- That the County Council maintains an ongoing marketing campaign to promote Welsh Medium education by explaining the advantages of being bilingual to parents and pupils.

General

- That the County Council works with all Governing bodies to undertake a language skills audit to take account of the linguistic needs of the workforce for being able to move the school along the language continuum.

AIM: Increase the range of opportunities to use Welsh in our communities, particularly for children and young people to reinforce the language outside the school walls.

Youth Support Services

- That the strategic implementation group ensures that it develops Welsh-medium community opportunities that will support and strengthen the educational curriculum.

This Strategic Plan responds to the above reports and recommendations and the County Council's aspirations approved by Full Council.

Despite the fall in the number of Welsh speakers, we are doing our utmost to contribute in a meaningful way to increasing the number of Welsh speakers in Wales to a Million speakers by 2050 in line with the Welsh Government's objective.

In following the aim of a bilingual Carmarthenshire, we want to ensure Carmarthenshire as a stronghold for the Welsh language in south-west Wales – a County where the Welsh language is a living, prosperous and vibrant language within bilingual, strong and sustainable communities.

We wish to ensure significant growth in Welsh-medium education and training to increase the number of people of all ages who become fluent in Welsh and English and who have the ability to use their languages confidently with their families, neighbours and in the workplace.

Carmarthenshire County Council is fully committed to this key strategy. In implementing this strategy, we will be mindful of the range of views pertaining to the strategy and will proceed in a sensitive, prudent and reasonable manner at all times.

We believe that the role of the education system is indispensable in realising these aspirations. To support this, we will build on and extend several principles from the 2017-22 plan:

Principles

- All pupils to be bilingually confident by the age of 11, to the best of our schools' ability, as achieved by the current arrangement of linguistic designations of our schools, whilst factoring in their journey along the language continuum as individual institutions.
- Deliver this aim in primary school by incorporating the principles of immersion education in the early years as a preferred and recommended option. This can ensure that pupils are already bilingual by the age of 7, with the introduction of elements of a third global language by the end of the Foundation Phase - in pursuit of dual and triple literacy, especially with respect to oracy.
- After the immersion period, ensure that these early benefits for children are maintained by ensuring appropriate aspirational linguistic progression in subsequent years.
- All pupils to be bestowed 'two first languages' by the end of the primary schooling, with purposeful arrangements for progression to the secondary sector to develop and augment

the benefits of being in possession of more than one language in order to be able to take every opportunity in life.

- A directive to all school leaders and governing bodies that ensures compliance with the County's immersion education objectives and other provisions in this strategy.
- Promote and develop multilingualism, introducing a third language during the end of the Foundation Phase so that learners can have 'two languages and more'
- Promote oracy, listening, reading and writing in a way that is consistent with the curriculum for Wales, aiming to ensure the dual and triple literacy of our pupils.
- Establish a system of high expectations and raising the bar in treating Welsh as one linguistic continuum from now on
- Move all schools along the language continuum, with the level of challenge appropriate to their initial context, but at a rate of development that is both purposeful and decisive. In general, this can mean moving all schools within their new categories, also aiming for public consultation for a significant change to the provision of at least 10 schools within the decade, 4 of which within the first 5 years.
- Incorporate a proactive approach to the school linguistic re-designation regime, migrating schools at the start of the new system to a designation that will be appropriately challenging for them all as the County moves towards realising the educational vision outlined (see below).
- Arrange for Welsh-medium education to be available to all learners within reasonable travelling distance of their homes and ultimately within their own catchments.
- Work with other corporate services and key stakeholders to promote and further develop bilingualism and multilingualism in Carmarthenshire.
- Ensure that learners with additional learning needs have equal linguistic opportunities.
- Workforce development (outcome 7), through further use of the 200 (13%) teachers who speak Welsh fluently but do not use it in the classroom. In addition, offer training to the workforce along the range of the different levels of proficiency to raise skills in general

Objective

- Ensure that **all** pupils can speak, read and write the language fluently by the end of Key Stage 2 in accordance with their expected stage of development.
- Ensure a seamless and clear progression from Welsh-medium pre-school provision to primary and secondary education Welsh-medium and bilingual education, through to the world of work, further and higher education.
- Provide services that will ensure good quality learning opportunities for all children, young people and adults in Carmarthenshire, thereby enabling them to realise their full potential as lifelong learners in the context of the County's unique bilingual nature.
- Promote the development of learners' bilingual skills at every opportunity within formal, semi-formal and informal situations so that the Welsh language is used naturally to communicate.
- Promote the cognitive, economic, social, educational, health and community benefits of bilingualism
- Promote opportunities for parents and the wider family to develop their Welsh language skills so that they can support their children's language development
- Work in partnership with all providers to improve the standard of Welsh within the learning environment
- Develop and promote training programmes that will enable the school workforce to gain the competence and confidence to teach through the medium of Welsh.
- Ensure that latecomers are fully supported to ensure that they can integrate naturally into their school and local community by using the County's Language Centres.
- Maintain a team of staff who will ensure the implementation of the strategy, including an overview of the strategy by a Head of Service in the Department for Education and Children

and a Welsh Language Development Manager in that department as well. Maintain the Welsh in Education Forum (composed of key stakeholders and partners and elected members across the range of political parties). We will also work with the Welsh Language County Forum to deliver.

Links with Welsh Government Policies

Re-designation of Schools - the categories adopted for various schools in Carmarthenshire will be reflective of the WESP strategy and reasonable expectations to move each school along the language continuum. At the appropriate time, we will migrate our schools from their current designations to the new categorisation system:

- On the basis that it is **not detrimental** to existing bilingual provision
- In such a way as to provide schools with a suitably challenging and developmental journey along the language continuum
- Carmarthenshire County Council will discuss and agree the new assigned category with every school, prior to ratification by each Governing Body.

The curriculum for Wales- The role of the Welsh language in the curriculum for Wales is clearly and frequently stated in the vision set out in Successful Futures. We are committed, by advocating a curriculum for Carmarthenshire, to promoting Welsh as a subject, as a medium of instruction, as a competence and as the language for informal communication in our schools and communities across Carmarthenshire.

The **2021 Curriculum Bill** received Royal Assent in April 2021.

Mandating Languages - Welsh is mandated from 3 years of age, whereas English is mandated from 7 years of age. This ensures that:

- Well-established Welsh immersion education can continue unhindered
- Current English medium schools are still able to introduce English from age 3
- Schools who do not deploy Welsh immersion pedagogy or Welsh in early years will have an onus to introduce Welsh from age 3 onwards

Well-being of Future Generations (Wales) Act 2015 - We are committed to ensuring Carmarthenshire as a society that promotes and protects culture, heritage and the Welsh language, and encourages participation in the arts, sport and recreation.

Welsh Government Draft Strategy- a million Welsh speakers by 2050- We are committed to achieving a significant increase in the number of children and young people receiving Welsh-medium education and skills in Welsh, as it will only be possible to realise the ambition to have a million Welsh speakers across Wales by enabling more people to learn Welsh. We will focus our longer-term strategy on the early years, because the earlier a child has contact with the language, the more opportunity the child has to become fluent.

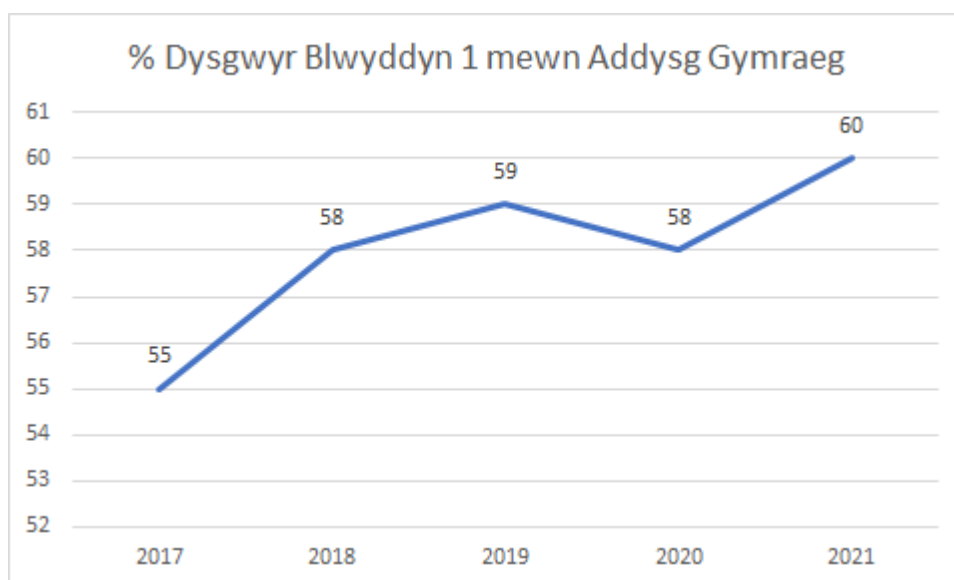
Sustainable Learning Communities Programme - The Sustainable Learning Communities Programme and the WESP will be aligned. Investment in new schools and buildings will fully consider the strategic aims of the WESP over the next decade.

Welsh Government capital investment is routinely deployed, which has been invested for instance in establishing a Canolfan Iaith (*Language Centre*) in the Drefach area, scheduled to open in 2021 as a resource in support of the new WESP.

Additional Learning Needs and Education Tribunal (Wales) Act- Priority: To meet the requirements of ALNET and the ALN Code in respect of the Welsh Language

Targets:

The Welsh Government has placed Carmarthenshire in the most challenging category with the aim of ensuring an increase of 10-14%+ in year 1 children being taught through the medium of Welsh during the lifetime of the strategy.



In April 2021, 60% of our Year 1 learners (1163) were receiving Welsh-medium education. This is an increase of 5% since the start of the current Strategic Plan.

According to Welsh Government data- [Total number of pupils taught Welsh as a first language by year group and local authority, 2012 to 2021](#) 56.89% (14,442) of Carmarthenshire learners are taught through the medium of Welsh. In 2017 the percentage was 50.81% (13,694); there was an increase of 6.08% or 748 learners following the Welsh-medium pathway.

Based on an average cohort of 1,964 pupils in Year 1, a 10%-14% increase in Year 1 in Welsh-medium education means between 196 and 275 additional pupils. We trust that our vision for immersion education and the re-designation of schools will ensure that we comfortably meet, and exceed, these absolute percentages and numbers.

By September 2032, Carmarthenshire County Council's ambitious aspiration is that 75% of all Year 1 pupils will attend Welsh-medium education. Ensuring a sound foundation in terms of Welsh-medium education will increase learners' choice and give them the confidence to follow a fully bilingual education and then on to employment and the wider community.

Outcome 1

More nursery age / three-year olds receive their education through the medium of Welsh

Where are we now?

In terms of provision for nursery/three-year olds we are in a strong position, and it is our intention to build on the progress that has already been achieved.

- Early Years Education in Carmarthenshire is currently delivered through a mix of local authority-maintained settings, and non-maintained settings delivered by private or not for profit organisations. The intention is to continue to increase Welsh-medium early years provision across the county. During the lifetime of the previous Plan, we have seen an increase in the number of Welsh-medium places available in terms of pre-school care and education provision.
- (In 2019/20 93.1% of our learners transferred from Cylchoedd Meithrin to Welsh-medium schools, which is a steady rise since 2015/16 (87.3%). See outcome 3 for a more detailed analysis).

To ensure a choice for parents, and offer equal opportunities, places are funded within the provisions of voluntary and private organisations, such as Mudiad Meithrin, Cylch Ti a Fi or Wales Pre-school Providers Association, in line with Local Authority guidelines.

The authority supports 31 non-maintained settings. There are about 100 other non-maintained settings in the County that offer childcare, but these are not approved to provide education. Carmarthenshire's Family Information Service offers an information service to all childcare providers as well as parents. (Also see the childcare sufficiency assessment in the link below)

<https://www.sirgar.llyw.cymru/cartref/cyngor-a-democratiaeth/ymgyngori-a-pherfformiad/ymgyngoriadau-actif/asesiad-digonolrwydd-gofal-plant-sir-gaerfyrddin-2022-27/>

The Local Authority works with pre-school and childcare providers to increase the number of learners who choose Welsh medium education, by promoting the benefits of bilingualism. Through the 'Information to Parents' booklet, parents are informed which schools and settings offer Foundation Phase Welsh medium provision.

Also, pamphlets such as *Welsh with your Kids – give it a go!* are helpful, as well as *Welsh Homework – no problem*, whilst also referring parents and carers to the authority's film clips and Welsh Government online resources.

Where we are

Number of Settings and Cylchoedd Meithrin

<i>Numbers</i>	2015/16	2016/17	2017/18	2018/19	2019/20
Number of settings	50	54	49	51	50
Number of Cylchoedd Meithrin	57	64	61	60	57

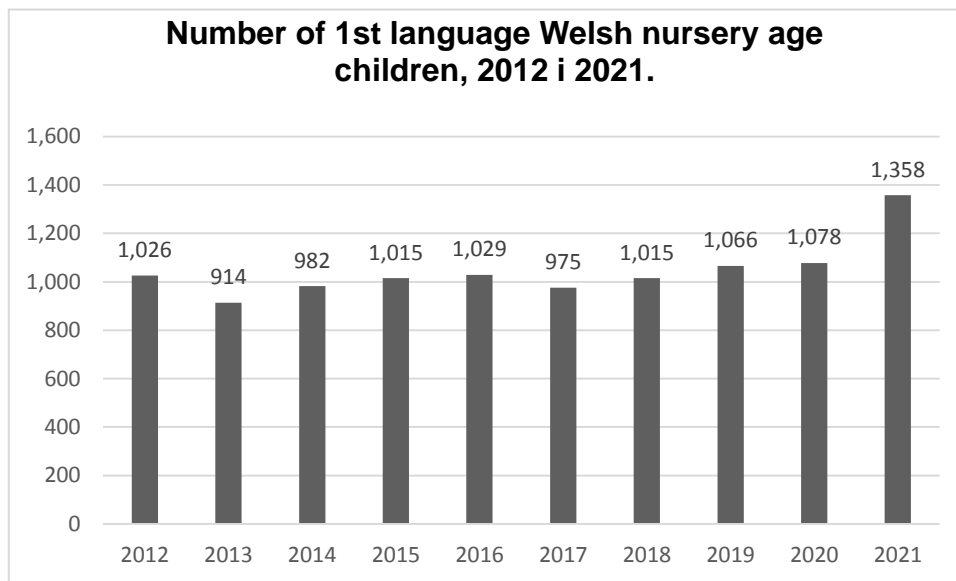
Number who attend Cylchoedd Meithrin

<i>Numbers</i>	2015/16	2016/17	2017/18	2018/19	2019/20
Number of children attending the Cylchoedd Meithrin	1,634	1,715	1,651	1,606	1,307

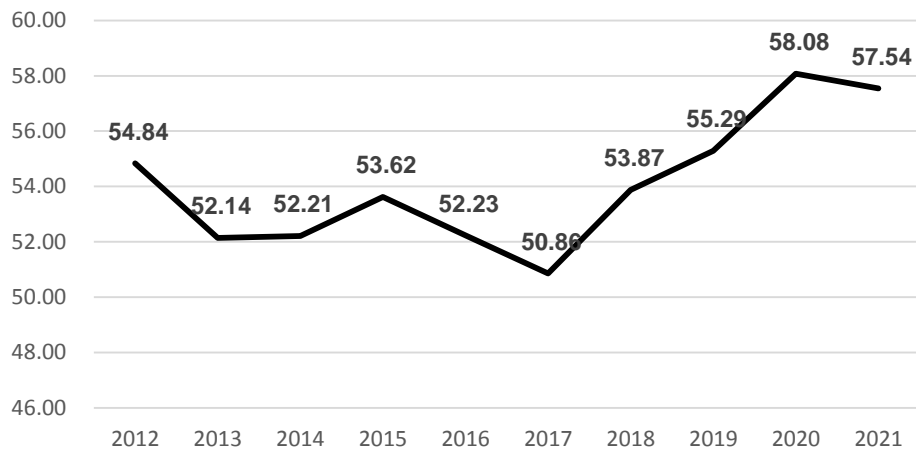
**NB: Changing the ages of schools has influenced the numbers attending the cylchoedd meithrin, as has the growth of the private sector within the County.*

Welsh Medium Childcare Providers and Places

Type of Setting	Number of settings 2013-14	Number of places 2013-14	Number of settings 2016-17	Number of places 2016-17	Number of settings 2021-22	Number of places 2021-22
Childminders	29	160	55	295	41	290
Full Day Care	10	385	17	630	42	1016
Sessional Care	54	1076	51	935	25	481
After school care	23	625	24	653	26	824
TOTAL	116	2246	147	2513	134	2611



Percentage of 1st language Welsh nursery age pupils, 2012 to 2021.



Percentage of nursery children / three-year olds who receive their education through the medium of Welsh is 57.54% (2021). Carmarthenshire has the highest number of Nursery age learners taught through the medium of Welsh. All catchment areas in Carmarthenshire have access to Welsh-medium education.

- At present the Flying Start programme in Carmarthenshire offers families with children aged 0-3 years targeted early intervention services. Due to the nature of it being a targeted programme, strict postcode eligibility applies. Set up in 2007, eight original communities were identified using uptake for free school meals and other poverty indicators, to evidence areas of deprivation, which were: Bigyn, y Betws, Carwe, Felinfoel, Penrhos, Llwynhendy and Richmond Terrace. In 2012/13 Welsh Government announced an expansion of the service and Carmarthenshire identified a further 9 new communities which were to benefit from Flying Start intensive support services, which were: Dafen (Llanelli), Pantyffynnon, Garnant, Glanamman (Ammanford), Carmarthen Town North, Pwll (Llanelli), Trimsaran, Burry Port, and Pembrey. Services are delivered under four service areas; intensive Health Visiting on a needs-led basis, funded childcare places for 2–3-year-olds, early language activities and a range of parenting programmes, offering support on behaviour management and positive parenting.
- The provision of good quality childcare for children from 2-3 years of age is the centrepiece of the programme and as it focuses on children living in disadvantaged communities, it aims to offer stimulating opportunities to improve their long-term outcomes in preparation for school.

Where are we trying to reach within the first 5 years of this Plan and how do we intend to get there?

A strong commitment to immersion education is key to this strategy. The national aim to mandate the Welsh language from the age of 3 and English from the age of 7 is crucial in supporting this approach. During the first 5 years of the Plan.

- We will be working with partners to increase Welsh medium provision and targeting areas where there is no provision at present.
- We will provide support and guidance through our Early Years team and will continue to share materials with parents/carers/guardians in relation to the value of bilingualism so that they have a better understanding and can make informed decisions at all transitional stages.

- **We will continue to increase the percentage** transferring from the nursery groups to the Welsh-medium Foundation Phase.

In order to increase the number of Welsh-medium places available the current provision will be reconfigured by developing more childcare/pre-school provision through the medium of Welsh.

- We will continue to work with early years providers including Mudiad Meithrin and provision before the child turns 3, to strengthen and expand Welsh-medium childcare provision.
- We will continue to strengthen our work with Flying Start and with the Welsh Learning Carmarthenshire team. Strategic planning has already begun through working with these agencies to ensure a simple, educated understanding of Welsh medium provision through the sharing of leaflets and posters etc.
- We will utilise these partnerships to signpost individuals to Welsh literature and publications and to share information on opportunities for adult learning.
- Working with our Welsh for Adults team, Dysgu Sir Gâr and the National Centre for Learning, allows us to reach out into the community not only through information sharing but also through community working.
- We will work with the Admissions Team to ensure that clear, comprehensive and up to date information is included in the Information for Parents booklet which is available to parents of children of all ages. This information is also easily accessible on the County Council website.
- Officers who deal with enquiries will be given in-house training annually to ensure that they are best placed to answer any questions. Also, a good understanding is vital in order that they can discuss the implications of Welsh medium options. This can also be the important point at which detailed questions may be asked. It is therefore important for the admissions team to be in contact with the Welsh in Education Manager when needs be.
- Whilst reviewing the online school admission process, we will consider the users' journey. This needs to be very visible and easy to use so that parents and carers can consider and better understand Welsh medium education from the onset. With our vision to move all schools along the Language Continuum the need for correct up to date information regarding individual schools' provision will become highlighted through the admissions team initially.
- We will also promote the Welsh Government's suite of web content about Welsh-medium education which aims to provide guidance on how to create a positive narrative around the Welsh Language.
- We will increase the use of social media to ensure that parents and carers can make informed decisions on choosing a school for their children.

Athrawon Datblygu'r Gymraeg have created film clips about Welsh medium Education with extracts from pupils within Welsh medium education from a mixture of linguistic backgrounds as well as from parents. These clips give an insight into real families who have questioned Welsh medium education from the onset but who are very eloquent in conveying how their lack of understanding of bilingualism was simply that. These are very powerful and helpful clips as they convey many issues that arise with parents and carers who may have some reservations about Welsh medium Education. Information from Welsh Government regarding the clips on the WG website will be shared along with the use of the suite of web content which also provides guidance on how to create a positive narrative around bilingualism.

Marketing campaigns will be undertaken such as referring to Welsh social media channels for children which include resources for parents and children such as songs, film clips and information.

www.gov.wales/cymraeg-for-kids
www.youtube.com/cymraeg

Where do we expect to be at the end of our ten-year Plan?

In order to increase the number of Welsh Medium places available we will:

- Develop more childcare/pre-school provision through the medium of Welsh
- Support current dual stream and transitional schools to become Welsh medium schools
- Invest in establishing new Welsh medium/dual stream schools using space available.
- Consider the age range of specific schools and potentially creating a space for providing Welsh medium very early years' provision
- Continue to monitor the demand in urban areas
- The re-designation of all schools will be very advantageous in the improvement of the numbers in pre-school and childcare provisions.

It is our aim that all pre-school and childcare provision is delivered bilingually within the 10-year plan.

