

TUESDAY, 8 MARCH 2022

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

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING
OF THE **POLICY & RESOURCES SCRUTINY COMMITTEE**
WHICH WILL BE HELD AT **2.00 PM ON WEDNESDAY, 16TH
MARCH, 2022** FOR THE TRANSACTION OF THE BUSINESS
OUTLINED ON THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

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

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

POLICY & RESOURCES SCRUTINY COMMITTEE 13 MEMBERS

PLAID CYMRU GROUP – 6 MEMBERS

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

LABOUR GROUP – 3 MEMBERS

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

INDEPENDENT GROUP – 3 MEMBERS

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

NEW INDEPENDENT GROUP – 1 MEMBER

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

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM.
3. PUBLIC QUESTIONS (NONE RECEIVED).
4. REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22. 5 - 46
5. ENVIRONMENT DEPARTMENTAL BUSINESS PLAN 2022/23. 47 - 54
6. DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY. 55 - 90
7. TIC PROGRAMME POSITION STATEMENT. 91 - 102
8. CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - NOVEMBER 2021. 103 - 110
9. POLICY & RESOURCES SCRUTINY COMMITTEE ACTIONS AND REFERRALS UPDATE. 111 - 116
10. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT. 117 - 120
11. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 2ND FEBRUARY, 2022. 121 - 126

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POLICY & RESOURCES SCRUTINY COMMITTEE 16th MARCH 2022

REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22

To consider and comment on the following issues:

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

Reasons:

- To provide the Committee with an update on the latest budgetary position, as at 31st December 2021, in respect of 2021/22.

To be referred to the Cabinet for decision: NO

Cabinet Member Portfolio Holders:

- Cllr. Emlyn Dole (Leader)
- Cllr. David Jenkins (Resources)
- Cllr. Ann Davies (Communities and Rural Affairs)

<p>Directorate: Corporate Services</p> <p>Name of Director of Service: Chris Moore</p> <p>Report Author: Chris Moore</p>	<p>Designation: Director of Corporate Services</p>	<p>Tel No. / E-Mail Address: 01267 224120 CMoore@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
16th MARCH 2022

Revenue & Capital Budget Monitoring Report 2021/22

The Financial Monitoring report is presented as follows:

Revenue Budgets

Appendix A – Authority Corporate Budget Monitoring Report

Overall, the monitoring report forecasts an end of year underspend of £2,901k on the Authority's net revenue budget with an underspend at departmental level of £3,702k. At a high level this is due to a combination of:

- additional COVID19 related costs and lost income being largely refunded under the Welsh Government hardship scheme
- some services still paused or impacted by lockdown measures and social distancing during Q1.
- Utilisation of some capital financing underspends, due to some significant pressure points on in-year capital project budgets, which was approved as part of a separate report.

Appendix B

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

Capital Budgets

Appendix C – Corporate Capital Programme Monitoring 2021/22

The current capital programme is based on information available as at the end of December 2021. Appendix C shows a forecasted net spend of £56,526k compared with a working net budget of £104,923k, giving a **-£48,397k** variance. The variance projected at this time relates mainly to delays with regeneration projects.

The net budget includes the original H.R.A. and General Fund capital programmes approved by Council on 3rd March 2021 and slippage from 2020/21 and, amendments approved by Cabinet on 25th October 2021. Some of the budgets have also been amended to account for differences in actual grant allocations compared with the anticipated allocations at the time the programme was approved.

Appendix D

Details the main variances against agreed budgets for each department.

New Projects and virements to note and approve for the current year:

Private Housing: Additional ICF grant of £91.8k for Housing Adaptations for Carers in 2021/22 which is 100% funding by the grant.

Regeneration: Budgets for the Transforming Towns Place Making projects are now shown separately Previously they have been part of the Transforming Towns Strategic Budget. These projects regenerate derelict buildings within town centres and improve the retail offer at ground level while providing public housing opportunities on upper floors.

Education and Children: It should be noted that the grants formerly called 21st Century Schools are now referred to as “Sustainable Communities for Learning”. This is following a rebranding by the Welsh Government.