Key Data

Numbers and % of nursery children/three-year olds who receive their education through the medium of Welsh

2022 - 2023		2023 - 2024		2024 - 2025		2025 - 2026		2026 - 2027	
1358	58%	1381	59%	1404	60%	1451	62%	1478 (+120)	63%
2027 - 2028		2028 - 2029		2029 - 2030		2030 - 2031		2031 – 2032	
1545	66%	1615	69%	1662	71%	1709	73%	1756 (+398)	75%

Outcome 2

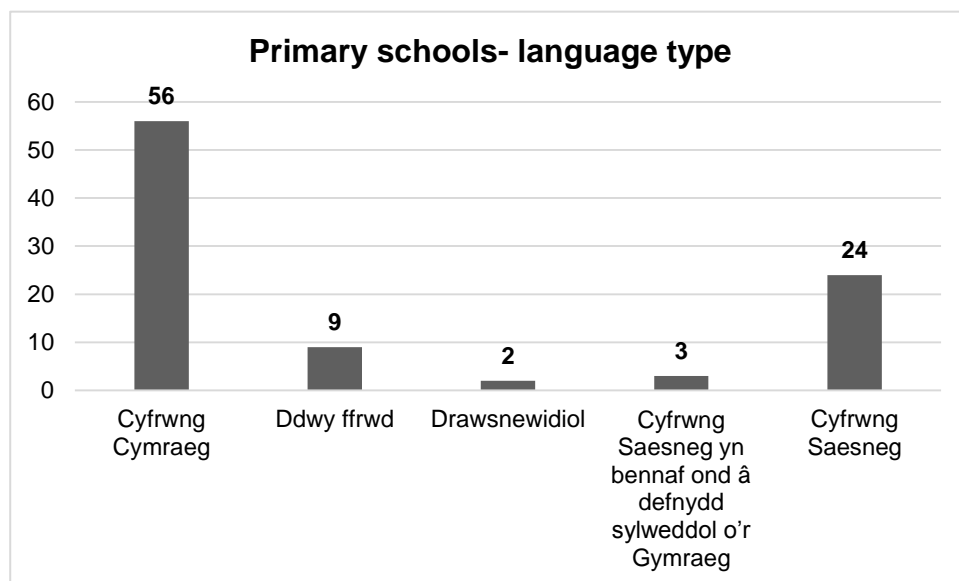
More reception class children/ five-year-olds receive their education through the medium of Welsh

Where are we now?

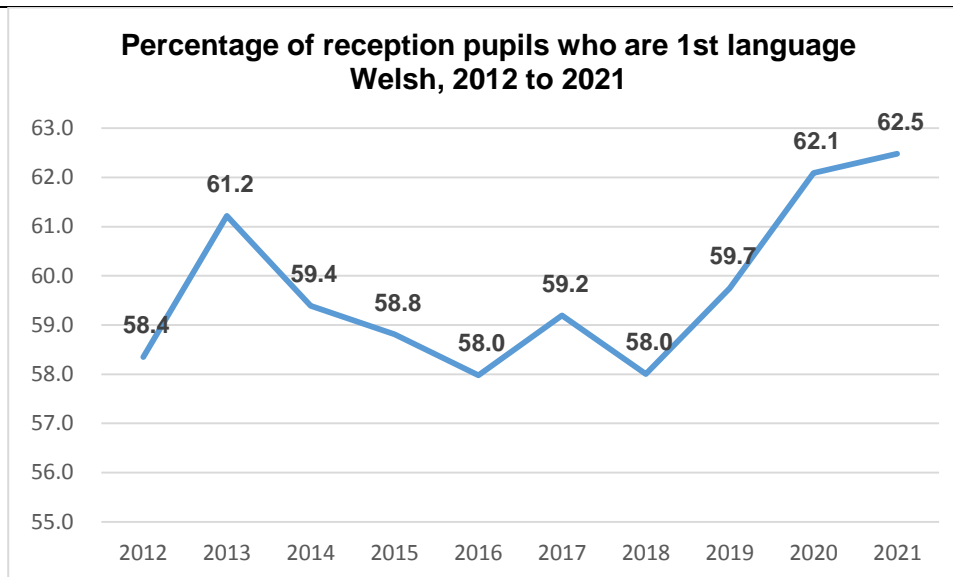
In terms of the provision for reception class children/ five-year olds, we are in a strong position and intend to build on the progress that has already been achieved across the county. Percentage and number of reception class children/five-year-olds receiving their education through the medium of Welsh (2021)- 62.5 %. Carmarthenshire is the local authority with the highest number of Reception learners taught through the medium of Welsh.

Where we are

School Type	Number of Learners
Nursery/Primary	15,812
Secondary	11,498



We have achieved an increase in the number of Welsh-medium places available in terms of education provision. That has happened as we have worked with Governors and school communities to move them along the linguistic continuum, changing the language category of schools through public consultations. During the period of the 2017-2022 Plan, the language categories of 7 primary schools were changed, creating around 210 new Welsh-medium places for Reception class.



Carmarthenshire’s vision to move all schools along the language continuum and embedding an Immersion/Trochi approach in Foundation Phases over time will increase opportunities for all learners across the county from all linguistic backgrounds to gain access to Welsh medium education.

Proposed changes to school designations according to their Welsh language provision will have a very positive effect upon Welsh language provision and bilingualism in the county. Working within the timeline of 7-10 years will ensure that no school stands still. This also however highlights the huge need for intensive language training for all staff across all key stages as well as subject language skills training in the secondary sector especially.

Officers have begun implementing training within both the Primary and Secondary sector and a strategic plan is in place regarding targeting specific schools in moving along the language continuum – five of which have been successful in doing so during 2019/2020.

Latecomers’ provision is paramount in reaching these goals. We have invested in a new Language Centre which will provide lessons for latecomers from both the Primary and Secondary sector. This will be a purpose-built building where pupils of all ages can learn Welsh in a modern high-tech innovative environment.

We work closely with the Welsh for Adults’ team on training and guidance on Welsh-medium learning, pedagogy and use of language in classroom. Both the *Athrawon Datblygu’r Gymraeg* and the Welsh for Adult tutors have worked together to create a learning continuum for teaching staff based on relevant classroom language.

With such a vast geography within the county the use of Microsoft Teams/Zoom and Google classrooms will also be implemented to reach all pupils. This will be a continuation of the work planned and executed during Covid-19 in 2020/2021.

Where are we trying to reach within the first 5 years of this Plan and how do we intend to get there?

During the lifetime of this Plan, to meet Carmarthenshire's aspiration and the Welsh Government's target, we will change the linguistic nature of a number of schools. Our aspiration is to meet the target of a 14+% increase in the number of Year 1 learners following Welsh-medium education. In terms of deciding which schools will formally change their provision and linguistic nature, we will consider factors such as the willingness of parents and the community to support the change, ensuring that we have an adequate workforce with the necessary skills, that the school's governing body is supportive and that the headteacher and senior leadership are partisan to this and willing to help drive forward the development involved.

In order to do so it will be necessary to-

- *Support our Transitional schools to move into Welsh-medium schools.*
- *Support some of our current dual stream and transitional schools to become Welsh medium schools.*
- *Support some of our English-medium schools to be two-stream or two-language schools.*
- *Assist our secondary/special schools to increase Welsh-medium provision taking into account linguistic designation.*

Current Position of primary schools

	Welsh Medium	Dual Stream	Transformational	English with significant use of Welsh	English Medium
School Type	56	9	2	3	24
Number of places	7409	2685	295	683	4653

Target by end of Plan

Change the Category and linguistic provision of 10 primary schools (through public consultation) to ensure an increase of 300+ in Year 1 learners in Welsh-medium education.

One year	2022-27	2028-2032
Target	4	6

To **support schools** in increasing the number of Welsh-medium places available we will:

- Develop more childcare/pre-school provision through the medium of Welsh.
- Support our current dual stream and transitional schools to become Welsh medium schools in the short term.
- The County Council's Sustainable Learning Communities (School Modernisation) will aim to ensure increases in Welsh medium places.
- Support English medium schools to develop Welsh Foundation Phase provision.
- Extend the age range of specific schools and create space for providing Welsh medium early years' provision.
- Continually monitor with partners the demand in our urban areas and promote and expand provision as required.
- We will provide support and guidance to schools via our *Athrawon Datblygu'r Gymraeg* team in how to respond to parental enquiries.

- We will share materials with parents/carers/guardians in relation to the value of bilingualism in order for them to have a better understanding and be able to make informed decisions at all transitional stages.
- We will increase transition between the nursery groups and Welsh medium Foundation Phase.
- We will ensure that parents, through our 'Information to Parents' booklet, know which schools offer Foundation Phase and Key Stages 2-5 Welsh medium provision. The information about the linguistic nature of each school, in accordance with the Welsh Government's new school designations December 2020, will also be available on the County Council's website.
- We will be setting out applications for grant funding from the Welsh Ministers in respect of meeting and superseding our set targets to increase the number of Year 1 children taught through the medium of Welsh during the lifespan of the plan primarily for Language training.

In addition to a formal change in provision and category, it is expected that all schools will move and develop within their category in line with the aims in their School Development Plans.

Developing our Language Centres

The aim of Carmarthenshire Language Centres' development project is to build on previous experience and positive feedback received to date in this area of service delivery, and to go along with the provision in the St Clears and Llandeilo area we will need to ensure the functionality of the language centres to enable immersion education for learners across the whole county. The language centre will have several purposes including being a key support in developing pedagogy for the introduction of Welsh as one continuum.

The project has 5 main objectives:

1. Ensure that all pupils who are latecomers to Carmarthenshire become bilingual by providing immersion education – at primary and secondary level
2. Offer language refresher (improving/polishing language) to Latecomers and native learners at essential transition points such as the end of the Foundation Phase and at the Key Stage 2/3 interface, and that funding for travel is available.
3. To deliver catch up programmes for pupils in Year 6/7 where language skills need to be improved to ensure a smooth transition into Welsh medium secondary education.
4. Provide professional development to improve the skills of teachers and support school staff to enable them to teach bilingually in and outside the classroom. Also, to improve the Welsh language skills of staff, particularly those on the language continuum journey. This will build upon the Llanelli area's innovative pilot project where staff from primary and secondary English-medium schools have taken part in a two-pronged approach to Welsh language support.
5. Ensure positive experiences of language learning for parents and guardians to enable them to support their children in learning Welsh at school and to assist in consolidating their learning at home.

Where do we expect to be at the end of our ten-year Plan?

The above strategies will enable us to be in a position whereby continued change in mindset across the county will be encouraged. Training is paramount and we will endeavour to work with all outside agencies and primarily with Welsh Government to ensure long term funding.

We will ensure that parents and carers have a good understanding of Welsh medium education through good communication links and continuous information sharing through school websites and social media.

We aim to integrate parents and carers into daily school life through offering Language learning side by side courses which are based on the *Cymraeg i'r Teulu* (CiT) services, where parents and carers are taught songs, rhymes and day to day classroom vocabulary and sentences as well as *Cymraeg yn y Cartref* course. The aim here is that parents/carers instigate simple conversations in the home as well as being able to sing along with their children. Parents are also encouraged to maintain their learning by joining Welsh for Adult mainstream courses.

This, in conjunction with the new school designation policy, will allow us to accelerate Welsh medium provision in Carmarthenshire. Immersion principles within all Foundation Phase settings will make the language journey much more feasible.

We are already working with schools and going through the consultation process to begin the journey of language immersion within all schools regardless of category or designation.

Key Data

Numbers and % of 5 year olds receiving their education through the medium of Welsh

2022 - 2023		2023 - 2024		2024 - 2025		2025 - 2026		2026 - 2027	
1169	62.5%	1229 (+60)	65.7%	1244	66.5%	1263	67.5%	1289 (+60)	68.9%
2027 - 2028		2028 - 2029		2029 - 2030		2030 - 2031		2031 - 2032	
1327	71%	1356	72.5%	1379 (+90)	73.7%	1430	76.5%	1469 (+90)	78.5%

Outcome 3

More children continue to improve their Welsh language skills when transferring from one stage of their statutory education to another

Where are we now?

It is the vision of Carmarthenshire's Education Authority that all pupils continue to improve their language skills when transferring from one stage of their statutory education to another.

In 2019/20, 93.1% of our learners transferred from Cylchoedd Meithrin to Welsh-medium schools.

School Year	Number of settings	Number of cylchoedd meithrin	Number attending cylchoedd meithrin	Number who transferred from cylch to school	Welsh School	%
2015-16	50	57	1634	722	630	87.3%
2016-17	54	64	1715	789	704	89.2%
2017-18	49	61	1651	766	709	92.6%
2018-19	51	60	1606	700	661	94.4%
2019-2020*	50	57	1307	677	630	93.1%

*First year of Covid - cylchoedd meithrin closed for over a whole school term (March 2020 to September 2020) during the first lockdown, data of children who would have started in the cylchoedd methrin during this time was lost.

Transition figures from one key stage to the next stage in previous years are as follows:

Key Stage Transition	2016/17 (Number and %)	2017/18 (Number and %)	2018/19 (Number and %)
Foundation Phase to KS2	1022 (93.1%)	1103 (94.2%)	1133 (95.2%)
KS2 to KS3	798 (92.9%)	825 (85.9%)	827 (87.5%)
KS3 to KS4	805 (98.6%)	725 (91.2%)	747 (96.3%)

For pupils transferring from KS2 (PLASC 2019) to KS3 (PLASC 2020) 931 of the cohort or 81.5% transferred to Welsh-medium secondary education. The figures show that the numbers transferring to Welsh-medium education between primary and secondary need particular attention. This and the table therefore show the need to focus specifically on primary to secondary transition.

Our expectation is that learners who have followed the Welsh first language programme in primary school will continue this programme on transition to the secondary phase. This message needs to be reinforced with pupils and parents, and by increasing the number of schools offering Welsh streams and a range of Welsh subjects at Key Stage 3.

Our expectation is that all learners who have attended primary schools defined as bilingual will study at least 3 (initially) curricular areas through the medium of Welsh at Key Stage 3, to embed and further develop their linguistic competency.

Where do we aim to be within the first 5 years of this Plan and how we propose to get there?

We will work with our schools to place them in an appropriately challenging linguistic designation, as guided by the new national arrangements. This will be operative from 2022. From 2026, intra-phase transition from currently defined key stages will begin to take fuller effect i.e.:

- Transition between Cylchoedd Meithrin and the primary schools; this transfer is essential to ensure that progression from one to the other is 100%.
- Primary: Pre-school to Foundation Phase; Foundation Phase to KS2
- Secondary: KS3 to KS4; KS4 to KS5 (11-16 schools; 11-18 schools and the FE sector)

Transition matters will be guided by a combination of:

- the local WESP guideline as described herein in Outcome 3
- an appropriate placement consistent with the learner's aptitude and ability, which will be: Suitably challenging for the purposes of linguistic progression
Applied on a **linguistic no detriment** basis.

Working with the new linguistic designations, parents will be advised of a broad framework of transition. This will be conditioned by suitable transfer of pupils between schools in the new transition framework, so that statutory linguistic transition is achieved.

The transition process will be supported by:

- Early immersion (FPh)
- Later immersion (KS2), as deemed necessary
- Gloywi (Yr. 7), as deemed necessary
- Hwyrddyfodiaid / Latecomers – immersion support on entry to Carmarthenshire, as provided by our language centres

To achieve our vision that all pupils continue to improve their language skills when transferring from one stage of their statutory education to another, we will continue to:

- Promote the benefits of bilingualism - Clear communication to all stakeholders about the expectation that learners who have followed the Welsh first language programme in primary school will continue this programme when transferring to the secondary phase. This will be shared with parents as part of the council's arrangements as an integral part of the school admissions process.
- Ensure linguistic progression from early years sector to KS2 and to the secondary sector.
- Increase the subject provision of Welsh medium and bilingual education in the secondary sector in accordance with the new school designations.
- Adhere to the clear progression protocol to increase the number of pupils who continue to study through the medium of Welsh at each key stage and ensure that this is communicated clearly to all stakeholders.
- Strengthen Welsh-medium secondary provision in specific areas of the county.(see outcome 4).
- We will ensure that all pupils are able to speak, read and write the language fluently by the end of Key Stage 2 to their expected levels.
- It will also promote our expectation that all pupils who have attended primary schools defined as bilingual will study at least 3 (initially) curricular areas through the medium of Welsh at Key Stage 3 to embed and further develop their linguistic competency. This will be achieved by targeting training and support for staff who teach KS3 in the schools in question.
- Schools will need to work in partnership to promote linguistic progression through transition projects and good communication between the primary and secondary sector. This will not be

left until years 6 and 7 but will happen further down the primary school to ensure good understanding of Welsh medium education from the onset. Any reservations can then be addressed before the transition stages.

- We will look at the methods of monitoring linguistic progression and ensure that all stakeholders have a good understanding of our protocol. Where there is linguistic choice, we will continue to maintain our vision by ensuring a better understanding of the importance of maintaining a bilingual education throughout.
- We will continue to listen to and react to parental comments such as 'We cannot help with homework', especially in KS3 and KS4, by creating guidelines, or in this case a pamphlet, which gives clear answers. Film clips of parents describing their children's journey through Welsh medium education are very valuable and we will create more film clips to help parents grasp a better understanding of bilingual education. These will not only encompass the merits of bilingualism, but also help address any doubts and misconceptions which arise when addressing difficulties pupils may encounter in certain subject areas. It is important to ensure that Welsh and bilingual medium education does not become an automatic causal default and that the whole background picture is always taken into consideration.
- Regarding progression between nursery and the Foundation Phase, the transition is not so much of a concern as we will be setting challenging targets for all schools in the levels of Welsh/bilingual medium education taught in all schools. With a national mind set change this will be of benefit to us moving forward.
- However, we will ensure that primary and secondary schools can work much more closely in partnership in order to promote linguistic progression to parents and carers. Again, the multifaceted work done on promoting bilingual awareness both locally and national, comes into play here.

The present and future plans under the 21st Century Schools and Education Programme fully reflect the targets set out in the WESP.

Where do we expect to be at the end of our ten-year Plan?

Carmarthenshire will hope to exceed the 2031/32 target for Year 1 pupils of 10%, reaching the upper end of the 14+ percentage point increase range within the 10-year plan.

This will be achieved through the impact of moving all schools along the language continuum.

Key Data

Numbers and % of children who continue to improve their Welsh language skills when transferring from one period of their statutory education to another

2022 – 2023		2023 - 2024		2024 - 2025		2025 - 2026		2026 - 2027	
Nursery-FP 661	94.4%							Nursery-FP 650	96%
FP-KS2 1133	95.2%							FP-KS2 1154	97%
KS2-KS3 931	81.5%							KS2-KS3 1005	88%
KS3- KS4 747	96.3%							KS3-KS4 752	97%
Total 3441								Total 3561 (+120)	
2027 - 2028		2028 - 2029		2029 - 2030		2030 - 2031		2031 - 2032	
								Nursery-FP 670	99%
								FP-KS2 1178	99%

								KS2-KS3 1085	95%
								KS3-KS4 768	99%
								Total 3701 (+260)	

Outcome 4

More learners study for assessed qualifications in Welsh (as a subject) and subjects through the medium of Welsh

Where are we now?

Percentage of learners studying in Welsh as a first language- Year 7-13

	2017	2018	2019	2020	2021
Year 7	42%	41%	43%	44%	45%
Year 8	45%	43%	43%	43%	44%
Year 9	41%	43%	43%	42%	42%
Year 10	42%	40%	42%	42%	42%
Year 11	43%	44%	41%	43%	43%
Year 12	60%	64%	63%	64%	67%
Year 13	58%	61%	64%	67%	64%

The number and percentage of Year 11 learners who have been registered for GCSEs in Welsh (first or second language) and those who are not registered for either.

		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Welsh (first language)	Number	717	687	673	709	765	752	726	744
	Percentage	33%	34%	34%	37%	40%	41%	39%	40%
Welsh (2nd Language)	Number	1,215	1,130	1,088	1,002	963	932	1,002	957
	Percentage	56%	56%	55%	52%	51%	51%	53%	52%
Not registered	Number	242	194	211	217	161	143	154	142
	Percentage	11%	10%	11%	11%	9%	8%	8%	8%

Number and percentage of AS/A level Welsh registrations first and second language

Registrations	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Number	89	59	61	53	47	51	44	55
Percentage	5.5%	3.6%	3.9%	3.6%	3.2%	3.4%	3.0%	4.0%

GCSEs	2019	2020	2021
Welsh - First Language	724	654	897
Welsh - 2nd Language	1013	954	992

A Level	2019	2020	2021
Welsh - First Language	19	16	22
Welsh - 2nd Language	7	8	6

Percentage of pupils in Key Stages 3, 4 and 5 studying subjects through the medium of Welsh:

2017/18

School Category	KS3	KS4	KS5
School (1)	100%	100%	100%
School (2A)	100%	100%	100%
School (2A)	100%	100%	100%
School (2B)	50.5%	50.9%	61.8%
School (2B)	60%	60.8%	62.2%

2018/19

School category	KS3	KS4	KS5
School (1)	100%	100%	100%
School (2A)	100%	100%	100%
School (2A)	100%	100%	100%
School (2B)	50.4%	46.9%	TBC
School (2B)	62.4%	61.8%	TBC

In terms of subjects taught through the medium of Welsh across the full range of Carmarthenshire schools, the table below shows how many subjects are taught through the medium of Welsh at Key stages 3, 4 and 5 (2021-22):

School Category	Number of KS3 Subjects		Number of KS4 Subjects		Number of KS5 Subjects	
	Average	Range	Average	Range	Average	Range
1 (1 school)	Entire curriculum through the medium of Welsh, with the exception of English as a subject and increasing use of the target language in modern languages					
2A (2 schools)	Entire curriculum through the medium of Welsh, with the exception of English as a subject and increasing use of the target language in modern languages, with parallel English classes in Mathematics and/or Science in years 9-11					
2B (2 schools)	14/15	1	14	17-10	3/4	5-1
EW (3 schools)	10	11-5	0	0	0	0
EM (4 schools)	4	7-0	0	0		

Key:

1	Welsh Medium
2A	Bilingual
2B	Bilingual
EW	English School with significant use of Welsh
EM	English medium school

All schools 2B, EW and EM have the potential to develop provision – particularly at Key Stages 4 and 5 (where relevant). There will be support to increase the provision of these schools. We will identify a current school category and a new category for each school to aim for over the decade of the strategy. The speed and range of subject development will be subject to local conditions, not least staff proficiency and growth in demand for Welsh-medium education in school catchment areas. However, it is possible to offer approximations as follows in terms of the number of subjects it is hoped will be developed:

Input Model (increasing number of subjects):

School	Increase in Number of Subjects (5 years)			Increase in Number of Subjects (10 years)		
	KS3	KS4	KS5	KS3	KS4	KS5
2B		14 >20 N=6	4/5 > 8/9 N=5		20>25 N=5	7/8>12/13 N=5
EW	6>14 N=8	0>5 N=5			5>10 N=5	0>3 N=3
EM	0>4 N=4 6/7>10 N=3	0>3 N=3		6>10 N=4 10>14	0>3 N=3 3>8 N=5	

Output Model - Achieving an increase in the number of learners gaining recognised qualifications:

We aim to increase the number of learners following part of their curriculum through the medium of Welsh in our EM and EW schools. Building on previous discussions, this can happen by establishing at least one KS3 stream in our EM schools by 2027 (Net increase of 210 pupils as a baseline). Some EM schools would be in a position by 2032 to start developing some Welsh-medium pathways at KS4.