£308k additional grant funding for Disability Play Equipment, £15k at Llyn Llech Owain, £260k at Pembrey Country Park which will be delivered by the authority and £15k for Llanelli Town Skate Park which will be a contribution towards a scheme delivered by the Llanelli Town Council.

A virement of £1m from Sustainable Communities for Learning Band A Projects, that are currently under design and will slip into future years; to Mobile Classroom Provisions for urgent provision of mobile classes at Ysgol Bro Myrddin and Ysgol Y Strade.

Appendix E

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

Savings Report

Appendix F

The Savings Monitoring report.

DETAILED REPORT ATTACHED?

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

IMPLICATIONS

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

Signed: Chris Moore Director of Corporate Services

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

3. Finance

Revenue

Overall, the Authority is forecasting an underspend of £2,901k.

Policy and Resources Services are projecting to be under the approved budget by £2,097k.

Capital

The capital programme shows an in-year variance of -£48,397k against the 2021/22 approved budget as at 31st December 2021.

Savings Report

The expectation is that at year end £281k of Managerial savings against a target of £451k are forecast to be delivered. There were no Policy savings put forward.

CONSULTATIONS

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

Signed: Chris Moore Director of Corporate Services

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

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE / CONSULTED?**
YES

(Include any observations here)

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

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

Title of Document	File Ref No. / Locations that the papers are available for public inspection
2021/22 Budget	Corporate Services Department, County Hall, Carmarthen
2021-26 Capital Programme	Online via corporate website – Minutes of County Council Meeting 3 rd March 2021

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

COUNCIL'S BUDGET MONITORING REPORT 2021/22

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

Table 1

Forecasted for year to 31st March 2022

Department	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year	Oct 2021 Forecasted Variance for Year
	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net	Controllable Expenditure	Controllable Income	Net Non Controllable	Total Net		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Chief Executive	33,574	-14,316	-2,517	16,740	33,584	-15,292	-2,517	15,775	-966	-548
Communities	160,560	-66,041	13,586	108,104	165,734	-72,230	13,585	107,089	-1,015	169
Corporate Services	77,125	-45,883	-1,686	29,556	75,582	-45,472	-1,686	28,425	-1,131	-892
Education & Children (incl. Schools)	193,927	-37,615	23,348	179,660	212,050	-55,740	23,348	179,658	-2	0
Environment	129,786	-81,846	13,450	61,390	141,436	-94,083	13,450	60,803	-588	-455
Departmental Expenditure	594,972	-245,702	46,181	395,451	628,386	-282,817	46,180	391,750	-3,702	-1,726
Capital Charges/Interest/Corporate				-20,155				-21,205	-1,050	-500
Levies and Contributions:										
Brecon Beacons National Park				152				152	0	0
Mid & West Wales Fire & Rescue Authority				10,737				10,737	0	0
Net Expenditure				386,185				381,433	-4,752	-2,226
Transfers to/from Departmental Reserves										
- Chief Executive				0				483	483	274
- Communities				0				508	508	0
- Corporate Services				0				566	566	446
- Education & Children (incl Schools)				0				1	1	-0
- Environment				0				294	294	227
Net Budget				386,185				383,284	-2,901	-1,279

Chief Executive Department
Budget Monitoring - as at 31st December 2021

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Chief Executive	846	0	-845	2	676	-6	-845	-175	-177	-181
People Management	4,499	-1,558	-2,619	322	5,111	-2,144	-2,619	348	26	74
ICT & Corporate Policy	5,956	-940	-4,780	235	5,853	-951	-4,780	121	-114	-99
Admin and Law	4,495	-849	703	4,349	4,334	-963	703	4,074	-274	-288
Marketing & Media	2,751	-696	-1,430	625	2,454	-696	-1,430	328	-297	-201
Statutory Services	1,286	-310	281	1,258	1,753	-920	281	1,114	-144	-121
Regeneration	13,741	-9,963	6,173	9,950	13,403	-9,611	6,173	9,964	14	268
GRAND TOTAL	33,574	-14,316	-2,517	16,740	33,584	-15,292	-2,517	15,775	-966	-548

Chief Executive Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Chief Executive							
Chief Executive-Chief Officer	237	0	208	0	-28	Savings on supplies & services	-30
Chief Executive Business Support Unit	610	0	468	-6	-148	3 vacant posts not filling this financial year & a staff member on maternity leave, £30k savings on supplies & services	-151
People Management							
TIC Team	233	-60	247	-61	12	1 x employee regraded with no funding	13
Business & Projects Support	262	0	223	0	-39	Savings on supplies & services	-32
Employee Well-being	775	-350	786	-333	27	Shortfall on budgeted external SLA income. Referrals have reduced from pre COVID19 levels.	62
Organisational Development	522	-39	529	-10	36	Training efficiency target not currently being met.	29
Employee Services – HR/Payroll Support	134	0	158	0	24	£16k graduate not funded, 2 x employees regraded with no funding £8k.	32
DBS Checks	124	0	84	-3	-43	Review of DBS checks process & budget to be undertaken	-43
Other variances					8		13
ICT & Corporate Policy							
Welsh Language	120	-11	108	-11	-12	£7k due to period of unpaid leave taken. £5k underspend on Supplies and Services	-7
Chief Executive-Policy	687	-31	583	-29	-102	3 Vacant posts for most of the year whilst team review was being completed. Restructure now complete resulting in vacant posts going out to advert imminently.	-91
Admin and Law							
Democratic Services	1,886	-276	1,785	-318	-143	Underspend on Members pay £65k & travelling costs £43k, along with an additional £27k of income for work undertaken for the HRA. £7k underspend on supplies and services	-128
Democratic Services - Support	506	0	448	-35	-94	Additional income for work undertaken for the Wales pension partnership (£21k), ERW (£7k) & PCC (£7k); Posts vacant for part of year, expecting to be filled from Mar. There are also savings on supplies & services.	-87
Land Charges	136	-305	91	-275	-14	Savings on supplies & services	-20
Central Mailing	45	0	28	-3	-20	Saving on franking machine leasing costs.	-20
Other variances					-4		-33

Chief Executive Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021	Notes	Oct 2021
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Marketing & Media							
Marketing and Media	373	-167	496	-122	168	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements	178
Translation	566	-52	456	-52	-110	Vacant post pending divisional realignment & number of staff members working reduced hours, savings on supplies & services	-102
Customer Services Centres	1,141	-353	911	-353	-231	10 vacant posts during the year, six estimated to be filled before year end. Difficulty in filling posts currently.	-205
Yr Hwb, Rhydaman a Llanelli	191	-94	78	-53	-72	3 vacant posts pending divisional realignment offset partly by less income, due to decreased demand for desk rental space	-73
Marketing Tourism Development	370	0	407	-84	-47	Marketing & Media costs to boost the visitor economy reimbursed by WG.	0
Other variances					-5		-0
Statutory Services							
Registrars	441	-307	521	-435	-48	Additional income being generated compared to budget.	-32
Coroners	372	0	353	0	-19	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner leading to less direct and indirect costs. This is partly offset by additional costs as a result of a jury inquest during the year.	-15
Electoral Services - Staff	294	0	217	0	-77	2 Vacant posts pending divisional realignment	-56
Other variances					0		-18
Regeneration & Property							
Property	1,156	-88	1,048	-11	-30	Vacant posts estimated to be filled in March, this partially offsets a shortfall in external income generated.	-35
Commercial Properties	33	-594	85	-781	-134	General loss of income due to properties becoming vacant and no immediate prospect of re-letting. This has been partially offset by COVID19 income claim for losses attributable to COVID19. This trend has been offset by additional rental income of £270k in the current year, following a retrospective rent review in line with the lease terms.	133
Provision Markets	596	-660	579	-550	93	General downturn in demand for stalls & consequent reduction in achievable rents. Partially offset by COVID19 income claim from WG for losses specifically attributable to COVID19.	115
Operational Depots	337	0	313	-0	-24	Modest underspends on premises and supplies and services costs in most of our depots creating a cumulative £24k underspend overall.	5