In our EW schools, we can consider aiming for one or two equivalent Welsh-medium classes at KS3 (Net increase of 273 pupils), with pathways to KS4 for those pupils by 2032.

The aim in 2B schools would be to ensure that at least 40% of pupils in schools undertake at least 70% of their activities through the medium of Welsh at KS3 by 2027, raising the percentage to at least 60% of pupils by 2032. Natural growth at KS3 will have a positive impact on the numbers studying subjects through the medium of Welsh at KS4 during the lifetime of the strategy in these schools.

Our Welsh Education Partnership (WRE) has evolved as a powerful partnership, mainly between our category 1 and 2A post-16 schools. The partnership offers a dozen courses in year 12 and a dozen in year 13 (2022/23) through an innovative collaboration model, based on the delivery of blended learning, which has proven to be a very successful model.

The range of topics include:

Curricular Area	Number of Subjects
Vocational (Business, Childcare, Tourism)	3
Social Science (Public Services, Politics, Criminology, Psychology)	4
Modern Language (French, Spanish)	2
Science/Technology (Agriculture, Electronics, Food Science and Nutrition, Engineering)	5

**There have also been discussions regarding AS and BTEC Sport Additional Mathematics*

The average class size is 14, with a range of between 1 and 39. Combining classes across two or three schools ensures that there is a critical mass of students available to maintain the subjects. *Without* the collaboration, 9 subjects with 5 or fewer students in year 12 and 11 subjects with fewer than 5 students in year 13 would be at risk of not being maintained across the 3 schools:

This offers a considerable amount of learning pathways that would have been unsustainable without the partnership. The aim is therefore to try to offer students as much choice as possible, but to do this in a financially viable and sustainable way.

In terms of the total number of students benefiting from the partnership, the table below shows a healthy situation:

School	Total Students	Year 12	Year 13
School 1	152	79	73
School 2A	135	81	54
School 2A	51	35	16
TOTAL	338	195	143

In terms of administering the partnership one or more schools lead on a particular subject, offering their staff as required. The County's 14-19 network offers funding to support the partnership, and cash flow comes through the Welsh Government's per capita funding, promotion for the Welsh language and specific allocations of almost £92,000 awarded locally in top-slicing the post-16 grant, to stimulate collaboration across providers.

Carmarthenshire is working alongside Ceredigion and Powys in providing the E-sgol project. E-sgol uses technology in an innovative way that makes a real difference to students in rural areas by increasing the subjects available to them and broadening their career options after school. There is currently 1 subject (Criminology) running and the low number is judged to be since PAG is so successful, with some challenges then in harmonising other school timetables outside the PAG. Depending on how E-sgol develops, there remains potential to extend the offer to the 14-16 age range. If this were possible, it would offer opportunities to extend Welsh-medium learning pathways across more secondary schools in the County. We can approximate that an additional 3-5 E-sgol subjects would run in our schools by 2027 and 8-10 by 2032.

Where do we aim to be within the first 5 years of this Plan and how we propose to get there?

To achieve the above developments, we will move all schools along the language continuum by:

- **Working with schools** to develop the curriculum, affording opportunities for more learners to have access to Welsh medium and bilingual teaching.
- Adopting a strategic approach to the subject offer
- Increasing the volume of learners pursuing Welsh medium and bilingual options and, ultimately, more progressing to take qualifications at 16 years of age

This will ensure that more learners will study for, and complete, assessed qualifications at statutory school leaving age and beyond, whilst also being assessed internally by schools at key points in their learning journey (such as ages 5,7,11 and 14).

The strategy to realise this outcome, can be pursued via the following framework:

- **Curriculum Development:** a strategic approach to increasing the proportion of Welsh medium subject delivery offered by all our schools.
- **Secondary School Model** (see table above): increasing the number of subjects available through the medium of Welsh, resulting in an increasing percentage of the curriculum offer available through Welsh, whilst also increasing the proportion of learners who opt for Welsh medium or bilingual subject tuition.
- Primary School Model: increasing the quanta of Welsh medium delivery can be similarly modelled.
- Expand our use of E-sgol towards the future, including how we can develop our Welsh-medium post-16 curricular offer in our 2B schools.
- Extend PAG thinking, and the operating principles, to include schools and other providers, which would involve maintaining a similar number of subjects across our schools. If this is realised, significant growth is anticipated in the County's Welsh-medium post-16 provision.

A Strategic Approach to increasing the Welsh-medium Subject Offer

Increasing the number of subjects available through the medium of Welsh can be achieved:

- **In a practical manner**, the subjects can be increased due to opportunities which exist within the present staffing cohort, such as a teacher already being able to deliver subject content through the medium of Welsh.
- In a planned approach, by:
 - Mapping out how many more staff can be encouraged to teach through the medium of Welsh by supporting them with bespoke professional development. *Note: Every member of staff will be afforded opportunities to develop their bilingualism, if required, and it is our duty under this policy to offer that support)*
 - Making staff appointments which assist with moving the school along the language continuum
 - In a strategic manner, with deference to how different subject areas can support schools at different stages of their linguistic journey.

Towards the medium term and beyond, we aim to offer positive input whilst developing Welsh as one continuum, including options in the medium term to dual register pupils at GCSE level in the relevant schools. Additionally, we wish to:

- develop and promote the contribution older students in 11-18 schools can make as role models and mentors
- extend the proficiency of the Youth Support Service, especially based in schools in order to promote informal use of Welsh and develop promotional material which shows the value placed on bilingualism by employers.

In addition, we will:

- Work with employers and higher education to promote bilingualism as a key skill for further education and the world of work.
- Promote improved skills for the lifelong use of the Welsh language (research into and develop a Professional Welsh module for post-16 students e.g., through Welsh Bac)
- We intend developing a strategy of recruiting more young people to study A Level/AS Level Welsh, especially boys. Changes in the exam papers need to be fully addressed to aid change. This is a national challenge, with a 24% fall in the number of A-level first language students in Wales between 2008/9 and 2020/21, and a 60% fall in Welsh Second Language numbers over the same period. As a result, it will be necessary to work alongside WJEC and subject teachers within and outside the County to deliver. Tracking the views of students and prospective students will be very important in understanding the reasons for the fall and how to go about reversing the situation.
- We also want to work cooperatively to develop a higher course in Professional Welsh. This course to be offered as an A/AS level course via free-standing modular elements that students can aim for, irrespective of whether they are studying Welsh to A Level e.g., Welsh in the workplace and translation.
- Post 16 certificate/accreditation in Welsh for Scientists - this can entail investigating further possibilities within the Welsh Bac by encouraging students who are not on academic Welsh routes to hone their skills e.g., towards proficiency regarding our skills framework.
- We will support the Welsh Government campaign to encourage young people to consider Welsh at A Level by referring students to the You Tube channel www.youtube.com/cymraeg as well as through the Welsh language social media channels.

Where do we expect to be at the end of our ten year Plan?

By the end of the plan, we will have increased the numbers of learners who study for assessed qualifications in Welsh as a subject and be able to offer all subjects through the medium of Welsh within our Welsh medium and bilingual schools.

We will also strive to ensure linguistic choice within our English schools, which supports progress with pupils' bilingualism (see table above).

Key Data

The table includes an increase in the numbers and % studying subjects through the medium of Welsh in year 11. It must be remembered that outcome 4 also relates to pupils in years 10,12,13. So actual numbers will be higher.

The numbers and % of learners that study for Welsh qualification (as a subject) and subjects through the medium of Welsh.

2022 - 2023		2023 – 2024		2024 - 2025		2025 - 2026		2026 - 2027	
1350 (Year 11 only)	72%							1465 (Year 11) (+115)	78%
2027 - 2028		2028 – 2029		2029 - 2030		2030 - 2031		2031 - 2032	
								1581 (Year 11) (+231)	84%

Outcome 5

More opportunities for learners to use Welsh in different contexts in school

Where are we now?

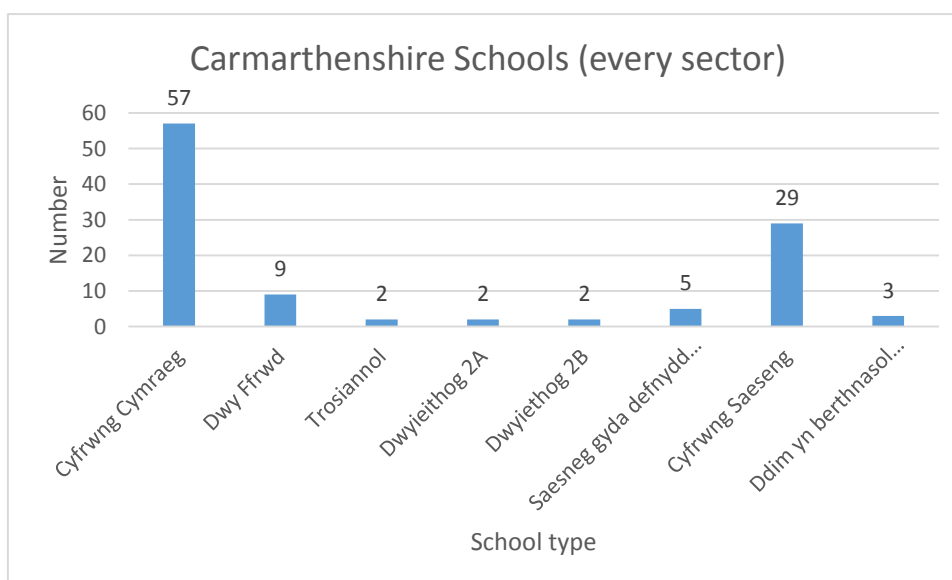
The Local Authority is committed to providing a bilingual service to Carmarthenshire's learners. Our vision is as follows: 'We will work with our partners to ensure that every child and young person has the opportunity to fulfil their potential in a bilingual environment which respects and values all cultures and traditions'.

Developing the informal use of Welsh is a priority for the County Council as set out in 'Promoting the Welsh Language Strategy in Carmarthenshire' with a view to 'Aiming to make Welsh the main language of the county.' Education has a core role to play in promoting the aim of the Promotion Strategy and the Welsh Language Manager of the Department for Education and Children is an important link with the County Language Forum in ensuring that the implementation of the WESP links with and supports the Promotion Strategy.

The 5-year strategy has a specific aim which is to - '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'.

Our objectives for the first 5 years of this Scheme address the challenge of ensuring a range of opportunities for learners to use Welsh in different contexts in and out of school.

In terms of the linguistic nature of Carmarthenshire schools, a high number of them already operate bilingually.



1	Welsh Medium: Welsh is the language of the day-to-day business of the school. Welsh is used as the language of communication with pupils and for school administration. The school communicates with parents in both languages.
2	Dual Stream: Both Welsh and English are used in day-to-day business of the school. The school communicates with parents in both languages.
3	Transitional: Welsh is the language of the day-to-day business of the school. High priority is given to creating Welsh environment. The school communicates with parents in both languages.

4	Bilingual Type A: At least 80% of subjects (excluding English and Welsh) are taught only through the medium of Welsh to all pupils. One or two subjects to some pupils in English or in both languages.
5	Bilingual Type B: At least 80% of subjects (excluding English and Welsh) are taught only through the medium of Welsh but are also taught through the medium of English.
6	English with significant use of Welsh: Day to day language or languages of school is determined by the school's linguistic context. Both languages are used as languages of communication with pupils, parents and for school administration.
7	English Medium: English is the language of the day-to-day business of the school, but some Welsh is also used as a language of communication with the pupils. The school communicates with parents either in English or in both languages.
8	Not applicable (Nursery and Special Schools)

The Welsh Language Charter has been in place in Carmarthenshire in each primary school since the launch of 'Codi Caerau' in 2016, both as Welsh 1st and 2nd Language Charter. The Language Charter emphasises the advantages of bolstering acquisition of Welsh by using and practicing the language in social situations.

We have piloted the Secondary Schools Charter in 2 schools, and it is our intention to roll this out across all Secondary Schools. Full reports are given as schools work towards gaining their bronze, silver and gold awards. We work in collaboration with our Partnership colleagues to plan and share resources.

In terms of the primary Charter, we have secured the following (2022) –

Welsh Medium	Working towards	Achieved
Bronze Award	-----	100%
Silver Award	62%	37%
Gold Award	37%	7.5%

Second Language Medium	Working towards	Achieved
Bronze Award	25%	75%
Silver Award	75%	22%
Gold Award	100%	----

There are currently many opportunities for learners to use Welsh in different contexts in the school, including:

- Urdd activities,
- Welsh-medium after-school clubs by working with the Mentrau Iaith,
- Radio workshops
- Filming lesson ideas to promote the expressive arts in line with the work in the Carmarthenshire pack
- Language Charter Sacks for verification day
- Create a rhythm and dance pack - promote the expressive arts-music drama, arts, dance to go along with county folklore and local history and film them
- Games e.g., Wales on map x 66 to accompany the resources of the Welsh language development team
- Collaborate on a package of ideas and activities with *Sgiliau* company - for first language but mainly second language, introducing linguistic patterns for all sports skills
- Script and perform suitable monologues for second language pupils for the Carmarthenshire Pack
- Support verbal games in the FP external area

- Wet playtime board games so that we can prepare Welsh instructions on Screen Castify (second language).
- Virtual sessions with various external providers

Where do we aim to be within the first 5 years of this Plan and how we propose to get there?

- We will support schools and work with partners to map and develop further opportunities to use Welsh in different contexts in the school. We will focus on our 34 English schools / English schools with significant use of Welsh
- Extend the Secondary Schools Language Charter to all secondary schools with the aim of 9 schools achieving the bronze award by 2027 and 5 schools achieving Silver/Gold within the same period.
- We will work with Further Education colleges to ensure Welsh language provision across all learning areas, including apprenticeships.
- We will continue to work with employers and higher education to promote bilingualism as a key skill for further education and the world of work.
- Further develop opportunities to use Welsh in informal activities (e.g., volunteering, Duke of Edinburgh, Youth Clubs).
- We will fully consider the contribution of sixth forms, further education colleges and apprenticeship providers to the success of the Strategic Plan, where relevant
- Promote improved skills for the lifelong use of the Welsh language.
- Working with Youth Support Service, the Urdd, Menterau Iaith and YFC, we will map out the current opportunities available for school age children to use their Welsh Language skills outside the classroom.
- We will support the activities of Menter Iaith y Sir and ensure that urban/community activities are all bilingual and that the Council supports this and assists businesses/groups to ensure this.
- The WESP is intertwined into the Carmarthenshire Promotion Strategy. The long-term vision of the Promotion Strategy is to aim to make Welsh the main language of the county.

In April 2016, Carmarthenshire County Council's Language Standards came into force. After a period of consultation and preparations, 174 Standards were introduced by the Welsh Language Commissioner under the Welsh Language (Wales) Measure 2011, which would now be regulated by the Commissioner. The Council's Language Scheme was therefore replaced, and the Standards were accepted as a new framework for Welsh-medium provision in the following five areas of work: 1) delivering Welsh language services, 2) formulating policy in a way that promotes the Welsh language, 3) operating through the medium of Welsh, 4) keeping records about the Welsh language and finally 5) promoting the Welsh language.

The promotion strategy is a valuable resource to help us plan together, work together and target resources to achieve the following 5 objectives:

- i. Increase the numbers acquiring basic and further skills in Welsh through the education system and through language transmission in the home.
- ii. Increase the confidence of Welsh speakers and therefore the use of Welsh in every sphere of life and encourage and support the county's organisations to make Welsh an increasingly natural medium for their services.
- iii. Take purposeful action to positively affect population movements and try to get our young people to settle or re-settle in the county so that the increase in the number of Welsh speakers gained through the education system is not lost. Also, 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.

- iv. Target specific geographic areas within the county, either because they offer the potential to develop or because they cause linguistic concern to increase the numbers in those areas who can and do use Welsh.
- v. Marketing and Promoting the language. Raise the status of Welsh including the benefits of bilingualism and the benefits of bilingual education. And by raising awareness of these benefits, attracting more residents of the county to acquire the language [Integrated Community Strategy for Carmarthenshire 2016-2021](#).
- Market specific language days e.g., Diwrnod Shwmae? along with drawing attention to outside providers who offer a spectrum of different ideas e.g., Authors, *Cynllun Beirdd Plant* and the AM Platform.
- Encourage schools to use Cymraeg Bob Dydd / Everyday Welsh. This is a programme that offers opportunities for pupils in English-medium/Bilingual secondary schools to extend their use of Welsh. The Urdd operates the programme and organises activities in order to build pupils' confidence in the Welsh language, increase their use of the language, and encourage them to continue to study Welsh as a subject at AS and A level.
- There are currently 18 (27%) Youth Support Service staff operating at Advanced Level/Proficiency. We will extend the language proficiency of workers within this service, particularly in schools (35% Advanced/Proficiency) to promote the informal use of Welsh
- Continue to develop promotional material that demonstrates the value placed on bilingualism by employers.

Where do we expect to be at the end of our ten-year Plan?

- The Language Charter will become embedded in all primary and secondary schools, leading to enhancing the Welsh ethos throughout all schools.
- Secondary schools will have increased the use of incidental Welsh to ensure that Welsh is used outside the classroom.
- With learners' confidence increasing along with their interest in Welsh, more subjects will be offered through the medium of Welsh.
- Better understanding of local and Welsh history and Welsh culture will become apparent through the new curriculum.
- We will have achieved our aim to raise the status of the Welsh language and to make pupils proud to have their own language and therefore identity in the world.

Key Data

Pupils that will benefit from activities under the Language Charter – Bronze level as a baseline

More opportunities for learners to use Welsh in different contexts in school

2022 - 2023		2026 - 2027		2031 – 2032	
Primary 14077	89%	Primary 14944	94.5%	Primary 15812	100%
Secondary 4790	42%	Secondary 8623	75%	Secondary 11498	100%

Outcome 6

An increase in the provision of Welsh-medium education for pupils with additional needs (ALN) in accordance with the duties imposed by the Additional Learning Needs and Education Tribunal (Wales) Act 2018

Where are we now

Our vision is as follows- 'We will work with our partners to ensure that every child and young person has the opportunity to fulfil their potential in a bilingual environment which respects and values all cultures and traditions.'

The Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALNET) was introduced in January 2018 which requires Local Authorities to keep the arrangements for supporting learners aged 0-25 with Additional Learning Needs under review and to consider whether these arrangements are adequate. It includes a statutory requirement to take reasonable steps to create a system of Welsh-medium and bilingual support for learners with ALN.

We are committed to inclusion and take pride in the fact that we are able to provide bilingual services to our learners with additional learning needs.

It is the Inclusion Department's intention to continue to provide high quality services and provisions bilingually to meet the needs of families and young people i.e., if the preference is for services and provisions to be delivered through the medium of Welsh the department has the capacity to achieve this to a high standard.

Strategic Aims:

- To ensure that there is equity of provision for all learners with ALN in all settings and services.
- To ensure, via effective partnership arrangements, that the learner need for Welsh medium provision at both a regional and a local level is met.
- To ensure that all learners with ALN can access provision in the language of their choice, whilst supporting their journey towards bilingualism
- Continue to develop a bilingual system to respond to the ALN reform agenda
- Work with our Special Schools/Units and Behavioural Support Team to further develop bilingual provision.
- Further develop the skills of our Additional Learning Needs Coordinators to support learners.

In Carmarthenshire we are able to meet the needs of our learners in a variety of ways-

- The majority of our learners with additional learning needs will be supported in our mainstream schools.
- Schools will appoint suitable staff to support individual learners within their classes and the Additional Needs Co-ordinators will ensure appropriate intervention.
- For learners with more profound/complex needs we have a range of Units located in our mainstream schools.
- We have a Pupil Referral Unit and a Special School, Heol Goffa.

- The Inclusion Team will support special schools and units to meet the needs of our learners.

In the previous scheme period, Carmarthenshire County Council:

- Increased the number of advisory staff able to support through the medium of Welsh.
- Ensured we have an increasing number of the workforce who are able to provide advice, support and wider services through the medium of Welsh. This is promoted by a corporate plan to upskill the department's staff, together with another scheme to develop the use of Welsh within the department.
- Ensured that parents can have as much or as little input through the medium of Welsh. The provision, service and support are available in both Welsh and English
- Provide bilingual training to all relevant staff in relation to the ALN reforms in place.

Where we are

Percentage of learners with additional learning needs (County as a whole)

Data Sept 2021	Statements	School Action	School Action +	Total
PRIMARY	1.8%	16.8%	9.7%	28.3%
SECONDARY	3%	17.2%	8.8%	29%

Number of learners with additional learning needs

Data Sept 2021	Statements	School Action	School Action +	Total
Carmarthenshire	719	4079	2360	7158

Number of learners with additional learning needs in Welsh and English medium schools

Data Sept 2021	Statements	School Action	School Action +	Total
Welsh-medium schools	315	2120	1120	3,555
English-medium schools	300	1955	1195	3,450

The allocation of needs across schools are quite balanced in terms of the number in the Welsh and English sectors.

For the proficiency of the staff of the Department of Inclusion and the Department of Educational Psychologists- see outcome 7.

Targets

- In order to meet the needs of our additional needs learners, maintain and further develop central additional learning needs workforce who can support and work in Welsh and English - an increase from current 7 (34%) higher/proficient level to 13 (63%).
- Similarly, we will work with our Schools/Units to increase the number of staff able to support through the medium of Welsh. (See outcome 7 below).
- Our Units / Ysgol Heol Goffa do not have a linguistic designation and we will aim to ensure that learners attending these services receive appropriate linguistic support.

Where do we aim to be within the first 5 years of this Plan and how we propose to get there?

We will implement aspects of the WESP in line with Carmarthenshire's ALN Transformation Strategic Plan. Bilingualism is now a general theme across the strategic plan. The following statements are relevant to this outcome-

- As a high proportion of our schools are bilingual, we can meet requests for mainstream education provision in a timely fashion.
- All support services and statutory processes are available bilingually and we provide training and support to ALNCOs so that they can meet each learner's needs.
- All interventions are available bilingually and we commit to ensuring that all resources developed within Carmarthenshire are available in both Welsh and English.
- We will continue to monitor requests for specialist support and work with school leaders, ALNCOs and inclusion officers to identify areas to develop and incorporate these developments in our school modernisation plan.
- We will reflect the new way of working and supporting learners with ALN, ensuring that the approach is available bilingually.
- We provide both Welsh and English medium specialist provision via specialist units attached to mainstream schools to ensure the language requirements of complex ALN learners are met.
- All ALN settings are working towards the Language Charter Language Targets with the support of *Tîm Athrawon Datblygu'r Gymraeg*.

A map and gap activity recently completed on the level of bilingualism across the service was a beneficial exercise. Arising from this-

- we would see the requirement of a range of Welsh language standardised assessments as a priority to effectively establish a baseline.
- We could add that we have developed our own assessments based on Chat teacher-assessments which are being used by the school to support and scaffold Welsh language development for all children.
- Where specific language needs are identified, support is needed in the mother tongue to address the need and support the future development of the additional language.

Where do we expect to be at the end of our ten-year Plan?

- In advance of our 10-year plan end date we will be in a position to be able to provide parity of Welsh provision and a truly bilingual service to all pupils in Carmarthenshire.
- We will provide training to ALENCO's and Alternative Needs officers to ensure a greater understanding of the language.
- We will continue research into the effects on bilingual education for pupils from non-Welsh speaking homes with learning needs.
- We will continue to ensure that bilingual staffing levels enable the county to support the expected growth in Welsh medium education.

Outcome 7

Increase the number of teaching staff able to teach Welsh (as a subject) and teach through the medium of Welsh

Where are we now

Where do we aim to be within the first 5 years of this Plan and how we propose to get there?

Within the first 5 years of this plan we aim to be on target with regard to achieving our objectives. We will continue to work with partners on the future recruitment, development and training of the schools' workforce in order to be able to deliver this Plan and the Welsh Government's 'A million Welsh speakers by 2050' aspiration.

To achieve our aspirations for upskilling staff we will:

- Continue to use the language skills audit every two years to identify the Welsh language skill levels of all staff to provide a robust evidence base for the type of further training required to increase the number of staff able to work and learn through the medium of Welsh.
- All schools to respond to the school workforce Welsh Language Skills audit, analysing the data that identifies current provision and areas for further development. All schools will need to reflect this in the school's self-evaluation documents and development plans. Schools will be required to use their resources to provide opportunities for staff to access development opportunities.
- Further analysis by the Local Authority of the workforce data will inform us of gaps in provision and future training needs/content of training programmes. The Department will need to review and publish the programme of Continuing Professional Development which is available to cater flexibly for identified training needs, in support of the WESP's implementation.
- We will work with partners (Partneriaeth, National Centre for Learning Welsh, Dysgu Cymraeg, Trinity St David's University Sabbatical Courses) to deliver training programmes with a specific focus on teaching through the medium of Welsh.
- We will encourage staff to enrol on the University of Wales Trinity Saint David's sabbatical training scheme.
- We will offer staff training to improve reading, writing and speaking in Welsh, and to refine the Welsh skills of those who already have a command of the language. We will use the County Council's Language Skills Framework, as a basis for this work.
- In addition, we intend developing the skills and confidence of teachers to teach through the medium of Welsh and upskill support staff to lend assistance to pupils through the medium of Welsh.
- Furthermore, we will upskill staff to ensure that appropriate pedagogy is adopted, to ensure that standards will be maintained and raised whilst teaching through the medium of Welsh.
- This will include implementing the new Professional Standards for Teachers, increasing the number of teachers who can teach Welsh as a subject and work effectively in bilingual settings, take advantage of alternative routes into teaching, access national workforce planning systems and the Wales-wide approach to small and rural schools.

Staff/leaders Recruitment:

- Recruiting Welsh speaking education staff to work in our schools can be challenging and we will consider a range of ways of dealing with this challenge, including linguistic support to school leaders. This will include the launch of a local campaign in terms of recruiting bilingual staff to lead and work in Carmarthenshire schools.
- Challenges persist in recruiting Welsh speaking school leaders and we will instigate and formalise school federations to assist with the situation. We will provide guidance and training and support this new leadership role by offering specific training and facilitating school to school support.
- We will also be providing bespoke linguistic and leadership training for school leaders.

Support for School Governors

- The Local Authority will provide support and challenge to Governors and school leaders on appointing suitably qualified staff in order that they can address the requirements of this Plan and continue to improve educational standards.
- Continue to support and advise Governors and school leaders on developing the linguistic ability of staff.

General

- We will ensure that the *Athrawon Gwella'r Gymraeg* Service is maintained as they work tirelessly in delivering all aspects of support for Welsh medium education.
- We will work with partners e.g., the Welsh for Adults team, Dysgu Sir Gâr, Partneriaeth, further education colleges, Welsh Government, National Academy for Educational Leadership, on leadership development and ensuring that we have a school workforce with the appropriate bilingual skills.
- This work can be supported by Leaders of Learning and Professional Learning Communities to ensure practical support for practitioners teaching increasingly through the medium of Welsh especially with respect to classroom resources. This can then lead into working with publishers of educational materials (e.g.CAA, Peniarth, Telesgop, Theatre in Education and outside agencies) to develop teaching resources, apps etc. and work with WG to secure financial resources to develop this aspect.

Where do we expect to be at the end of our ten-year Plan?

- Through strategic planning we will offer training to all staff across both the primary and secondary sector at all linguistic levels. This is paramount in achieving our goals.
- We will work hand in hand with Trinity St David's in the delivery of the Sabbatical courses feeding into and offering linguistic after care.
- Welsh for Adults service will continue to deliver language courses at all levels and the *Athrawon Gwella'r Gymraeg* service will continue to create resources to enhance teaching in both the primary and secondary sector.
- We will also provide language awareness training and the benefits of Welsh-medium education/bilingualism for the Council's front-line workers (School Admissions department, Family Information Service, programmes such as Flying Start) and work with the Health Board to provide the same training for Midwives and health visitors.

How we will work with others to achieve our vision

We have established a Carmarthenshire Welsh in Education Forum consisting of representatives from Mudiad Meithrin, Urdd, Menter Iaith, County Councillors with responsibility for education and the Welsh language, Primary and Secondary school leaders, Welsh language Policy officer, Further Ed. colleges as well as the Director of Education and senior education officers with the responsibility for Bilingualism and the head of the *Athrawon Datblygu'r Gymraeg* Service.

The Forum meets on a regular basis where all matters aligned to the WESP document are discussed. In preparation of the plan, we will consult with our statutory partners and other stakeholders.

In addition, the multi-agency County Welsh language Forum is involved in supporting the delivery of this strategy.

Officers across the education department are briefed with the objectives of the WESP. We work closely with officers in the delivery of the new curriculum to synergise the WESP with the ideals of the Successful Futures agenda.

Consultation and workshop sessions with Head teachers and Governors across all schools.

A robust in-house corporate consultation process will ensure that the strategy is informed through the democratic process.

APPENDIX 1 - ['The Welsh Language in Carmarthenshire'](#) report

AIM: Increase the provision of Welsh medium education in Carmarthenshire and ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in both Welsh and English.

Pre-School Education

1. The County Council works closely with Mudiad Meithrin and private providers to ensure that Welsh-medium pre-school education is readily available in all parts of Carmarthenshire.

Primary Sector

2. The County Council prepares a robust work plan and timetable, in conjunction with school governing bodies, to move all primary schools along the language continuum. Strategies will need to be developed for the various categories and geographical areas.
3. The County Council works closely with school staff and governing bodies of Carmarthenshire's transformational schools (Welsh medium-schools but with significant use of English) for them to become Welsh schools.
4. The County Council works closely with the staff and governing bodies of Carmarthenshire's dual stream schools for them to become Welsh schools.
5. The County Council agrees with the principle that all English-medium primary schools over a period of time should deliver the curriculum in the Foundation Phase primarily through the medium of Welsh as a starting point taking into account different options for Key Stage 2 (KS2);
6. The County Council begins the process of identifying English-medium schools that would be prepared to introduce the Foundation Phase through the medium of Welsh

fairly soon with the aim in KS2 to offer a choice between a Welsh stream or a bilingual stream (25-50% Welsh medium).

7. The County Council considers the current model of language centres/latecomers in Carmarthenshire in the primary sector and to develop provision based on the model of Gwynedd and Ceredigion Councils.
8. The County Council adopts Gwynedd Council's Welsh Language Charter (which encourages children to speak Welsh at school and in the community) and adapts it to the requirements of Carmarthenshire.
9. The County Council revisits this and ensures that Welsh-medium primary schools are part of a secondary school family that can provide a suitable linguistic continuum from the primary sector onwards to KS3 and KS4 and carry out transition activities that reflect the linguistic nature of the feeder primary schools.
10. The County Council includes expectations of Welsh-medium provision as part of an agreement with schools, alongside expectations of discipline, attainment, and attendance.
11. The County Council, should the above recommendations be realised, is aware of the need to plan for growth in Welsh-medium education in the secondary sector.

Secondary Schools

12. The County Council expect secondary schools to build on the linguistic foundation laid by the Welsh medium primary schools by ensuring that all pupils continue to study Welsh as a first language and as a learning medium up to KS4.
13. The County Council adopts a clear continuity protocol with all primary and secondary Welsh schools (or bilingual), with appropriate training where needed, to increase the number of pupils continuing to study through the medium of Welsh at all key stages:
14. The County Council researches the possibility of establishing a second-chance scheme within the transition period between primary and secondary sector by adopting the Immersion Scheme which has been very successful across Wales.
15. The County Council agrees to a timetable and plan to support schools 2A, 2B and 3 to move along the language continuum over a period of time and provides guidance to ensure that all other secondary schools move along the language continuum and create an ethos that encourages respect for the Welsh language.
16. The County Council plans for growth in Welsh medium education in the secondary sector.

Welsh Education Promotion.

17. The County Council maintains an ongoing marketing campaign to promote Welsh medium education by explaining the advantages of being bilingual to parents and pupils.
18. The County Council provides training for primary and secondary school governors on the advantages of Welsh medium education and the educational, economic and community reasons why the provision should be extended across the county.

General

19. The County Council undertakes an assessment of the demand for Welsh-medium education in areas where it is considered necessary.
20. The County Council works with all Governing Bodies to undertake a language skills audit to take account of the linguistic needs of the workforce for being able to move the school along the language continuum.
21. The County Council ensures appropriate support and resources to develop and lead a strategy to promote and expand Welsh-medium education in Carmarthenshire.

AIM: Increase the range of opportunities to use Welsh in our communities, particularly for children and young people to reinforce the language outside the school walls.

Youth Services

55. The County Council co-ordinates a strategic action group that would include secondary schools, the county's youth organisations, the further and higher education sector, and the leisure sector to plan and link Welsh-medium provision to ensure that the best possible use is made of the resources available within the County, to target resources as required and to identify any gaps in provision.
56. The strategic implementation group ensures that it develops Welsh-medium community opportunities that will support and strengthen the educational curriculum.
57. The County Council increases Welsh-medium provision within its youth service and supports staff within the service to develop their skills to work through the medium of Welsh.
58. In line with the recommendations of the Task and Finish Group on Youth Clubs (January 2014), prioritise increasing provision through the medium of Welsh as part of the new strategic approach by commissioning some organisations that provide an open youth service through the medium of Welsh.

CABINET

4TH JULY 2022

DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY

Purpose:

To update the current policy in line with aims and objectives of the Authority and prevailing legislation - Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and the new Domestic Abuse Act 2021.

Recommendations / key decisions required:

To formally approve and adopt the revised version of the Domestic Abuse, Domestic Violence & Sexual Violence Policy demonstrating the Council's ongoing commitment to tackling all forms of violence and abuse, including domestic abuse, domestic violence and sexual violence.

To agree to the provision of up to 10 days paid 'Safe Leave' to assist victims to leave their partners, find new homes and help protect themselves and any dependent children as a consequence of domestic abuse, domestic violence or sexual violence.

Reasons:

The Council's adopted Domestic Abuse and Sexual Violence Policy required revision in response to societal changes and the introduction of the Domestic Abuse Act 2021. This Act sets out further legislative and non-legislative actions to promote awareness of domestic abuse, domestic violence and sexual violence.

Relevant scrutiny committee to be consulted Policy and Resources 16.03.22

Cabinet Decision Required Yes

Council Decision Required No

CABINET MEMBER PORTFOLIO HOLDER: Councillor Philip Hughes

Directorate:	Designations:	Contact details:
Chief Executives		
Head of Service: Paul Thomas	Assistant Chief Executive	PRThomas@carmarthenshire.gov.uk 01267 246123
Report Author: Linda Hutton	HR Advisor	LHutton@carmarthenshire.gov.uk 01267 246091

EXECUTIVE SUMMARY

CABINET
4TH JULY 2022

REVISED DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY

Wales led the way by introducing the VAWDASV (*Violence Against Women, Domestic Abuse and Sexual Violence*) Act in 2015 which placed statutory responsibilities on local authorities. New complementary legislation in the form of the Domestic Abuse Act 2021, provides a statutory definition of domestic abuse and recognises that domestic abuse is not just physical violence, but can also be emotional, controlling or coercive, and economic abuse.

This revised policy challenges attitudes towards domestic abuse, domestic violence and sexual violence. It aims to raise awareness and understanding of the devastating impact of these events, setting out how best to support survivors and how to deal with perpetrators of these forms of violence or abuse when they are employees of the Council. The policy now focuses more on how disclosures can be effectively and sensitively handled in the workplace, how to spot the signs of domestic abuse (whether the employee is in the workplace or at home), encouraging staff to offer informal support and to challenge inappropriate behaviour in the spirit of the White Ribbon campaign.

Guidance notes within the policy appendices are tailored to survivors, perpetrators, managers, and colleagues to give each employee the confidence to raise concerns, support one another and to know what to do.

The Council along with Welsh Government recognise that women and girls disproportionately experience repeat incidents of domestic abuse, all forms of sexual violence, harassment and other forms of abuse such as forced marriage and female genital mutilation. It is important to recognise the gender disparity in order to fully address the issues. However, we recognise that men and boys experience and are affected by domestic and sexual violence and abuse, and we must provide an effective response to *anyone* who experiences it.

In developing this policy early consultation with colleagues in community safety and regional VAWDASV roles has taken place to ensure the content dovetails into their areas of expertise. The policy has been written using gender-neutral language which applies to anyone and everyone in recognition of the Council's commitment, to recognise, respect and support its employees' life choices in a non-judgemental and inclusive way.

Globally and in Carmarthenshire, our lives and workplaces have dramatically changed as a consequence of the pandemic and related restrictions. There is evidence that there has been an increase in incidences of domestic abuse and domestic violence as a result of many employees having to work from home where escape routes, or time apart from an abuser, may be dramatically curtailed. The workplace is often a sanctuary or place to seek support for those experiencing domestic abuse and there have been limited opportunities for some to reach out for help.

In promoting an open culture encouraging disclosures, the policy gives reassurances and reinforces the Council's commitment by identifying a suite of supportive measures for survivors of domestic abuse. Such as paid or unpaid time off under the Time-off Policy; occupational health, wellbeing and counselling services; access to external support agencies/specialist providers; flexible working arrangements; and partnership working with trade union colleagues. This report also seeks authority to create 'Safe Leave' as a further supportive measure. With homeworking remaining a feature in the Council's Better Ways of Working strategy, the adoption of 'Safe Leave' will demonstrate the Council's ongoing commitment to thinking about how support can be maintained as employees work in different ways.

Those experiencing domestic abuse can find themselves isolated from friends and family and lose their independence. Safe leave will provide for up to 10 days paid time off, separate from special leave or sickness absence to anyone experiencing domestic abuse, domestic or sexual violence at a time when it is most needed.

Safe leave will allow employees to access help and support without the worry of it affecting their finances, using up their annual leave, struggling to do their work and accessing essential services, and would make a real and lasting difference.

Safe leave can be taken as a block of up to 10 days or as intermittent periods of absence, based on needs. For example, it will allow the employee to attend police interviews and legal proceedings, seek safe housing, visit legal or financial advisers or support agencies. If agreed, safe leave will be included in the Time-off Policy and cross-referenced to this policy.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

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

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

1. Policy, Crime & Disorder and Equalities

The policy complements the Council’s statutory duties as a public authority in reducing crime and disorder by supporting the most vulnerable people in our communities; and in working with our partners to raise awareness of domestic abuse and violence. *(s17 Crime and Disorder Act 1998 and the VAWDASA Wales National Strategy)*

The recommendations support the Authority’s Strategic Equality Plan 2020-2024 in meeting its duties under the Equality Act 2010 and in ‘Being a Leading Employer’. The Policy sets out our commitment to supporting our employees who experience the trauma of domestic abuse and violence.

2. Legal

The policy has been produced in accordance with the relevant legislation which includes the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and the Domestic Abuse Act 2021.

7. Staffing Implications

People Management (HR) will provide advice to employees and people managers on the application of the Domestic Abuse, Domestic Violence and Sexual Violence Policy. People Management (OD) will assist services managers in delivering the mandatory National Training Framework (as set out by Welsh Government in the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015) to equip the public sector as specialist service providers.

CONSULTATIONS

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

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

1. Scrutiny Committee

NA

2. Local Member(s)

NA

3. Community / Town Council

NA

4. Relevant Partners

NA

5. Staff Side Representatives and other Organisations

NA

**CABINET MEMBER PORTFOLIO
HOLDER AWARE/CONSULTED**

Yes

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

THERE ARE NONE

This page is intentionally left blank

Domestic Abuse, Domestic Violence and Sexual Violence Policy

Policy and Appendices
Revised November 2021

carmarthenshire.gov.uk

Cyngor **Sir Gâr**
Carmarthenshire
County Council



CONTENTS

	PAGE NUMBER
Policy Statement	1
Aims	2
Scope	2
Equalities	3
Confidentiality, Protection and Security	3
Definitions	3-4
Responsibilities	5
Disclosure	5
How Domestic Abuse, Domestic Violence and Sexual Violence Impacts on Work	5-6
Guidance Note 1 – Victims/Survivors	7-10
Guidance Note 2 – Perpetrators	11-12
Guidance Note 3 – Managers	13-20
Guidance Note 4 – Work Colleagues	21-22
Appendix A – Support Agencies	23-28
Appendix B – Asking Difficult Questions	29-30

POLICY STATEMENT

Carmarthenshire County Council along with Welsh Government recognise that women and girls disproportionately experience repeat incidents of domestic abuse, all forms of sexual violence, harassment and other forms of abuse such as forced marriage and female genital mutilation. It is important to recognise the gender disparity in order to fully address the issues. However, we recognise that men and boys experience and are affected by domestic and sexual violence and abuse, and we must provide an effective response to *anyone* who experiences it.

As one of the largest employers in South West Wales our core values underpin and guide the way we work. Our commitment provides us with the focus to ensure the communities we serve and our employees, thrive, are safe, and feel protected.

The Council is committed to tackling all forms of violence and abuse, including Domestic Abuse, Domestic Violence and Sexual Violence. Domestic abuse can affect anyone, regardless of age, disability, gender identity and expression, race, religion or belief, sex or sexual orientation. Domestic abuse can also manifest itself in specific ways within different communities.

We will work in partnership with other agencies or bodies in the statutory or voluntary sector to combat domestic abuse, sexual violence and all other forms of gender-based violence which affect not only children and families but the community as a whole.

The Council recognises, respects and supports its employees' life choices in a non-judgemental and inclusive way. To reinforce this commitment this policy is written using gender-neutral language which applies to anyone and everyone.

We recognise that our employees will be amongst those affected by domestic abuse and sexual violence, either as victims/survivors, friends, family or colleagues of victims/ survivors; or perpetrators of domestic abuse, sexual or gender-based violence. The Council is committed to developing a workplace culture in which there is zero tolerance for violence and abuse, and which recognises that the responsibility for domestic abuse, sexual or gender-based violence lies with the perpetrator.

This form of abuse is often hidden and difficult to identify but frequently extends into work itself. Whilst at work employed victims can be harassed by abusive partners. Economic abuse can sabotage the victims' employment and career prospects and can include hiding money/cards needed for travel, ruining work clothes, making a person purposefully late, causing injury or harm that leads to sickness absence, or how the victim is able to participate in work-related activities such as away days, training or social events.

All forms of Domestic Abuse, Domestic Violence or Sexual Violence are not acceptable; anyone experiencing this kind of abuse is not to blame and is not alone. Help and support is available. There is no excuse for abuse.

POLICY AIMS

We have developed this policy as part of our commitment to support our employees' health and wellbeing at work and to promote a safe working environment where employees feel able to talk about these issues. It covers the internal and external support available to employees experiencing domestic abuse, sexual violence, or gender-based violence including appointing a member of staff as a nominated point of contact, special leave provisions and signposting to external sources of advice and help.

The policy -

- outlines the role of Carmarthenshire County Council in supporting employees who have experienced or are experiencing domestic abuse and/or sexual or gender-based violence;
- facilitates the Council applying appropriate procedures where there are concerns that an employee may be the perpetrator of domestic abuse, or domestic or sexual violence; if their behaviour endangers other Council employees; or is under investigation as a criminal offence; or their activities outside of work have an impact on their ability to perform their role; or are likely to bring the Council into disrepute. Where possible, a perpetrator who is an employee will be supported to seek help to change their behaviour;
- enables employees experiencing domestic abuse, or domestic or sexual violence to remain safe and productive whilst at work;
- aids managers in recognising the signs of domestic abuse, or domestic or sexual violence; responding sensitively in handling disclosures; and in seeking to help team members experiencing domestic abuse/sexual violence;
- without prejudging or making assumptions, assist those experiencing domestic abuse, or domestic or sexual violence to identify options which provide tailored, practical support;
- demonstrates the Council's commitment to working in partnership with other agencies and bodies in the statutory or voluntary sector to combat domestic abuse, or domestic or sexual violence;
- reinforces our corporate social responsibility objectives by demonstrating that we value, and are prepared to support, staff during difficult periods; and
- raises awareness and understanding about the devastating impact of domestic abuse/sexual violence on victims and their families;
- demonstrates the commitment of the Council to support employees in making positive changes and to provide a safe and positive working environment.