Chief Executive Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021	Notes	Oct 2021
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Industrial Premises	485	-1,482	498	-1,571	-76	Occupancy levels are still high despite the pandemic	-67
County Farms	76	-342	73	-310	29	Market forces dictate rent/ lease achievable.	24
Livestock Markets	61	-213	44	-38	159	Majority of overspend relates to Nant Y Ci. No rental income for 24 months for Nant Y Ci as per the terms of the new agreement. Additional premises maintenance costs to obtain animal health and farm assurance licences.	171
Other variances					-2		-78
Grand Total					-966		-548

Department for Communities
Budget Monitoring - as at 31st December 2021

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Adult Services										
Older People	63,438	-22,473	3,193	44,157	62,694	-24,046	3,193	41,840	-2,317	-1,395
Physical Disabilities	7,622	-1,875	276	6,023	7,798	-2,060	276	6,014	-8	-123
Learning Disabilities	40,834	-11,098	1,282	31,018	41,638	-11,021	1,282	31,899	881	1,323
Mental Health	10,263	-4,107	228	6,384	10,876	-4,135	228	6,969	585	391
Support	9,647	-8,009	1,133	2,770	10,094	-8,612	1,133	2,614	-156	-28
Homes & Safer Communities										
Public Protection	3,349	-1,248	532	2,633	3,524	-1,353	532	2,703	70	0
Council Fund Housing	9,199	-7,996	1,021	2,224	12,753	-11,620	1,021	2,154	-70	0
Leisure & Recreation										
Leisure & Recreation	16,207	-9,233	5,922	12,895	16,356	-9,383	5,922	12,895	0	0
GRAND TOTAL	160,560	-66,041	13,586	108,104	165,734	-72,230	13,585	107,089	-1,015	168

Department for Communities - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Adult Services							
Older People							
Older People - Commissioning	4,016	-769	3,974	-870	-144	Part year vacant posts	-49
Older People - LA Homes	8,237	-3,891	8,716	-5,127	-757	Reduced costs associated with fewer beds occupied in conjunction with support from Hardship Fund	-486
Older People - Private/ Vol Homes	25,962	-12,918	25,858	-12,918	-104	from Hardship Fund	-423
Older People - LA Home Care	7,569	0	7,774	-326	-122	Part year vacant posts	-86
Older People - Private Home Care	8,984	-2,573	8,388	-2,573	-596	Part year vacant posts	-84
Older People - Enablement	1,920	-444	1,651	-444	-268	Part year vacant posts	-85
Older People - Day Services	873	-82	685	-0	-106	Reduced provision of day services due to COVID19 restrictions	-53
Older People - Private Day Services	276	0	20	0	-256	Reduced provision of day services due to COVID19 restrictions	-176
Older People - Other variances					35		46
Physical Disabilities							
Phys Dis - Private/Vol Homes	1,499	-306	1,340	-306	-160	Demand led - Reduced use of residential respite care due to COVID19	-264
Phys Dis - Direct Payments	2,634	-589	2,997	-589	363	Demand for Direct Payments increasing as a consequence of fewer alternatives during COVID19 restrictions e.g. community support and respite	291
Phys Dis - Other variances					-212		-150
Learning Disabilities							
Learn Dis - Private/Vol Homes	11,384	-4,373	12,359	-4,373	975	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped as many of the initiatives require face to face contact with service users and providers.	842
Learn Dis - Direct Payments	3,916	-558	4,833	-558	917	Direct Payments increasing due to demand	855
Learn Dis - Group Homes/Supported Living	10,171	-2,254	10,762	-2,254	591	Rightsizing in Supported Living ongoing but delayed due to COVID19. Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to COVID19.	391
Learn Dis - Day Services	2,515	-405	2,359	-349	-100	Loss of income received, staff vacancies and client taxis not used. Reduced premises and running costs as building based provision is reduced due to social distancing regulations and alternatives provided.	-165
Learn Dis - Private Day Services	1,327	-82	493	-82	-834	Day Services significantly reduced. Where care has been reassessed and alternative has been provided, the additional cost is shown as an overspend in that budget.	-446
Learn Dis - Community Support	3,184	-160	2,707	-160	-476	Reduced level provision due to COVID19 restrictions	-60
Learn Dis - Other variances					-192		-94