SCOPE

This policy applies to all employees other than those in educational establishments with delegated powers. In the absence of any agreed policy and where an employee of a school requires support, it is recommended the governing body apply the principles within this document.

EQUALITY OF TREATMENT

This policy must be applied consistently to all employees irrespective of race, colour, ethnic or national origins (including citizenship), language, disability, religion, belief or non-belief, age, sex (male, female or non-binary), gender identity or expression, sexual orientation, parental, marital or civil partnership status, pregnancy or maternity.

CONFIDENTIALITY

Any information obtained as a result of domestic abuse, sexual or gender-based violence will be dealt with in the utmost confidence. However, there may be limited circumstances where information may be disclosed such as when others could be put at risk or where there are child or adult protection concerns.

PROTECTION AND SECURITY

Under Health and Safety legislation the Council has a duty to protect the health and safety of its employees. Where the perpetrator and the victim both work for the Council, the Council will take all reasonable steps to stop any abuse, using workplace policies and procedures.

In the majority of cases the perpetrator will not be employed by the Council, but steps will be taken to ensure that the victim and their colleagues are not at risk from the perpetrator entering the workplace. Such measures should include reinforcing security measures to ensure that the public cannot access staff areas without authorisation.

All employees must also be reminded at regular intervals that they should not answer enquiries from members of the public about colleagues' working hours, leave or other arrangements.

DEFINITIONS

For ease of reading this policy, reference is made to domestic abuse, or domestic, gender-based or sexual violence to encompass the definitions given in greater detail below. The policy applies equally to domestic abuse and sexual violence in all relationships regardless of gender or sexual orientation. It also applies where abuse occurs between generations in a family.

The Government defines **§ Domestic abuse** as *any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners, family members or personally connected, regardless of gender or sexuality.* (Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family. However, this is not an exhaustive list and may also be extended to uncles, aunts and cousins etc.) **§ The Domestic Abuse Act 2021 guidance provides a more detailed definition [Domestic abuse: draft statutory guidance framework \(accessible version\) - GOV.UK](#)**

The definition can encompass but is not limited to the following types of abuse -

- physical
- emotional

- psychological
- sexual
- financial
- honour-based abuse
- female genital mutilation, and
- forced marriage

Victims of abuse are not confined to one gender, religion or ethnic group and what constitutes domestic abuse is commonly misunderstood. It is important to remember that no single act defines it; there are a wide range of activities and behaviours that amount to domestic abuse which are often dangerous and can be life-threatening.

The following paragraphs provide clarification on the types of abuse used by perpetrators of domestic abuse to exploit their victims.

Physical violence is only one aspect of domestic abuse and an abuser's behaviour can vary, from being very brutal and degrading to small actions that leave the victim feeling humiliated. **Domestic abuse** is *unlawful* and can involve a wide range of abusive and controlling behaviours, including threats; intimidation; harassment including stalking; financial control; exploiting another's resources and capacities for their own personal gain; emotional abuse; destructive criticism; disrespect; pressure tactics; isolation from friends, family or support; depriving someone of the means needed for independence, resistance and escape; tracking movements through their mobile phone or by other electronic means; and regulating their everyday behaviour – what they wear, who they see. This coercive control used by the perpetrator intended to harm, punish or frighten, is also *unlawful*.

Sexual violence is any unwanted sexual act or activity. It can include rape, child sexual abuse, sexual assault, prostitution, female genital mutilation, sexual bullying, making threats of sexual violence, sexual abuse within partnerships, and sexual harassment (unwanted contact on the grounds of your sex or unwanted physical verbal or non-verbal conduct of a sexual nature).

Victims and perpetrators can be of any gender. Research shows the majority of sexual violence is perpetrated by men against women, but it is acknowledged that sexual violence also occurs by women against men and in same sex and non-binary relationships. It can affect anyone regardless of age, class, ethnicity, ability or sexuality.

In addition to domestic abuse and sexual violence, **gender-based violence** can be experienced in **cultural or honour-based acts**, such as female genital mutilation and forced marriage. Stalking, trafficking and other similar forms of exploitation can also be classed as gender-based violence when the violence or threats of violence/harassment arise directly or indirectly from values, beliefs or customs relating to gender or sexual orientation. Honour-based violence is a crime or incident committed to protect or defend the so-called honour of a family, community or social group to protect perceived cultural or religious beliefs or honour. Although defined as domestic abuse, these acts may be carried out by people who are not partners or family members.

RESPONSIBILITIES

Employees – If you wish to make a disclosure, as a victim or perpetrator, you should speak to your line manager or Human Resources Advisor. Please see [Guidance Notes 1](#) and [2](#) respectively.

All employees are required to adhere to the principles of this policy and to seek assistance or clarification from their line manager, where necessary. If you have any concerns relating to a colleague, either as a victim, survivor or perpetrator, please refer to [Guidance Note 4](#). Feedback is welcomed from all members of staff on the implementation of this policy and to highlight any aspects which require review or amendment. Please contact your HR Advisor.

Managers – Managers should endeavour to support those experiencing domestic abuse and sexual violence in an empathetic, non-judgemental and confidential manner and ensure the consistent application of this policy within their own service area. Please refer to [Guidance Note 3](#).

Human Resources – Human Resources, with support from Community Safety and Safeguarding Teams, is responsible for the development and review of this policy in line with legislation and best practice. Human Resources will provide advice and guidance on the application of this policy and any associated policies and procedures.

Social Work, Safeguarding and Community Safety Teams – In the event that an employee is referred to one of these teams either as a victim or as a perpetrator of domestic abuse and/or sexual violence, the relevant professional should bring this policy to their attention.

Directors and Heads of Service - The responsibility for implementing the requirements of this policy and for the preparation of an implementation strategy rests with each Service Director and Head of Service in line with prevailing legislation and National Training Frameworks applicable to their service areas.

DISCLOSURE

There are separate guidance notes appended to this policy to assist you in making or handling disclosures of domestic abuse, or domestic or sexual violence and in dealing with perpetrators, where both the victim and perpetrator work for the Council. Disclosures must be treated with confidentiality and respect.

HOW DOMESTIC ABUSE AND SEXUAL VIOLENCE IMPACTS ON WORK

People experiencing domestic abuse, or domestic or sexual violence may feel frightened, stigmatised, angry, tearful, suicidal, or disempowered. They often do not want to admit or share their experience because they feel some responsibility for the situation, or they may feel shame, or that they should be able to deal with the situation on their own. There can also be fears that they will not be believed, their experiences will be trivialised, they will cause trouble for the perpetrator, or that there might be a negative outcome for their children.

Identifying that an employee is experiencing difficulties at an early stage can help ensure that appropriate support is provided and help the employee to deal with their situation more effectively. This can reduce repeated work absences and can ultimately reduce the extent of the domestic abuse experienced.

Some feelings may come up months or years later or something happens that 'triggers' or reminds the individual of the abuse. The Council encourages staff to seek support through external agencies or internal services however they are feeling. We expect managers, HR, and Occupational Health and Wellbeing Services, to treat staff with dignity and in strictest confidence when advice or support is needed and when an incident is reported.

Not all abuse happens at home and individuals can be targeted while in work through threatening phone calls and emails, physical assaults and unannounced visits.

Work is also a place where survivors can physically create a distance from their perpetrator and seek help.

Managers should pay particular attention to those employees who work remotely or from home. Managers should maintain regular contact and find a way to communicate safely, agree a code word or hand signal as an alert for someone to use if they are suffering abuse, or arrange another place where they can work.

Domestic abuse, domestic or sexual violence is not a one-off incident, but an ongoing pattern of behaviour in a relationship. This behaviour once begun, repeats and often gets worse over time having a particularly damaging effect on the survivor and their children.

If you require this Policy in an alternative format, please contact People Management by email at CHR@carmarthenshire.gov.uk

This Policy is also available in Welsh.



GUIDANCE NOTE 1 – VICTIM/SURVIVOR

IF YOU ARE A VICTIM/SURVIVOR OF DOMESTIC ABUSE, DOMESTIC VIOLENCE AND/OR SEXUAL VIOLENCE

Carmarthenshire County Council is committed to ensuring that anyone disclosing domestic abuse, domestic or sexual violence will be listened to and supported.

If you disclose domestic abuse, domestic or sexual violence to your manager, you can expect a sensitive and non-judgmental response and be able to discuss how the Council can support you. If you prefer, you can ask to speak to someone of your own sex or ethnicity so they can assist you in raising the issues which need to be addressed to help support you during this period.

It is appreciated that it is hard for anyone to report domestic abuse, domestic or sexual violence. It is recognised that there may be specific difficulties if you are LGBTQ+. This policy is inclusive of all our employees and is there to support you.

Remember

- **it is not your fault**
- **you will be listened to**
- **there is practical help and support available.**

As an employee you can expect the Council to support you to identify and access confidential help and support if you wish.

We understand how difficult it is to report domestic abuse, domestic or sexual violence and will work with you to prevent further harm against you or your children. We also recognise that becoming free from abuse is a process that can take a long time, and will not judge any decisions made by you, but will provide on-going non-judgmental support and practical help.

Sources of other support from specialist agencies available in Carmarthenshire are listed in [Appendix A](#).

CONFIDENTIALITY

If you disclose that you are experiencing domestic abuse, domestic or sexual violence, you can expect that any information you provide is confidential and will not be shared with other members of staff without your permission.

In circumstances where there are concerns about children or vulnerable adults, confidentiality cannot be assured. However, as far as possible, information will only be shared on a need-to-know basis.

Breaches of confidentiality by any member of staff will be taken seriously.

YOUR RIGHT TO PRIVACY

Whilst Carmarthenshire County Council is committed to creating a workplace environment that enables you to disclose domestic abuse, domestic or sexual violence, it also respects your right to privacy and will not force you to share this information if you do not want to.

SAFETY PLANNING

If you disclose domestic abuse, domestic or sexual violence, you can expect that your safety will be prioritised. Steps will be taken to minimise risks in the workplace, and you should be included in these decisions where possible in conjunction with your line manager. Steps might include arranging another place where you can work (particularly if you work from home) or [flexibility](#) around your working pattern/hours.

If you work at home, your manager can find ways to communicate safely with you by text messaging if calls are not possible, or by agreeing a code word or hand signal to use to alert others you are experiencing domestic abuse.

SAFE LEAVE AND TIME AWAY FROM WORK

When a disclosure is made, you might need time off to deal with a range of issues such as counselling, visits to support agencies, GP, police, solicitor, childcare, housing etc. You should feel able to discuss reasonable time off with your manager who can authorise paid '[Safe Leave](#)' of up to 10 days.

Other paid or unpaid time off may be considered as appropriate in line with the Council's [time off](#) and leave policies, e.g., where abuse impacts on your children you may need to be granted emergency carer leave in line with the Time Off for Dependents policy. Temporary flexible working arrangements may also be an option.

Unpaid leave will be considered after paid leave options have been exhausted.

FINANCIAL ASSISTANCE

If you are being denied access to your finances by an abusive partner, your manager can consider changes in your pay arrangements. This could be particularly important if you are planning on leaving your partner. Options available include:

- preventing a salary from going to the nominated bank account up to 48 hours prior to payday. Pay can be held until a new account is nominated;
- arranging for the you to be paid by cheque until a new account has been nominated.

PROVIDING ACCESS TO COUNSELLING

The Council can also provide confidential counselling and support to you via the Occupational Health Centre. Please refer to [Appendix A](#).

THE DOMESTIC VIOLENCE DISCLOSURE SCHEME (ALSO KNOWN AS CLARE'S LAW)

Under this scheme you can ask the police to check whether a new, former or existing partner has a violent past. This is called 'right to ask'. If records show that you may be at risk of domestic abuse from a partner, the police will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so.

The 'right to ask' also allows a third party, such as a friend or family member, to apply for a disclosure on behalf of someone they know. Again, the police can release information if it is lawful, necessary, and proportionate to do so.

To make an application under the Domestic Violence Disclosure Scheme contact the police on their non-emergency number 101.

IF YOU AND THE PERPETRATOR BOTH WORK FOR THE COUNCIL

In cases where both you and the perpetrator are employees of Carmarthenshire County Council, appropriate action will be taken. Your safety will always be prioritised over that of the perpetrator and action will be taken to minimise risks. Whenever possible, steps will be taken to ensure you and the perpetrator do not come into contact in the workplace to minimise the potential for the perpetrator to use their position, or work resources, to find out details about your whereabouts. This may include a change of duties for one or both employees or withdrawing the perpetrator's access to certain systems and working environments.

IN AN EMERGENCY JUST LEAVE

ALWAYS PUT YOUR OWN SAFETY FIRST – YOU CAN ALWAYS GET POSSESSIONS AND DOCUMENTS AT ANOTHER TIME

If you are not ready to leave -

- Tell someone nearby you trust about the abuse. They can call the police in case of an emergency.
- Agree a code word you can use with police or other services. In an emergency call 999.
- Practice ways to get out of your home quickly and safely.
- Find somewhere you can quickly and easily use a telephone or mobile – at work, a neighbour, a relative.
- Carry with you a list of telephone numbers of friends, relatives and emergency numbers in case you are unable to access your mobile phone.
- Keep your mobile phone charged and topped up, just in case you decide to leave.
- Keep the items you will need and some clothes ready to pack into a small bag. Keep these where you can quickly retrieve and pack them.
- Try to save some money for bus or taxi fares, if needed.
- Keep an extra set of keys for your home or car with someone you trust in case you need to leave immediately.
- Photocopy or know where important documents are (see the Leaving Home Checklist overleaf).
- Open a savings account in your own name to establish your independence.
- Decide who you could stay with, if the need arises.

If you are considering leaving home, please refer to the Checklist overleaf.

LEAVING HOME CHECKLIST

Below is a list of the items that would be useful to take with you if you decide to leave –

- Medication for you and any children
- Credit and Debit cards
- Mobile phone and charger
- Keys
- Benefit book(s)
- Birth Certificates (your own and any children)
- National Insurance Number
- Passport(s)
- Driving Licence
- Car documents (insurance, MOT, registration/log book)
- Originals or copies of
 - Marriage/Civil Partnership Certificate
 - Divorce papers
 - Insurance documents
 - Utility and phone account details
 - Rent book
- Address Book
- Diary
- Change of clothes
- Toys
- Jewellery/sentimental items
- Snacks

GUIDANCE NOTE 2 – PERPETRATOR

IF YOU ARE A PERPETRATOR OF DOMESTIC ABUSE, DOMESTIC VIOLENCE AND/OR SEXUAL VIOLENCE

Domestic abuse, domestic or sexual violence perpetrated by employees of Carmarthenshire County Council will not be condoned under any circumstances.

You should be made aware that domestic abuse, domestic or sexual violence is a serious matter which could lead to a criminal conviction. The Council requires perpetrators of domestic abuse, domestic or sexual violence to declare any related prosecutions.

Proven harassment and intimidation of another employee of the Council by you as the individual's partner, ex-partner or relative, while you are also working for the Council, will be viewed seriously and may lead to disciplinary action being taken.

Conduct outside work (whether or not it leads to a criminal conviction) may lead to disciplinary action against you if you are a perpetrator of domestic abuse, domestic or sexual violence. There will be an investigation into the facts as far as possible, a view taken, and consideration given as to whether your conduct is sufficiently serious to warrant disciplinary action on a case by case basis. Reference should be made to the Council's [Disciplinary Policy](#) and [Code of Conduct](#) which sets out the standards of conduct and behaviour expected of employees at all times.

Factors to consider include:

- the nature of the conduct;
- the nature and type of work you do;
- the extent to which it involves contact with other employees, service users, children and vulnerable adults; and
- your status as an employee.

In addition, such conduct may make certain job duties inappropriate and justify dismissal or redeployment. It will not be appropriate for you, as a perpetrator of domestic abuse, domestic or sexual violence, to be providing services to children or vulnerable adults. Disciplinary action could result in you being dismissed or justify a change in duties or redeployment in line with the Council's [Redeployment Policy](#).

SOURCES OF SUPPORT

If you are concerned about your abusive behaviour you can disclose your concerns in confidence either to your line manager, the Council's Occupational Health Centre or to local or national specialist support agencies listed in [Appendix A](#).

There is help and support available to you and the Council will support you in accessing these services if you want to.

IF YOU AND THE VICTIM/SURVIVOR BOTH WORK FOR THE COUNCIL

In cases where both the victim and perpetrator are employees of Carmarthenshire County Council, appropriate action will be taken. The safety of the victim will always be prioritised, and action should be taken to minimise risks. Disciplinary action may be considered against you, as the individual perpetrating abuse. Action may also be taken to minimise the potential for you, as the perpetrator to use your position or the Council's resources to further abuse or to locate the victim. Any decisions about maintaining safety should be taken in partnership with the victim/survivor.

Couple counselling or mediation is never a recommended course of action where domestic abuse, domestic or sexual violence is present.

CONFIDENTIALITY

If you disclose that you are a perpetrator of domestic abuse, domestic or sexual violence you can expect that where possible any information you provide is confidential and will not be shared with other members of staff without your permission.

In circumstances where there are concerns about children or vulnerable adults, confidentiality cannot be assured. However, as far as possible, information will only be shared on a need-to-know basis.

Breaches of confidentiality by any member of staff will be taken seriously.

PROVIDING ACCESS TO COUNSELLING

The Council can also provide confidential counselling and support to you via the Occupational Health Centre. Please refer to [Appendix A](#).

GUIDANCE NOTE 3 – MANAGERS

IF YOU ARE A MANAGER OF A VICTIM, SURVIVOR OR PERPETRATOR OF DOMESTIC ABUSE, OR DOMESTIC OR SEXUAL VIOLENCE

Domestic abuse, or domestic or sexual violence is a complex and sensitive issue where people's safety and wellbeing can be at significant risk. Managers should be mindful of this throughout and take specialist advice when necessary.

Domestic abuse, or domestic or sexual violence is often perceived as a private matter rather than a workplace issue. As a manager you may be reluctant to raise the issue with an employee for a range of reasons including not knowing how to respond. Research shows that victims of domestic abuse and sexual violence overwhelmingly welcome workplace support and that this can make a real difference to their lives.

As a manager you do not need to be an expert, but you should be aware of the Council's commitment and policy and be able to:

- **Recognise** the problem (look for signs and ask)
- **Respond** appropriately
- **Refer** on to appropriate help
- **Record** the details

RECOGNISE

Employees who experience domestic abuse, domestic or sexual violence may not tell people at work about their situation. It is more likely that you will become aware of the situation through associated issues such as absences or poor performance. The following are signs that an employee could be experiencing domestic abuse, domestic or sexual violence. They may also be indicative of other concerns.

Work productivity signs

Persistently late without explanation or with unusual explanation, or needing to leave work early;

High absenteeism without explanation or with unusual explanation;

Changes in quality of work performance for unexplained reasons;

Increased time being spent at work for no apparent reason i.e., arriving early and leaving late;

Upset at work due to receipt of upsetting emails, texts, phone calls, mail, social media messages or any other form of communication;

Vulnerability to stress at work which impacts on performance/attendance.

Psychological signs

May cry or be anxious at work;

Uncharacteristic depression, anxiety, distraction, problems with concentrating;

Changes in behaviour; may become quiet and withdrawn and avoid interacting with colleagues;

Fear of partner/references to anger;

Expresses fear at leaving children home alone with partner.

Physical signs

Repeated injuries such as bruises; explanations for injuries that seem implausible;
Frequent and/or sudden/unexpected medical problems/sickness absence;
Fatigue;
Change in the way an employee dresses e.g., excessive clothing in summer;
Unkempt or dishevelled appearance;
Change in the pattern or amount of makeup worn.

Other Signs

Receives constant phone calls from partner/ex-partner;
Partner meets employee outside work regularly;
Employee appears anxious about leaving the premises;
Employee appears anxious about leaving work on time;
Employee appears reluctant to leave work alone;
Employee fails to attend or avoids work events, such as training, away days or social activities.

WHAT ACTION SHOULD YOU TAKE WHEN AN EMPLOYEE DISCLOSES EXPERIENCING DOMESTIC ABUSE, OR DOMESTIC OR SEXUAL VIOLENCE?

If an employee discloses to you, they are experiencing domestic abuse, domestic or sexual violence it is very important they are believed – do not ask for proof. Avoid passing judgement on the perpetrator's behaviour or the victim's response. It is important to understand that leaving an abusive relationship or dealing with the consequences of sexual violence is a very difficult thing to do.

You need to ensure a sensitive and non-judgemental approach when supporting employees experiencing domestic abuse, domestic or sexual violence. The guidance at [Appendix B](#) provides examples of indirect and direct questions that you can use to explore the issues further with an individual.

Where possible, you should always support a victim on their own terms and advise them on the Council's [wellbeing support services](#), [time-off](#) etc policies, the list of external agencies appended to this policy and involving the police. If a member of staff does not wish you to refer them, or give you their consent to contact other agencies, their wishes must be paramount.

MANAGING PERFORMANCE/ATTENDANCE

You should be aware of the possibility of domestic abuse and sexual violence when implementing the [Sickness Absence Policy and procedures](#). If you suspect domestic abuse, domestic or sexual violence could be the cause of absence, then try and create a supportive environment in which the employee is able to disclose the abuse if they wish to do so. You should consider whether it is appropriate to issue sickness absence warnings where the known cause is domestic abuse, domestic or sexual violence and seek advice from a HR Advisor.

Similarly, in reviewing performance through the Council's adopted [appraisal process](#) and before applying the [Capability Policy](#) and procedures you should consider the possibility of domestic abuse, domestic or sexual violence being a factor in under performance.

The focus should be on supporting rather than penalising or putting additional pressure on employees affected. Managers should be sympathetic when dealing with distracted behaviour, poor timekeeping and unplanned absence that may result from the abuse of an employee.

PREGNANCY/MATERNITY

Pregnancy can be a trigger for domestic abuse, domestic or sexual violence, but in relationships where this already exists, the abuse and violence can get worse. Where you suspect or are aware of domestic abuse, domestic or sexual violence, this should be taken into account as part of the pregnancy risk assessment and appropriate safeguards considered, utilising the [New and Expectant Mothers risk assessment](#) located on the Health & Safety pages of the intranet.

You should also explore 'Keeping in Touch' days during maternity leave and agree a safe mechanism for maintaining workplace communication during maternity leave. Information on [KIT days and the Maternity Pack](#) can be found in the HR pages on the intranet.

CREATING A SUPPORTIVE ENVIRONMENT

There are a number of things you can do to create a safe environment for an employee to disclose domestic abuse, domestic or sexual violence and feel that they will be supported if they do. Employees will feel more able to disclose if they know you understand and are empathetic in your approach to issues of domestic abuse, domestic or sexual violence.

Discussing this policy at team meetings, displaying posters and leaflets in your work area can help to demonstrate this.

ASK THE QUESTION

As a manager you may suspect that there is a problem but are afraid to ask. Research shows that victims of domestic abuse, domestic or sexual violence wished someone had asked them about it. If you suspect an employee may be being abused, raise the issue with them in a private location in a sensitive, non-confrontational manner. If appropriate, offer the option of speaking to another manager of the same sex or ethnicity as the employee suffering domestic abuse or violence.

Further guidance on how to ask an employee about domestic abuse, domestic or sexual violence can be found in [Appendix B](#).

RESPOND

If you are aware that someone is in immediate danger, you should call the appropriate emergency service on 999.

Otherwise remember it is not your responsibility as the manager to stop the abuse or help an employee escape from an abusive relationship. The most effective way you can support an employee is to signpost to the appropriate agencies in Carmarthenshire who have the expertise to assist and provide on-going specialist support. Please refer to [Appendix A](#).

HEALTH & SAFETY

Under Health and Safety at Work legislation and the Council's [Health and Safety Policy](#), as a manager and employee, you have a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of yourself and other employees at work. You are also required to assess the risk of violence to employees and make arrangements for their health and safety.

Once you are made aware of domestic abuse, domestic or sexual violence you should encourage the employee to contact a specialist agency who will be able to carry out a specific domestic abuse risk assessment as well as providing practical and emotional support.

You must also discuss with the employee their safety at work and ensure that the potential risk to the employee and work colleagues is minimised. If there is a potential risk to other employees' you should seek advice in carrying out a [risk assessment](#) and taking action to minimise the risks in the workplace. (See suggested measures below.)

If an incident occurs at work, make sure it is recorded and follow it up under the Council's [Personal Safety](#) Register and Toolkit.

Although this guidance will apply to most situations of violence in the workplace, managers may have to consider additional factors if these incidents involve domestic abuse, domestic or sexual violence. These incidents may involve violent partners, ex-partners or relatives visiting the workplace, abusive phone calls, intimidation or harassment of staff by the alleged perpetrator.

These issues can be addressed utilising the following measures as appropriate:

- improving security measures such as changing keypad numbers or ensuring that access to buildings is open to authorised staff only;
- reminding reception/switchboard staff not to divulge information about staff, especially personal details such as addresses, telephone numbers or shift patterns;
- changing the employee's work telephone number and removing their name and number from the telephone directory so employees cannot inadvertently give out the employee's phone number;
- establish an emergency contact person with the employee in case you cannot contact them;
- review the employee's next of kin information with the employee to ensure they have an opportunity to nominate an alternative next of kin if the perpetrator is listed;
- setting up a firewall to block or divert emails from the perpetrator to a separate folder. Ensure emails are retained, to be used as evidence if needed;
- offering temporary or permanent changes in the workplace, work times and patterns in line with the Council's [Flexible Working Policy](#), helping to make the employee less at risk at work, and on their journeys to and from work. This could include changes to the office layout, to ensure that the employee is not visible from reception point or, from ground floor windows;

- offering changes in specific duties, such as answering phones or working in reception or in exceptional circumstances, temporary or permanent redeployment to another post in line with the Council's [Redeployment Policy](#);
- agreeing with the individual what to tell staff, and how they should respond if the abuser rings or calls at the workplace. Providing colleagues with a photograph of the abuser, and other relevant details such as car registration numbers, which may help to maintain security in the workplace;
- making sure that the systems for recording staff whereabouts during the day are adequate. If the work requires visits outside the office, considering how risks can be minimised, e.g., changing duties or allowing another colleague to accompany them on certain journeys;
- recording any incidents of violence in the workplace by the perpetrator, including persistent phone calls, emails or visits to a member of staff by their partner/ex-partner or relative. Details of any witnesses should also be recorded. These records could be used if staff wish to press charges or apply for an injunction against the alleged perpetrator. The Council could also apply for an injunction if the actions of the alleged perpetrator impinges on the health and safety of other members of staff;
- managers may have to take account of whether the measures detailed above are operationally feasible, bearing in mind that ensuring staff are safe should be of primary consideration throughout the process.

Importantly, stay in regular contact with the employee.

Staff experiencing domestic abuse, domestic or sexual violence may be more vulnerable to stress at work and reference should be made to the Council's [Managing Stress and Mental Health in the Workplace Policy and toolkit](#).

CONFIDENTIALITY

Once a member of staff has confided in you as their manager, they are experiencing domestic abuse, domestic or sexual violence, you should reassure them that this information will remain confidential unless they give specific consent for you to discuss this with another person. The consequences of breaching confidentiality could have serious effects for the person experiencing domestic abuse, domestic or sexual violence. Statistics show the risk of more serious assault, permanent injury, and even murder, take place when a victim decides to leave home, or immediately after. It is vitally important not to underestimate the danger or assume that the fear of violence is exaggerated.

With the express consent of the individual concerned, i.e., agreement on what information you can share with colleagues, you must ensure these other employees are fully aware of any risks. Employees who are privy to such information should be reminded that the information is confidential, any unauthorised breaches by them could lead to the Council's Disciplinary Procedures being invoked.

Information about domestic abuse, domestic or sexual violence should only be shared with other practitioners where this is necessary and where the employee has given permission. The only exceptions to this are:

- where child or vulnerable adult protection issues are raised, for instance, if an employee gives information that suggests that their child or another child or

vulnerable adult is at risk from 'significant harm' (whether physical, emotional, sexual or neglect). In these circumstances, you should inform the employee you need to seek further advice from the appropriate agency, e.g., Social Services Child Protection and/or Safeguarding Adults teams, and may have to pass on relevant information.

- where others, such as service users, customers or colleagues could be put at risk, the employee needs to be informed that information could be shared with others.

Appropriate steps should be taken to ensure files containing information about those experiencing domestic abuse, domestic or sexual violence do not contain details of current addresses. Addresses may need to be held separately to ensure the abuser has no way of accessing them.

You should be aware that there may be employees who are perpetrators of domestic abuse, domestic or sexual violence, and that confidentiality is of paramount importance as both victim and perpetrator may be employees of the Council.

COLLEAGUES

Advise colleagues on a 'need to know' basis and with the employee's consent and agree a response if the perpetrator contacts the workplace.

With the employee's consent share the perpetrator's photo and details of the perpetrator's car with colleagues and reception staff so that they can recognise the perpetrator.

Remind all staff never to divulge personal information about employees to callers (e.g., shift patterns, addresses, telephone numbers etc). Never tell the caller where the employee is and what time they will be back or tell the caller that the employee is on leave.

SAFE LEAVE AND TIME AWAY FROM WORK

The Council provides for up to 10 days paid 'Safe Leave' to staff who have disclosed they are experiencing domestic abuse, domestic or sexual violence to allow them to attend to their needs. Managers should explore this and other time off options, such as dependent's leave, with the employee and view sympathetically all requests for paid or unpaid time off work in line with the Council's [Time Off Policy](#). Unpaid leave should be considered after paid leave options have been exhausted.

Requests for safe leave or time off could include:

- appointments with support services/agencies, social workers or counsellors
- arranging re-housing
- meetings with Solicitors or the police
- making alternative childcare arrangements, including meetings with schools
- court proceedings involving incidents of domestic or sexual violence.

You should advise the employee to apply for safe leave related to domestic abuse, domestic or sexual violence as 'special leave' with pay, using the self-service facility on Resource Link. This can be authorised by you on-line confidentially using the appropriate security permissions.

FINANCIAL ASSISTANCE

If an employee is being denied access to their finances by a perpetrator you should consider changes in the employee's pay arrangements. This could be particularly important if the employee is planning on leaving the perpetrator.

Options available include:

- Preventing a salary from going to the nominated bank account up to 48 hours prior to payday. Pay can be held until a new account is nominated;
- Arranging for the employee to be paid by cheque until a new account has been nominated.

Any changes to salary payments should be arranged confidentially with payroll and you should ensure that payment can be made on the appropriate date before confirming this with the employee.

Trades Unions may be able to offer loans to their members; it is worth discussing this with the employee and their union representative.

REFER

PROVIDE INFORMATION

You should provide information on sources of support and specialist services available to employees affected by domestic abuse and/or sexual violence. A full list is available at [Appendix A](#).

PROVIDING ACCESS TO COUNSELLING

The Council can also provide confidential counselling and support to staff experiencing domestic abuse and/or sexual violence and you can make a [referral](#) to the Occupational Health Centre and also sign post to external specialist agencies. Please refer to [Appendix A](#).

RECORD

It is important to record concerns or disclosures of domestic abuse and sexual violence and the actions you have taken, accurately and confidentially. You should also keep an accurate record of incidents at work, including persistent phone calls, emails and visits.

DEALING WITH SUSPECTED PERPETRATORS OF DOMESTIC ABUSE, DOMESTIC OR SEXUAL VIOLENCE

As a manager you are not expected to attempt to identify perpetrators of domestic abuse, domestic or sexual violence. However, if you have concerns about an employee's behaviour, although they do not always imply that an individual is a perpetrator, the following signs may be an indicator:

- Uncharacteristic lateness or absence with no explanation;
- Repeated injuries/scratches/bite marks/bruised knuckles/injuries to wrists/forearms;

- Constant text messaging or telephoning a partner;
- Jealousy or possessiveness;
- Negative comments about the employee's partner or the gender/sexual orientation of their partner in more general terms

If an individual presents a problem such as drinking, stress or depression, this could also signify that they are perpetrating domestic abuse, domestic or sexual violence.

If an employee reveals that they are a perpetrator of domestic abuse, domestic or sexual violence, remember to **Record** and **Refer**.

If you are made aware of concerns that an employee may be perpetrating domestic abuse, domestic or sexual violence by another employee, it is important that you do not take any actions that may lead to repercussions for the victim or yourself. You are advised to seek advice from HR in these circumstances.

Please remember, unless you are a trained and qualified specialist or counsellor, you should not assume those roles or try to solve the individual's problems.

Draft

GUIDANCE NOTE 4 – WORK COLLEAGUES

IF YOU ARE A WORK COLLEAGUE OF A VICTIM/SURVIVOR, OR A PERPETRATOR OF DOMESTIC ABUSE, DOMESTIC OR SEXUAL VIOLENCE

If you think a work colleague is suffering abuse, you can help.

The stress of living in an abusive relationship is likely to impact on an individual's capacity to perform to the best of their ability at work, and it is unlikely that they would be free from the abusive behaviour while at work.

As a work colleague you are in a good position to be able to identify changes in behaviour, dress, or appearance that may indicate domestic abuse.

YOUR ROLE AS A WORK COLLEAGUE

You are encouraged to respond appropriately if you suspect that a colleague is experiencing or perpetrating abuse. Let them know you have noticed something is wrong. Individuals may not want to discuss the abuse, but your concerns should be raised in confidence with your manager. Some victims of domestic abuse, domestic or sexual violence will feel unable to accept help, which can be frustrating. Offer support where possible, but do not force an individual to disclose abuse, or to follow a course of action they are uncomfortable with. Let them know they can get emotional support for themselves and any children they may have.

[Appendix A](#) lists sources of support available in Carmarthenshire and where possible you should discuss seeking support with your colleague.

If you do feel able to raise the issue with your colleague, [Appendix B](#) offers examples of how to ask the question.

It is not your responsibility to stop the abuse, but you can play an important role by highlighting your concerns. You should –

- believe what they tell you and show you care;
- not expect them to make a sudden decision;
- help them to explore the choices they have;
- not mediate or be the contact person between them and the abuser;
- assure them they are not alone and there is help available;
- encourage them to speak to [a specialist support service](#);
- offer practical help, such as the use of your address for post, telephone or computer;
- encourage them to take all threats seriously and report the abuse, and
- never minimise the threats made by the abuser.

If you believe a child is suffering you should report your concerns to your line manager so the right support can be offered. If there is a risk of harm or you believe the child is in immediate danger, you should contact children's services/the police straight away.

CONFIDENTIALITY

Any concerns about a colleague in work should be raised in confidence with your manager and where possible, with the permission of the individual.

Never divulge personal information about work colleagues to others, including other employees, without their permission. Remember that a perpetrator may contact a victim's workplace in order to gain information about them, or to learn about their whereabouts.

You should not answer enquiries from members of the public about colleagues' working arrangements, such as their hours of work or shift pattern. Never tell the caller where the employee is and what time they will be back or tell the caller that the employee is on leave.

SUPPORT

Witnessing a work colleague experiencing domestic abuse, domestic or sexual violence can be traumatic, and you may feel powerless or unable to help. Remember that you can seek support in confidence from your line manager, the Council's Occupational Health Centre or from the local or national helplines listed in [Appendix A](#) (you do not have to be a victim yourself to contact them).

Unless you are a trained and qualified specialist or counsellor, you should not assume those roles or try to solve the individual's problems.

If you feel burdened by additional work that a colleague experiencing abuse is unable to complete, remember that you can raise this issue with your line manager.

APPENDIX A - SUPPORT AGENCIES

IN AN EMERGENCY DO NOT DELAY DIAL 999

CARMARTHENSHIRE COUNTY COUNCIL SERVICES

Occupational Health & Wellbeing Team

Tel: 01267 246060/246061

E-mail: CEOccupationalHealth@carmarthenshire.gov.uk

A confidential service providing access to Occupational Health Advisors, Nurses, Physicians and Wellbeing Support Practitioners

Housing and council tax benefits

If you need further information or advice please go to www.carmarthenshire.gov.uk and click on 'Advice and Benefits'

E-mail: housing.benefits@carmarthenshire.gov.uk

Freephone: 0800 288 9002

Housing advice

If you are a home owner, a private tenant or a Council or Housing Association tenant, if you need information on - Housing advice, Housing options and Home improvement: www.carmarthenshire.gov.uk/english/housing/pages/home.aspx

Tel: 01554 742194

Tel (out of hours): 01267 234567

Email: Housing@carmarthenshire.gov.uk

Text us on: 07766 406506

Minicom service: 01267 223867

EXTERNAL SERVICES

Mid and West Wales Domestic Abuse, or Domestic or Sexual Violence Regional Pathway to Support

This service sets out a clear pathway to domestic abuse, domestic or sexual violence support and advice for citizens and professionals living and working within the Mid and West Wales region.

The **Live Fear Free Helpline on 0808 8010800** is open to individuals experiencing any form of Domestic Abuse or Sexual violence (DA/SV). [Live Fear-Free](#)

The **Live Fear Free Helpline** will provide immediate advice and guidance before signposting to a local Specialist Support Provider (see table overleaf).

LOCAL AUTHORITY	PROVIDER(S) AND PROGRAMMES	SPECIALISM	CONTACT NUMBER	COVERED BY LIVE FEAR FREE HELPLINE
SURVIVOR AND VICTIM FOCUSED SERVICES				
Regional Service	Independent Domestic Abuse Advisory Service (IDVA), Hafan Cymru and Pobl	High Risk Domestic Abuse	Carmarthenshire and Powys 01267 221194 Pembrokeshire and Ceredigion 01646 698820	Yes
<p>IDVA - a small team of Independent domestic violence advisors/advocates that support victims/survivors and their family who are experiencing domestic violence and abuse and have been assessed as high risk of serious harm and homicide.</p> <p>Hafan Cymru - offers a variety of accommodation and support services for vulnerable adults, young people and children www.hafancymru.co.uk</p> <p>Pobl – emergency accommodation, advice and support www.poblgroup.co.uk/about-us/pobl-story/april/here-for-domestic-abuse-victims/</p>				
Regional Service	New Pathways	Sexual Violence	Ceredigion 01970 610124 Carmarthenshire 01267 235464 Powys 01267 226166 Sexual Assault Referral Centre (SARC) - Out of Hours (all areas) 07423 437020	Yes
<p>New Pathways - offers help and support for victims of rape or sexual assault (immediate or historic) www.newpathways.co.uk</p>				

National Service	Black Association of Women Step Out (BAWSO)	Violence Against Women, Domestic Abuse and Sexual Violence (domestic abuse, domestic or sexual violence) Black and Minority Ethnic Women (BAME)	0800 731 8147 (24 hr helpline)	
<p>BAWSO - a specialist agency, providing culturally sensitive and appropriate information and services to black and other minority ethnic women and children. It can provide access to refuge, advice, information and translation services via a 24 hour helpline. www.bawso.org.uk</p>				
Powys	Montgomeryshire Family Crisis Centre	Domestic Abuse	01686 629114 www.familycrisis.co.uk	Yes
	Calan DVS	Domestic Abuse	01874 625146 www.calandvs.org.uk	Yes
Ceredigion	West Wales Domestic Abuse Service	Domestic Abuse	01970 625585 and/or 01239 615385	Yes
Carmarthenshire	Carmarthen Domestic Abuse Service	Domestic Abuse	01267 238410/234725 www.carmdas.org	Yes
	Threshold Domestic Abuse Service	Domestic Abuse	01554 752422 www.threshold-das.org.uk	Yes
	Calan DVS	Domestic Abuse	01269 597474 www.calandvs.org.uk	Yes
	Dewis Choice	Domestic Abuse for people aged 60+	Referral via statutory agency e.g., safeguarding, police, health dewischoice.org.uk	No
Pembrokeshire	Pobl	Domestic Abuse	01646 698820 www.poblgroup.co.uk	Yes
	Hafan Cymru	Domestic Abuse - Refuge only	0808 80 10 800 www.hafancymru.co.uk	Yes

INTERVENTIONS AIMED AT INDIVIDUALS PERPETRATING ABUSIVE BEHAVIOURS

Regional Services	Threshold Domestic Abuse Service: Choices Programme	Perpetrators of Domestic Abuse	enquiries@threshold-das.org.uk 01554 752422	No
	Calan DVS Montgomeryshire Family Crisis Centre's Intervention Hub	Perpetrators of Domestic Abuse	gbranch@calandvs.org.uk 01639 794448 admin@familycrisis.co.uk 01686 629114	No
	Forensic Psychology UK Threshold Domestic Abuse Service	Individuals displaying stalking behaviours	Service accessed via Dyfed Powys Police Tel: 101 www.dyfed-powys.police.uk	No

OTHER REGIONAL AND NATIONAL SUPPORT SERVICES OUTSIDE THE MID AND WEST WALES DOMESTIC ABUSE, OR DOMESTIC OR SEXUAL VIOLENCE REGIONAL PATHWAY LISTED ABOVE

Police – Domestic Abuse Officers, Public Protection Unit

www.dyfed-powys.police.uk

Tel: 101

Domestic abuse officers can offer help and advice to victims who need police assistance of a non-urgent nature.

Dyn Safer Wales

www.dynwales.org

Tel: 0808 81 0321

Working across Wales to support men who experience domestic abuse.

Bright Sky App

Bright Sky is a **free to download mobile app** providing support and information for anyone who may be in an abusive relationship or those concerned about someone they know.

Broken Rainbow

www.broken-rainbow.org.uk

Tel: 08452 60 44 60

Broken Rainbow provides support for lesbian, gay, bisexual and transgender people experiencing domestic abuse.

Wales Citizen's Advice Bureau

www.citizensadvice.org.uk

Tel: 0800 702 2020

Text Relay UK if you cannot hear or speak on the phone, you can type what you want to say: 118001 then 0800 144 8884

You can use Relay UK with an app or a textphone. There's no extra charge to use it. [Find out how to use Relay UK](#)

The Citizens Advice Bureau Service offers free, confidential, impartial and independent advice on a range of issues including debt, benefits, housing and legal matters. Advisers can help fill out forms, write letters, negotiate with creditors and represent individuals at court.

Hourglass

www.wearehourglass.org

Tel: 0808 808 8141

The Hourglass confidential helpline provides information and support to anyone concerned about harm, abuse or exploitation of an older person.

Karma Nirvana

www.karmanirvana.org.uk

Tel: 0800 5999 247

Karma Nirvana is an honour network and forced marriage helpline.

Respect Men's Advice Line

www.mensadvice.org.uk

Tel: 0808 801 0327

Confidential helpline for male victims of domestic abuse.

National LGBT+ Domestic Abuse Helpline

www.galop.org.uk

Tel: 0800 999 5428

Emotional and practical support for LGBT+ people.

National Stalking Helpline

Tel: 0808 802 0300

Guidance on the law, how to report stalking, gathering evidence, staying safe and reducing the risk.

NSPCC

www.nspcc.org.uk or email help@nspcc.org.uk

Tel: 0808 800 5000

24hr helpline offering counselling, information and advice to anyone that is concerned about a child. All counsellors are trained child protection officers.

Relate Cymru

www.relate.org.uk/cymru/help-domestic-violence

Relationship guidance including help for domestic violence.

Victim Support

www.victimsupport.org.uk

Tel: 0300 123 2996 (Local Helpline)

Tel: 0808 1689 111 (National Helpline)

A national charity giving free and confidential help to victims of crime, witnesses, their family, friends and anyone else affected across England and Wales. This is not a government agency or part of the police and individuals do not have to report a crime to the police to get help and can call any time after the crime has happened, whether it was yesterday, last week or several years ago.

APPENDIX B

ASKING DIFFICULT QUESTIONS

The advice below is taken from the CIPD/EHRC publication *Managing and supporting employees experiencing domestic abuse: a guide for employers* (September 2020).

Carmarthenshire Council will support employees to take basic steps to assist friends and colleagues where they feel able to do so. By behaving in a supportive and empathetic manner, an employee can assist an affected colleague in gaining confidence to tackle and report the problems that they might experience.

Research shows that 75% of those enduring domestic abuse are targeted at work. Domestic abuse is often a hidden problem and individuals can find it very difficult to disclose. Some individuals may not recognise they are in an abusive relationship, especially if the abuse is not physical.

If a manager suspects that an employee is experiencing domestic abuse, they should facilitate a conversation to be able to discuss this and identify and implement appropriate support. Shying away from the subject can perpetuate fear of stigma and increase feelings of anxiety. However, if the employee is working remotely from home please exercise extreme caution since the abuser could be monitoring the victim overtly or covertly. If possible and safe to do so, arrange to meet the employee in one of the Council's buildings where the abuser has no access and you can hold a private and confidential discussion.

Managers should ask the employee indirect questions, to help establish a relationship with the employee and develop empathy. Often employees will not feel confident in speaking up, so someone else making the first move to begin a conversation can be key.

Here are some examples of questions that could be used but use your judgement and be sensitive to the particular circumstances before opening the conversation –

- How are you doing at the moment?
- Are there any issues you'd like to discuss with me?
- I have noticed recently that you are not yourself. Is anything the matter?
- Are there any problems or reasons that may be contributing to your frequent sickness absence/underperformance at work?
- Is everything alright at home?
- What support do you think might help? What would you like to happen? How?

Avoid victim-blaming. It is important that managers are able to provide a non-judgemental and supportive environment.

Respecting the employee's boundaries and privacy is essential.

Respect an employee's decisions about their relationship and understand that a victim of domestic abuse may make a number of attempts to leave their partner before they are finally able to do so. It's important that managers are aware of the effects of coercive control.

Your role as a manager is not to deal with the abuse itself but to address the workplace effects of domestic abuse by making it clear to employees that they will be supported, making them aware of the workplace policy, outlining what help is available, and signposting them to professional sources of support.

Where it appears an employee is displaying signs of physical assault or injury, the manager should ask **direct questions** to prompt the employee to discuss any possible experiences of domestic abuse.

The following question must be asked with great sensitivity and care –

- “I am sorry to ask you this and I don’t wish to cause you any offence, but I notice that you have a number of bruises/cuts/burns etc. Can you tell me how you got your injuries?”

Once it has been established that there maybe or is a problem related to domestic abuse, it might be useful to ask the employee the following direct questions –

- Have you ever been slapped/kicked/punched etc, by your partner?
- Do you feel frightened of your partner or someone else at home?
- Are you currently in a relationship where you are experiencing abuse?
- Does your partner lose their temper with you? If so what happens to you as a result?
- Has your partner threatened to hurt you or your children?
- Does your partner get jealous of you seeing friends, talking to other people, going out? If so what happens?
- Does your partner blame alcohol or drugs for the behaviour towards you?

Whether you are a manager or work colleague you can offer support when a disclosure is made –

Listen – try to understand and take care not to apportion blame.

Tell – them they are not alone and you can help.

Acknowledge – it takes strength to trust someone enough to talk to them about experiencing abuse. It is a frightening and very difficult situation to experience.

Time – allow time for the victim to talk, but do not push them into too much detail.

Reassure – that no one deserves to be threatened or beaten, despite what the abuser has told them. Nothing they can do or say can justify the abuser’s behaviour.

CABINET

4TH JULY 2022

OUTSIDE BODY REPRESENTATION

Recommendations / key decisions required:

To appoint members to Cabinet outside bodies following the 2022 Local Government Elections and to introduce a 'reporting back' requirement.

Reasons:-

To put in place a list of those Outside Bodies (including partnerships) where Carmarthenshire County Council appoints a representative.

Relevant scrutiny committee to be consulted NO

Cabinet Decision Required YES

Council Decision Required YES

CABINET MEMBER PORTFOLIO HOLDER:- Cllr Darren Price (Leader)

Directorate

Name of Head of Service:
Linda Rees Jones

Report Author:
Gaynor Morgan

Designations:

Head of Administration &
Law

Democratic Services
Manager

Phone/E Mail Address:

01267 224010
lrjones@carmarthenshire.gov.uk

01267 224026
gmorgan@carmarthenshire.gov.
uk

EXECUTIVE SUMMARY

CABINET 4TH JULY 2022

OUTSIDE BODY REPRESENTATION

In view of the Local Government Elections, it is pertinent to review the list of notified Outside Bodies and determine whether the Council should make/continue to make an appointment to those bodies.

An initial review of the list of outside bodies had been undertaken to ascertain the current status of the organisations and to in order to seek nominations from the political groups.

Appointments to serve on outside bodies are currently made by :-

- The Council where political balance rules apply, namely Dyfed Powys Police & Crime Panel, Brecon Beacons National Park Authority and Mid and West Wales Fire and Rescue Authority (nominations are submitted by the Political Group Leaders for Council's consideration)
- the Cabinet where the work of the body relates to the functions of the Executive
- by Members' Appointments Committee for all remaining outside bodies.

Appointments to the existing list of outside bodies have historically been made following the election of a new council, with changes made as and when the terms of office expire, or members resign. Nominations have normally been provided on the basis of matching the appointments with the roles of Cabinet Members, Scrutiny Chairs and Vice Chairs or members that may have some specific expertise in respect of the work of the body involved. In respect of local organisations, the local member is usually appointed.

It is suggested that determination should be based on one or more of the following criteria being met:

- the proposed appointment is a statutory requirement i.e. National Park, Fire Authority etc
- the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
- the proposed appointment would add value to the Council's activities.

As part of the review the Council may also wish to agree a method for representatives to report back on the work of each outside body.

Nominations for appointment together with guidance documents produced by the Welsh Local Government Association and a draft reporting back form are included within the report.

REPORT ATTACHED?

Appendix A - Nominations to Outside bodies appointed by Cabinet
Appendix B – WLGA Appointments to Outside Bodies: The Councillor's Role
Appendix C - WLGA Members' Tool Kit
Appendix D – Reporting Back draft form

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 and Law**

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

Policy

- Outside bodies are external organisations and partnerships which have requested that the County Council appoint an Elected Member to them.
- Contributes to the County Council’s strategic functions, priorities or community leadership roles.
- Supports partnership and joint working.
- Enables Members to gain and share knowledge and expertise.

Legal

Appointments are made in accordance with the Council Constitution and requirements of Section 15 of the Local Government and Housing Act 1989

Finance

The Councillors’ and Co-opted Members’ Salaries and Allowances Scheme lists attendance by a Councillor at meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council as an approved duty,

Outside bodies may pay for Members’ attendance at their meetings, in this case, the nominated Council representative may not claim from the Council.

Risk Management Issues

It is a matter for each outside body to ensure that suitable indemnity arrangements are in place for their representatives on all outside bodies.

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 and Law

1. Scrutiny Committee - Not applicable
2. Local Member(s) - Not applicable
3. Community / Town Council - Not Applicable
4. Relevant Partners - Not applicable
5. Staff Side Representatives and other Organisations - Not Applicable

**CABINET MEMBER PORTFOLIO
HOLDER AWARE/CONSULTED**

YES

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

CABINET APPOINTMENTS

FILE REF.	OUTSIDE BODY TO BE APPOINTED BY THE CABINET	NUMBER OF REPRESENTATIVES	<u>NOMINATIONS</u>
Chief Executive			
AD032-177	APSE Association of Professional Service Excellence	1 plus 1 substitute	Chair of Environment Scrutiny plus Vice-Chair of Environment Scrutiny as substitute
AD032-206	Institute of Welsh Affairs - West Wales Branch	2	Leader and Head of Regeneration
AD032-005	Joint Council for Wales (formerly All Wales Provincial Council)	2	Cabinet Member for Organisation and Workforce and Cabinet Member for Resources
Est EB 15th June 2015	Local Pensions Board	1	Cllr Alun Lenny
AD032-197-1	Carmarthenshire Public Service Board	2	Leader & Chief Executive
AD032-146	Welsh Local Government Association Council - 4 Seats	4	Cllrs Darren Price, Linda Evans, Jane Tremlett & Alun Lenny
AD032-225	Welsh Language County Strategic Forum	2	Cabinet Member for Education and Welsh Language & Cllr Lewis Davies
Est EB 26th June 2017	City Deal Joint Committee	1	Leader of the Council
AD032-222	The Industrial Communities Alliance	1	Chair of Planning Committee
AD032 - 222-1	The Industrial Communities Alliance - Wales Region	2	Chair of Planning Committee & Councillor Sue Allen
	Mynydd y Betws Wind Farm Community Benefit Fund	12 County Councillors	County Councillors representing Ammanford Electoral Ward (2); Betws Electoral Ward (1);Garnant Electoral Ward(1) Glanamman Electoral Ward (1) Llandybie Electoral Ward (2); (1);Penygroes Electoral Ward (1); Saron Electoral Ward (2) Tycroes Electoral Ward (1);Quarter Bach Electoral Ward (1) plus Electricity Supply Board representative (1);Carmarthenshire Association of Voluntary services (CAVS) representative (1) and Amman Group of Town and Community Council representative (1).
AD032-137	Welsh Books Council	1	Lewis Davies
	Hywel Dda Health Board - Independent Member (Local Authority) 2 nominations per LA in the area, with the successful nominee being appointed by the Minister	2	To be announced at the meeting,
Communities			
AD032-146-01	Welsh Local Government Association - Members' Housing Network Meetings	1	Cabinet Member for Housing
AD032-020	Care and Repair Carmarthenshire - Board of Management	2	Cabinet Member for Housing & Chair of Community Scrutiny
AD032-020	Scarlets Board of Management	1	Cllr Hazel Evans

AD032-038	Consortium for Local Authorities in Wales (CLAW). 2+2 Permanent substitutes	2 plus 2 substitutes	Cabinet Member for Housing & Cabinet Member for Resources (Subs Chair and Vice Chair of Policy & Resources Scrutiny)
Corporate Services			
Est EB 26th June 2017	Llanelly House	1	Cabinet Member for Regeneration, Leisure, Culture and Tourism
AD032-089	National Botanic Gardens Wales - Board of Trustees	1	Cabinet Member for Rural Affairs and Planning Policy
Education and Children Services			
	Regional Learning and Skills Partnership	1	Director of Education
	Y Partneriaeth	1	Leader of the Council (voting) plus Cabinet Member for Education (non voting and substitute with voting rights if Leader unable to attend) If Cabinet Member is substituting for the Leader he may appoint another non voting member to take his place
Environment			
AD032-207	South West Wales Local Transport Forum	1	EBM Environment (as voting member) Substitute: Chair Environmental & PP Scrutiny Committee
AD032-211	South West Wales Regional Waste JOINT Management Committee	1	EBM Environment (Voting Member) Substitute: Chair Environmental & PP Scrutiny Committee
AD032-194	Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1	Chair Environmental & PP Scrutiny Committee Substitute: Vice Chair Environmental & PP Scrutiny

	Parc Howard Collaboration Group (Joint with Llanelli Town Council)	4 elected Members from the County Council and 4 from Llanelli Town Council with Chair, having a casting vote. Subs to be drawn from the remaining members of the Cabinet	Councillor Gareth John, Edward Thomas, Giles Morgan and John Jenkins.
--	---	--	---

This page is intentionally left blank



Appointment to outside bodies

The Councillor's Role

March 2022

**Cymdeithas Llywodraeth Leol Cymru
Welsh Local Government Association**

Un Rhodfa'r Gamlas
Heol Dumballs
Caerdydd
CF10 5BF
Ffôn: 029 2046 8600

wlga.cymru

One Canal Parade
Dumballs Road
Cardiff
CF10 5BF
Tel: 029 2046 8600

wlga.wales

Welsh Local Government Association - The Voice of Welsh Councils

We are The Welsh Local Government Association (WLGA); a politically led cross-party organisation that seeks to give local government a strong voice at a national level. We represent the interests of local government and promote local democracy in Wales.

The 22 councils in Wales are our members and the 3 fire and rescue authorities and 3 national park authorities are associate members.

We believe that the ideas that change people's lives, happen locally.

Communities are at their best when they feel connected to their council through local democracy. By championing, facilitating, and achieving these connections, we can build a vibrant local democracy that allows communities to thrive.

Our ultimate goal is to promote, protect, support and develop democratic local government and the interests of councils in Wales.

We'll achieve our vision by

- Promoting the role and prominence of councillors and council leaders
- Ensuring maximum local discretion in legislation or statutory guidance
- Championing and securing long-term and sustainable funding for councils
- Promoting sector-led improvement
- Encouraging a vibrant local democracy, promoting greater diversity
- Supporting councils to effectively manage their workforce

Leaflet for Members

Appointments to Outside Bodies: The Councillor's Role

As a councillor you may be nominated by your council to sit on various types of outside bodies such as community organisations, housing associations and local companies. An appointment to an outside body doesn't necessarily mean that you will be representing the council's interest there. This can lead to conflicts of interests between your role as a councillor and your representative role on the outside body. This leaflet and the more detailed Members' Toolkit document which accompanies it, is designed to try and help you understand your role and resolve any conflicts.

Getting started

Your council may have adopted a policy on involvement in partnerships and outside bodies explaining the benefits that flow from the involvement. There will always be a formal resolution (whether of a committee, by a member or officer) of the appointment. You should discuss the reason for your appointment with the organisation and with the relevant officer in the council.

Your council may also have adopted a policy on how and when reports are to be presented on what the organisation is doing. You should ensure that you know what is expected of you in terms of reporting back. However, you should also ensure that any reports that you present to the council do not breach any duty of confidentiality you may have to the outside body.

General Duties of a Representative on an Outside Body

Being a council representative on an outside body does not necessarily mean that you will be representing the council's interests on the organisation. You will be expected to act in the interests of the outside body and exercise independent judgement in making decisions, in accordance with your duty of care to the body. You may have regard to the interests of the council, but this should not be the overriding consideration. In some cases (e.g. if you are the director of a company or a trustee of a charity – see below) voting in the council's interests could be a breach of your duty to the body.

Particular Duties and Responsibilities of Directors and Trustees

If you are appointed a director of a company then you must always act in the best interests of the company. The main duties of a director are:

- to act honestly and in good faith and in the best interests of the company as a whole;
- not to make a personal profit and to take proper care of the company's assets;
- to attend board meetings and follow the rules on the declaration of interests;
- to exercise reasonable skill and care (a subjective test based upon the individual's own knowledge and experience) and act with due diligence;
- to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the constitution.

The duties of a trustee of a charity are generally the same as for a director but in addition you must make sure the trust acts in accordance with its aims and objectives and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

Managing Conflicts of Interest

The purposes of the outside body and what it wants to do will often coincide with your Council's interests and so conflicts may be rare. However, they may arise in some circumstances, for example, if the organisation:

- is not complying with the terms of a council funding agreement
- wishes to appeal against a decision of the council
- wishes to pursue activities which would conflict with council policy.

You will need to manage the conflicts that will arise appropriately (for example by withdrawing from certain decisions or, in circumstances where the conflict may be so great, by resigning from the company or body).

Similarly, the council may conclude that the purpose of having a representative on the body has been fulfilled and decide to terminate the appointment. Or in some instances the council may choose to change its representation on the outside body.

Declarations of Interest and Duties of Confidentiality

You should ensure that details of your appointment onto the outside body are included on the register of interests kept by the Monitoring Officer. The outside body may also have its own register of interest, which you should complete.

When the outside body considers issues related to your council you should declare a personal interest. The specific rules adopted by each body will vary and you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

If the outside body has a code of conduct you should observe it – if it does not you should follow the Members' Code of Conduct.

When the council considers issues relating to or affecting the outside body you must declare a personal interest in accordance with the Members' Code of Conduct. If this is your only interest, it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration and therefore you will be allowed to take part in the debate and vote. Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep it confidential and check with the relevant officer.

You must always observe duties of confidentiality – both to the council and the outside body. Deliberate leaking or disclosing of confidential information will be a breach of the Members' Code of Conduct.

Allowances and expenses

Your council may have authorised attendance at meetings of outside bodies as an approved duty for members which attracts travelling and/or subsistence allowances. Alternatively, any expenses may be defrayed by the body itself, in accordance with its own rules. If the body does pay expenses, you may not claim from the council. For further information on allowances contact the relevant officer in the council.

Indemnity and insurance

In some instances members who represent the council on outside bodies may carry

personal liability for decisions they make and actions which they take in their representative capacity. This is most likely to arise if you have been appointed as director of a company or a trustee of a charity or you hold an office on the management board of an organisation. The outside body may have insurance to cover your liability in these cases (sometimes referred to as directors' liability insurance) and you should check with the secretary of the organisation. Alternatively, your council may have agreed to provide an indemnity to cover any liabilities incurred by members acting in a representative capacity. The Monitoring Officer will be able to provide further information on this.

If you are unsure about your role or how to carry it out please contact the Monitoring Officer

This document is based on the document *Members' Toolkit Appointments to Outside Bodies: The Councillors' Roles – General Guidance and Potential Pitfalls and Conflicts* produced by Nottinghamshire County Council and published by ACSeS and *Members on Outside Bodies Briefing* WLGA

We are indebted to Dilys Phillips of Gwynedd Council for amendments and additions to reflect the requirements of members in Wales.

This page is intentionally left blank



Appointments to Outside Bodies: The role of Councillors

Members' toolkit

March 2022

**Cymdeithas Llywodraeth Leol Cymru
Welsh Local Government Association**

Un Rhodfa'r Gamlas
Heol Dumballs
Caerdydd
CF10 5BF
Ffôn: 029 2046 8600

wlga.cymru

One Canal Parade
Dumballs Road
Cardiff
CF10 5BF
Tel: 029 2046 8600

wlga.wales

Welsh Local Government Association - The Voice of Welsh Councils

We are The Welsh Local Government Association (WLGA); a politically led cross-party organisation that seeks to give local government a strong voice at a national level. We represent the interests of local government and promote local democracy in Wales.

The 22 councils in Wales are our members and the 3 fire and rescue authorities and 3 national park authorities are associate members.

We believe that the ideas that change people's lives, happen locally.

Communities are at their best when they feel connected to their council through local democracy. By championing, facilitating, and achieving these connections, we can build a vibrant local democracy that allows communities to thrive.

Our ultimate goal is to promote, protect, support and develop democratic local government and the interests of councils in Wales.

We'll achieve our vision by

- Promoting the role and prominence of councillors and council leaders
- Ensuring maximum local discretion in legislation or statutory guidance
- Championing and securing long-term and sustainable funding for councils
- Promoting sector-led improvement
- Encouraging a vibrant local democracy, promoting greater diversity
- Supporting councils to effectively manage their workforce

Members' Toolkit

Appointments to Outside Bodies:

1. Introduction

Alongside their involvement in the council itself, it is possible for members to be involved in a wide range of outside bodies, including community organisations, sports and recreation clubs, housing associations and companies.

Sometimes members will be appointed to sit on these organisations by the council itself, for example to discharge council duties through formal partnerships, or as formal appointments to national or regional 'representative' roles such as on the Welsh Joint Education Committee (WJEC) or one of the National Parks Authorities in Wales. In other cases, the member may be appointed independently of any council involvement. This guidance deals only with those instances in which the councillor has been nominated or appointed onto the outside body by the council.

Councils can gain a number of benefits from their members being involved in outside bodies:

- To provide knowledge, skills and expertise which may not otherwise be available
- To provide local accountability or democratic legitimacy through the appointment of an elected representative
- To ensure that good relationships can be maintained with the body
- To deliver a partnership project that requires the input of other organisations or community groups
- To protect the council's investment or assets, ie, if the council has provided grant funding or provides funding for service delivery
- To lever in external funding which would not be available to the council on its own

There are a number of types of outside bodies in which members may become involved as a representative appointed by the council. Some common examples are:

- National or regional body Charitable Trust
- Company limited by shares Company limited by guarantee

- Unincorporated association
- Industrial and provident society (mainly housing associations)

The structure of each type of organisation, the management, and the rules which govern the organisation, vary. The following table shows how each type is set up and managed:

Legal status of the organisation	Governing document	Management	Possible Member involvement	Common types of organisations
A public authority	Constitution usually based on legislation	Authority	Member	National Parks Authority Fire & Rescue Authority
Charitable Trust	Trust Deed	Trustee meetings	Trustee	Playing field trusts
Company limited by guarantee	Memorandum and Articles	a) Board of Directors b) Meetings of members	Director	Charitable organisations, stock transfer housing companies, community associations
Company limited by shares	Memorandum and Articles	a) Board of directors b) Meetings of members	Director	Commercial organisations (e.g. joint ventures or companies providing contractual services)
Unincorporated association	Constitution	Management Committee Members meeting	Management Committee member	Community associations

Adapted from: 'Guidance regarding serving on outside bodies', Winchester City Council

Regardless of how the appointment is made, the law lays down many requirements with which members must comply. These may include duties to the council, as well as duties to the outside body and its members.

An appointment to an outside body does not, therefore, necessarily mean that you will be representing the council's interests on that outside body. Indeed, there are a number of cases, for example if you are a trustee or a company director, where you must always act in the interests of the outside body and not in the council's interests.

This can lead to conflicts of interests between your role as a Councillor and your representative role on the outside body. You will only be considered a representative of your council on an outside body if you have been formally appointed or nominated by the council to this role. You should not purport to act as council representative on an outside body unless a formal appointment has been made.

Set out below are a number of matters that you should take into account if you act on one or more outside body.

2. Appointment and reporting back

Your appointment should be within any policy your council has adopted for involvement in partnerships and outside bodies. This policy may explain some of the reasons why the council may wish to appoint a representative e.g. in order to provide skills or democratic legitimacy, or to protect the council's assets, or for other reasons.

You must ensure that your appointment has been made in accordance with the council's constitution. This can be done either by resolution of the Board/Cabinet or another committee or by a member or officer exercising delegated powers.

It is important that anyone who is appointed to an outside body provides information and reports periodically to the council on what the organisation is doing. Your council may have adopted a policy on how and when such reports are to be presented. You should ensure that the outside body provides you with sufficient information to enable you to make this report back. BUT - you are not required to disclose anything which is commercially confidential as this may be in breach of:

- the Members' Code of Conduct;
- your duties of confidentiality to the outside body (whether as director, trustee or more generally); or
- may be a breach of confidence in the general sense.

3. General Advice and Guidance to Members Appointed to Outside Bodies

- Ensure that you know the legal status of the organisation – refer to the table above and read the governing document to understand your responsibilities
- Ensure that if you are appointed a director of a company the relevant form (form 288) is filed at Companies' House upon your appointment and resignation
- Make any general declarations of interest at the first meeting (see section 7 below). Ask if there is any personal liability insurance or indemnity in place – sometimes referred to as directors' liability insurance (see section 8 below)
- Clarify whether the organisation will pay allowances or expenses (see section 8 below)
- Ensure the board or management committee has regular financial and other reports which detail the current financial situation of the organisation and any liabilities - take an interest in the business plan
- Discuss with relevant officers any new activities that the outside body undertakes (you may need to provide them with copy papers) and ensure that risks are properly identified in reports (consistent with local authority decision making - ensure that all relevant information is presented)
- Observe duties of confidentiality (in both directions) (see section 7 below)
- Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business (see section 6 below)
- Take advice from the Monitoring Officer, the Finance Department and your lead officer contact as appropriate - not just when the organisation is likely to become insolvent, but generally. Occasionally, that advice may be to seek external advice on your position, especially if there is a conflict between the organisation and the council
- Manage conflict - usually issues can be balanced but ensure that when in meetings

of the body you act in the body's best interests which may not necessarily be those of the council - if all else fails, resign. Do not just remain a director and fail to attend meetings or you may find that you are in breach of your duty to act in the best interests of that organisation (see section 6 below)

- Finally, question the need for future council involvement! Has the organisation come of age, or has it changed direction from when the council first became involved - what useful purpose would ongoing representation serve?

4. Particular Duties and Responsibilities of Directors and Trustees

If you are appointed a director of a company then you must act in the best interests of the company. The main duties of a director are:

- to act honestly and in good faith and in the best interests of the company as a whole; a duty not to make a personal profit and to take proper care of the company's assets; to attend board meetings and follow the rules on the declaration of interests
- to exercise reasonable skill and care (this is a subjective test based upon the individual's own knowledge and experience and involves due diligence in the performance of his/her duties as a director) and
- to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the governing document.

If you are appointed as a trustee of a charity then the duties of trustees are generally the same as for a director but in addition you must make sure the trust acts in accordance with the aims and objectives of the trust and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

5. General Duties of a Representative on an Outside Body

In carrying out your duties as a Trustee or Director of an outside body you must take decisions without being influenced by the fact that you are a councillor. Your primary duty in acting as a representative making management decisions for the outside body is to make these decisions in the interests of the organisation. Members should always ensure that their fellow directors/trustees are aware of the fact that they are councillors.

In these cases, you must act in the interests of that body and exercise independent judgement in making decisions, in accordance with your duty of care to the body. You are not there just to vote in accordance with the council's wishes. You may have regard to the interests of the council, but this should not be the overriding consideration. In some cases voting in the council's interests could be a breach of a director's duty to a company.

In other cases the council may have expressed a view or formulated a policy and would expect you to convey that view or policy to the outside body. It is acceptable for you to do this as your council's representative provided that it does not conflict with your particular duties as director or trustee or where it is clearly not contrary to the interests of the organisation.

The overriding responsibility is to seek to avoid a situation where duty and interest conflict and therefore if you are unsure about declaring an interest, it would be wise to declare and leave the meeting during consideration of the business.

6. Managing Conflicts of Interest

In general terms the purposes of the outside body and what it wants to do often coincide with your council's interest and so conflicts may be rare. However, there may be difficulty in some circumstances, for example if the body is not complying with the terms and conditions of a funding agreement between the council and the body; or the organisation wishes to appeal against a planning decision made by the council; or where the organisation has wider objects than the reason behind the council's appointment and wishes to pursue activities which would conflict with council policy.

You will need to manage the conflicts that will arise appropriately and in certain circumstances may feel that your only option is to resign from the company or body. Similarly, if the council does not feel that a representative on an outside body is properly fulfilling their role and responsibilities, e.g. the person is not attending meetings or is voting in ways which may be inappropriate, then the council could choose to change its representation on the outside body. Clearly there is a greater scope for conflicts to arise where you hold an office in the outside body, e.g. Chair, Vice-Chair, Secretary or Treasurer, than if you are a general member.

7. Declarations of Interest and Duties of Confidentiality - the Members' Code of Conduct

When outside bodies consider issues related to your council or where you may have a personal interest in relation to the body's activities, these need to be declared in line with the rules of the outside body and the Members Code of Conduct. The specific rules adopted by each body will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

When the council considers issues relating to or affecting the outside body to which you have been appointed as council representative you must declare your personal interest in the matter in accordance with the Members' Code of Conduct. If this is your only interest then it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration. You will also need to ensure details of your appointment are included on the Register of interests kept by the Monitoring Officer.

Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep that confidential and check with the relevant officer, whether or not it is something which is already in the public domain or which may be disclosed.

The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will also be a breach of the Members Code of Conduct.

Where you act as a representative of the council on an outside body, you must comply with the Code of Conduct of that body, if it has one. If it does not, you must comply with the Members' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the outside body).

Under the Code you must not:

- disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are required by law to do so;
- prevent another person from gaining access to information to which that person is entitled by law.

Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of councillor or the council into disrepute; may compromise the impartiality of people who work for the council; may improperly confer or secure an advantage or disadvantage for you or any other person.

8. Allowances, insurances and indemnities

Your council may have authorised attendance at meetings of outside bodies as an approved duty for Members, allowing travelling and/or subsistence allowances in connection with meetings of the body. Alternatively, any expenses may be defrayed by the body itself, in accordance with its own rules. If the body does pay expenses, you may not claim from the council. For further information on allowances contact the relevant officer in the council.

In some instances members who represent the council on outside bodies may carry personal liability for decisions they make and actions which they take in their representative capacity. This is most likely to arise if you have been appointed as director of a company, or a trustee of a charity or onto the management board of an organisation. The outside body may have insurance to cover your liability in these cases and you should check with the organisation. Alternatively, your council may have agreed to provide an indemnity to cover any liabilities incurred by members acting in a representative capacity. The Monitoring Officer will be able to provide further information on this.

This document is based on the document *Members' Toolkit Appointments to Outside Bodies: The Councillors' Roles – General Guidance and Potential Pitfalls and Conflicts* produced by Nottinghamshire County Council and published by ACSes and *Members on Outside Bodies Briefing WLGA*

We are indebted to Dilys Phillips of Gwynedd Council for amendments and additions to reflect the requirements of members in Wales

This page is intentionally left blank

**OUTSIDE BODIES
COUNCILLORS' ANNUAL REPORT 2022/23**

COUNCILLOR _____

NAME OF OUTSIDE BODY: _____

It is important that anyone who is appointed to represent the Council on an outside body provides information and reports periodically to the Council or its Officers on what the organisation is doing. Councillors should therefore ensure that the outside body provides you with sufficient information to enable you to submit reports to the Council, as and when necessary

You are not required to disclose anything which is commercially confidential to the outside body as this may be in breach of:

- the Members' Code of Conduct;
- councillors' duties of confidentiality to the outside body (whether as director, trustee or more generally); or
- may be a breach of confidence in the general sense.

Your Role and benefits of being a representative

How many times has the outside body met during the year

How many meetings did you attend during the year?

What benefits does the organisation bring to the county?

What benefits does the Council derive from being represented on the organisation?

<p>Organisation's activities during the year:</p>	
<p>Does the organisation provide financial assistance to organisations in the county or bring in grant monies to the County? If it does please provide details.</p>	
<p><u>ABOUT THE ORGANISATION</u></p>	
<p>Does the organisation have a Memorandum of Understanding or Articles of Association? – if so please provide copy for our records.</p>	
<p>Does the organisation produce an Annual Report and Financial Statement? If so please provide a copy for our records.</p>	
<p>Signed</p> <p>Councillor _____</p>	

CABINET

4TH JULY 2022

CABINET ADVISORY PANELS		
Purpose:		
To consider whether to establish advisory panels		
Recommendations / key decisions required:		
1. To appoint Advisory Panels to the Cabinet as detailed within Appendix 1 to the report.		
2. To consider a Notice of Motion referred from Council to establish a Climate Change Cross Party Advisory Panel.		
Reasons:		
As a result of the recent Local Government Elections, the Cabinet is asked to consider whether it wishes to establish advisory panels to the Cabinet.		
Relevant scrutiny committee to be consulted: NA		
Cabinet Decision Required		YES
Council Decision Required		NO
CABINET MEMBER PORTFOLIO HOLDER:- Cllr Darren Price (Leader)		
Directorate: Chief Executives Name of Head of Service: Linda Rees Jones Report Author: Gaynor Morgan	Designations: Head of Administration & Law Democratic Services Manager	Tel Nos. 01267 224010 LRJ 01267 224026 GM E Mail Addresses: LRJones@carmarthenshire.gov.uk GMorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

CABINET 4TH JULY 2022

CABINET ADVISORY PANELS

The previous administration's Cabinet established a number of advisory Panels to report and examine a number of issues.

Following a review of the Advisory Panels established by the previous administration, it is recommended that the following Panels be established in respect of the new Council: -

- Corporate Parenting and Safeguarding Panel
- School Improvement Panel
- Education Admission Forum
- Development of the Local Development Plan Panel
- Welsh Language Members Advisory Panel
- Tackling Poverty Advisory Panel
- Members Home to School Transport Appeals Panel
- Rural Working Group
- Welsh in Education Forum

The Housing Services Advisory Panel, Compact Liaison Panel, Black Asian and Minority Ethnic Task and Finish Panel and the School Transport Panel, established by the previous Cabinet have concluded their work and will be disbanded.

In order to avoid any delay in the appointment of members to sit on the Advisory Panels, nominations have been sought from the Leaders of the political groups and these are attached as Appendix A to the report.

The former Council at its meeting held on the 9th February 2022 also referred the following notice of motion from Councillor Liam Bowen to the Cabinet.

"This Council calls on the Cabinet to further its commitment by declaring a Nature Emergency and establishing a Cross Party Advisory Panel to support this authority's approach to climate change and nature emergency and incorporate the adoption of the Edinburgh Declaration.

The Cabinet will therefore need to consider the Motion referred from Council, and if Cabinet decides to formally establish the Panel a report will be submitted to the next meeting on the suggested terms of reference and membership.

DETAILED REPORT ATTACHED ?

Advisory Panel List attached.

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 NONE	Legal YES	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
--	---------------------	------------------------	--------------------	---------------------------------------	--------------------------------------	--------------------------------

Legal

Advisory Panels are established in accordance with the Council Constitution.

Staffing Implications

Each advisory Panel is supported by officers.

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** - Not applicable
2. **Local Member(s)** - Not applicable
3. **Community / Town Council** - Not applicable
4. **Relevant Partners** - Not applicable
5. **Staff Side Representatives and other Organisations** - Not applicable

CABINET MEMBER PORTFOLIO HOLDER AWARE/CONSULTED	YES
--	------------

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Cabinet Advisory Panels		Democratic Services, County Hall, Carmarthen

This page is intentionally left blank

CABINET ADVISORY PANELS
(Nominations from the political groups)

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership based on New Council Political Balance
CORPORATE PARENTING AND SAFEGUARDING PANEL	Health and Social Services	Education & Children	Head of Childrens Services	The Corporate Parenting Panel provides a level of scrutiny, monitoring, oversight and challenge as to how well the Council is doing in meeting the needs of looked after children and care leavers.	Cabinet Member Health & Social Services plus 10 members reflecting the Council's political balance Plaid Cymru Group (6) 1) Kim Broom 2) Mansel Charles 3) Brian Davies 4) Alex Evans 5) Hefin Jones 6) Meinir James Labour Group (3) 1) Shelly Godfrey-Coles 2) Anthony Leyshon 3) Michelle Donoghue Independent Group (1) 1) Hugh Shepardson

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership based on New Council Political Balance
SCHOOL IMPROVEMENT PANEL	Education & Welsh Language	Director of Education & Children	Director of Education & Children	The School Improvement Panel was established to enable the County Council to effectively discharge constitutional and statutory responsibilities for monitoring school performance, constantly striving to improve educational outcomes for our pupils	Cabinet Member (Education and Welsh Language) plus 10 members reflecting the Council's political balance Plaid Cymru Group (6) 1) Carys Jones 2) Betsan Jones 3) Jean Lewis 4) Mansel Charles 5) Peter Hughes Griffiths 6) Llinos Davies Labour Group (3) 1) Michelle Donoghue 2) Michael Thomas 3) Ed Skinner Independent Group (1) 1) Vacancy

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership based on New Council Political Balance
EDUCATION ADMISSIONS FORUM	Education & Welsh Language	Director of Education & Children	Director of Education & Children	The Council is required under The Education Act 2002 to establish an Admission Forum which has the power to advise the Local Authority on matters connected with the determination of admission arrangements.	<p>5 Cross Party Local Education Authority Members and 5 Permanent Substitutes * 4 year term</p> <p>Plaid Cymru (3) 1) Betsan Jones 2) Elwyn Williams 3) Dai Thomas</p> <p>Substitutes x 3</p> <p>1) Jean Lewis 2) Emlyn Schiavone 3) Tyssul Evans</p> <p>Labour (2)</p> <p>1) Dot Jones 2) Philip Warlow</p> <p>Substitutes x 2 1) Edward Skinner 2) Shelly Godfrey-Coles</p> <p>plus the following to be appointed by Cabinet Member for Education;- 1x Local Education Authority maintained Roman Catholic Schools representative; 1 x Diocesan Board Church in Wales representatives; 2 x Parent Governor representatives; 2 x Local Community representatives; 2 x Voluntary Aided Schools Governors; 3 x Head Teachers of Schools.</p>

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership based on New Council Political Balance
DEVELOPMENT OF THE LOCAL DEVELOPMENT PLAN	Rural Affairs & Planning Policy	Environment	Head of Planning	<p>To take political ownership of the LDP and ensure that the LDP process is managed in accordance with the Development Agreement.</p> <p>Handel Davies</p>	<p>Cabinet Member (with responsibility for-Planning Policy plus 8 members politically balanced</p> <p>Plaid Cymru Group (4)</p> <p>1) Handel Davies 2) Tyssul Evans 3) Ken Howell 4) Russel Sparks</p> <p>Labour Group (3)</p> <p>1) John James 2) Gary Jones 3) Michael Thomas</p> <p>Independent Group (1)</p> <p>1) Sue Allen</p> <p>The panel's composition should reflect some experience of the planning process, the political balance of the Council and the rural/urban diversity of the county. (Members appointed will all receive training in planning matters)</p>

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership
WELSH LANGUAGE MEMBERS ADVISORY PANEL	Education & the Welsh Language	Chief Executive	Head of IT and Corporate Policy	To advise the Executive Board Member with responsibility for the Welsh Language on the development and promotion of the language in the County.	<p>Cabinet Member with responsibility for Welsh Language (Chair) plus 9 members politically balanced from the political groups</p> <p>Plaid Cymru Group (5)</p> <ol style="list-style-type: none"> 1) Liam Bowen 2) Andrew Davies 3) Peter Hughes Griffiths 4) Carys Jones 5) Jean Lewis <p>Labour Group (3)</p> <ol style="list-style-type: none"> 1) Peter Cooper 2) Tina Higgins 3) Kevin Madge <p>Independent Group (1)</p> <ol style="list-style-type: none"> 1) Sue Allen

ADVISORY PANEL	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership
TACKLING POVERTY ADVISORY PANEL -	Rural Affairs & Planning Policy	Chief Exec	Head of IT and Corporate Policy	P&R Scrutiny Committee Tackling Poverty Focus Group felt that the establishment of a Tackling Poverty Advisory Panel would provide important support to the Executive Board Member with responsibility for tackling poverty. The Panel would oversee and monitor the Council's Tackling Poverty Action Plan, overarching policy and wider tackling poverty agenda.	<p>Executive Board Member for Tackling Poverty plus 9 members politically balanced.</p> <p>Plaid Cymru (5)</p> <ol style="list-style-type: none"> 1) Ann Davies 2) Karen Davies 3) Terry Davies 4) Hefin Jones 5) Emlyn Schiavone <p>Labour (3)</p> <ol style="list-style-type: none"> 1) Deryk Cundy 2) Martyn Palfreman 3) Michelle Donoghue <p>Independent (1)</p> <ol style="list-style-type: none"> 1) Sue Allen

DECISION PANEL TO CABINET	CM PORTFOLIOS	LEAD DEPT / DIRECTOR	LEAD OFFICER	PURPOSE / FUNCTION	Membership
MEMBERS' HOME TO SCHOOL TRANSPORT APPEALS PANEL	Cabinet Member for Transport, Waste and Infrastructure Services	Chief Executive & Technical Services	Head of Administration & Law and Head of Transportation and Highways	To consider appeals against refusal of free school transport by the Stage 1 Officers Review Panel	Executive Board Member for Transport, Waste and Infrastructure Services Executive Board Member for Education & Welsh Language local member (or all members in a 2 or 3 member ward) (ie. "local" member for the appellant learner/s ward).

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTO R	LEAD OFFICER		Membership
RURAL WORKING GROUP	Rural Affairs & Planning Policy	Chief Executive	Head of IT and Corporate Policy	The rural areas within Carmarthenshire need special and direct attention. The Working Group will collect information, research and invite and receive evidence in relation to rural areas in Carmarthenshire, before presenting, in due course, strategies, policies and an action plan before full Council.”	<p>Cabinet Member with responsibility for Rural Affairs plus the following members from each political group.</p> <p>Plaid Cymru Group (4) 1) Ken Howells 2) Jean Lewis 3) Gareth Thomas 4) Hefin Jones</p> <p>Labour Group (3) 1) Lewis Davies 2) Dot Jones 3) Emyr Rees</p> <p>Independent Group (2) 1) Sue Allen 2) Fiona Walters</p>

ADVISORY PANEL & DATE ESTABLISHED	CM PORTFOLIOS	LEAD DEPT / DIRECTO R	LEAD OFFICER	Purpose/Function	Membership
WELSH IN EDUCATION FORUM	Education & the Welsh Language	Educatio n & children	Head of Education & Inclusion Services	<p>The WESP sets out a requirement for each local authority to establish a Welsh Education Forum</p> <p>In legislation the Forum is described as follows-</p> <p><i>Welsh medium education forum</i> (“fforwm addysg cyfrwng Cymraeg”) means a body established by a local authority for the purpose of improving the provision of Welsh medium education the members of which consist of local authority officers and such other persons as the local authority considers appropriate</p> <p>http://modern.gov/documents/s16490/SUMMARY.pdf</p>	<p>Cabinet Member for Education plus 6 members (2 from each political group):-</p> <p>Plaid Cymru (2):- 1) Carys Jones 2) Kim Broom</p> <p>Labour (2):- 1) Dot Jones 2) Edward Skinner</p> <p>Independent Group (2) 1) Sue Allen 2) Vacancy</p>

This page is intentionally left blank

CABINET

4TH JULY 2022

APPOINTMENT TO COUNCIL OWNED COMPANIES

Purpose:

To consider member representation on Council Owned Companies.

Recommendations / key decisions required:

1. To confirm the appointment of the Cabinet Member for Transport, Waste and Infrastructure Services as the Council's representative on CWM Environmental Shareholders Board.
2. To confirm the appointment of the Cabinet Member for Health and Social Services and the following 3 members on the Llesiant Delta Wellbeing Ltd Governance Group:-

Councillor Deryk Cundy (Labour)
 Councillor Alex Evans (Plaid Cymru)
 Councillor Hazel Evans (Plaid Cymru)

Reasons:

As a result of the recent Local Government Elections the new Cabinet is is asked to consider appointing member representatives to its Council owned Companies.

Relevant scrutiny committee to be consulted: NA

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:- Cllr Darren Price (Leader)

Directorate: Chief Executives Name of Head of Service: Linda Rees Jones Report Author: Gaynor Morgan	Designations: Head of Administration & Law Democratic Services Manager	Tel Nos. 01267 224010 LRJ 01267 224026 GM E Mail Addresses: LRJones@carmarthenshire.gov.uk GMorgan@carmarthenshire.gov.uk
---	--	--

EXECUTIVE SUMMARY
CABINET
4TH JULY 2022

APPOINTMENT TO COUNCIL OWNED COMPANIES

The Council operates two Council owned companies namely CWM Environmental Ltd., and Llesiant Delta Wellbeing Ltd.

The Governance arrangements for both Companies require an overseeing role by the Council, and this report seeks member nominations to sit on these boards.

- CWM Environmental Shareholder Board which would act on behalf of the shareholder and be the primary route by which the Council would exert strategic control and influence over the Company. It would oversee the Company's performance against its service level agreement (SLA) and Business Plan, including the Company's rolling three-year budget; would agree any significant amendments to Business Plan or budget during the year; and would review investment plans and monitor risk. The proposed membership would be:

Executive Board Member for Environment, Chief Executive, Director of Environment, Director of Corporate Services, Head of Administration and Law, senior waste services officer(s), with in effect the role of representing the Council's interests as shareholder.

- Llesiant Delta Wellbeing Ltd Governance Group Council exert control and influence through the Llesiant Delta Wellbeing Ltd Governance Group (LDWGG). The purpose of the DWGG is to act on behalf of the Council (shareholder) to scrutinise Llesiant Delta Wellbeing Ltd performance against its service contract and Business Plan, and to review investment plans and risks.
- Under the shareholders' agreement the membership comprises Executive Board Member for Social Services (Chair), Three other Members (politically balanced), Statutory Director of Social Services, Section 151 Officer, A Head of Service of the Council who the Chief Executive nominates in writing. (Currently Head of Integrated Services)

The Cabinet is asked to

- 1) confirm the appointment of the Cabinet Member for Transport, Waste and Infrastructure Services as the Council's representative on CWM Environmental Shareholders Board.
- 2) confirm the appointment of the Cabinet Member for Health and Social Services and the following 3 members (as nominated by the political groups) on the Llesiant Delta Wellbeing Ltd Governance Group:-

Councillor Deryk Cundy (Labour)
Councillor Alex Evans (Plaid Cymru)
Councillor Hazel Evans (Plaid Cymru)

DETAILED REPORT ATTACHED ?

No

IMPLICATIONS

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

Signed: Linda Rees Jones Head of Administration & Law

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

Legal

The role of these Groups is to ensure the interests of the Council are met and to scrutinise the performance of the Companies.

This reports seeks to confirm member representation on CWM Environmental Shareholder Board and Llesiant Delta Wellbeing Ltd Governance Group for the new Council.

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** - Not applicable
2. **Local Member(s)** - Not applicable
3. **Community / Town Council** - Not applicable
4. **Relevant Partners** - Not applicable
5. **Staff Side Representatives and other Organisations** - Not applicable

CABINET MEMBER PORTFOLIO HOLDER AWARE/CONSULTED	YES
--	------------

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Llesiant Delta Wellbeing Ltd		https://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&MId=1160&Ver=4
Cwm Environmental		https://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=131&MId=1160&Ver=4

This page is intentionally left blank