Department for Communities - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Mental Health							
M Health - Private/Vol Homes	6,203	-3,294	6,558	-3,294	356	Pressure remains on this budget as alternative provision is unavailable due to COVID19 restrictions. Timelines for achieving savings have slipped as many of the initiatives require face to face contact with service users and providers.	271
M Health - Group Homes/Supported Living	1,265	-410	1,598	-410	334	Rightsizing in Supported Living ongoing but delayed due to COVID19. Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to COVID19.	249
M Health - Direct Payments	148	-44	264	-44	116	Direct Payments increasing due to demand	115
M Health - Community Support	623	-76	405	-76	-218	No payment to Hafal Dom care grant scheme	-118
M Health - Other variances					-2		-126
Support							
Holding Acc-Transport	1,500	-1,773	1,411	-1,889	-205	Provision of additional services to support Hywel Dda	-93
Other Variances - Support					49		65
Homes & Safer Communities							
Public Protection							
PP Management support	104	-8	88	-14	-22	Under on Travel, photocopying & postages due to COVID19	-21
PP Business Support unit	155	0	120	0	-34	Under on Travel, photocopying & postages & vacancies due to COVID19	-27
Public Health	290	-14	273	-15	-18		-19
Noise Control	219	0	178	-1	-41	Under on salaries	-46
Animal Welfare	84	-85	83	-60	24	Under achievement due to reduction in licensed dog breeders	1
Animal Safety	162	0	114	-1	-48	Under on salaries	-40
Licensing	358	-337	375	-339	14		-3
Food Safety & Communicable Diseases	506	-38	517	-39	10		11
Civil Law	239	-2	257	-3	18		2
Fair Trading	149	-66	141	-7	51		-1
Financial Investigator	90	-410	126	-320	126	Delays in receipt from prosecutions	157
Other Variances					-10		-14

Department for Communities - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Council Fund Housing							
Independent Living and Affordable Homes	113	-45	58	-45	-55	Under on salaries & supplies and services	0
Penybryn Traveller Site	177	-130	137	-106	-17		16
Homelessness	163	-68	141	-60	-14		-33
Non Hra Re-Housing (Inc Chr)	168	0	187	0	19		18
Temporary Accommodation	512	-110	1,595	-1,170	23	Increased spend on contracted services and supplies	0
Social Lettings Agency	814	-818	767	-798	-27	Increased commission and other income due to greater number of properties on scheme	0
Other Variances					-0		0
Leisure & Recreation							
Millennium Coastal Park	254	-138	317	-219	-18	Higher level of income achieved than budgeted	-26
Pendine Outdoor Education Centre	534	-346	508	-303	16	Includes cost of replacement vehicle not budgeted	20
Pembrey Beach Kiosk	0	-42	0	-99	-57	Higher level of income achieved than budgeted	-37
Pembrey Ski Slope	386	-422	463	-533	-33	Higher level of income achieved than budgeted	9
St Clears Leisure Centre	151	-43	227	-37	81	Estimated cost of planned maintenance	98
Actif Facilities	295	0	295	-22	-21	Capital recharge not budgeted £22k	-27
PEN RHOS 3G PITCH	16	-36	8	-54	-27	Higher level of income achieved than budgeted	-12
Llanelli Leisure Centre	1,248	-1,084	1,232	-1,106	-39	In year vacancies	9
ESD Rev Grant - Ynys Dawela	44	-43	4	-16	-12	Backdated grant award not budgeted	-12
Pembrey Country Park Restaurant	422	-326	504	-375	33	Includes £40k R & M not budgeted	39
Woodland Parks	0	0	28	0	28	Emergency bridge repairs not budgeted	4
Museum of speed, Pendine	86	-26	78	0	18	Museum Development consultancy fees not budgeted	20
Museums General	150	0	213	-18	44	Unable to fully achieve vacancy factor	46
Archives General	141	-3	169	-3	27	Part year effect of new Archive Assistant not budgeted	23
Arts General	16	0	0	0	-16	Vacant post being held pending restructure	-16
St Clears Craft Centre	107	-38	71	-38	-36	In year vacancies	-39
Entertainment Centres General	468	-62	387	-33	-52	In year staff vacancies	-47
Attractor - Management	0	0	24	0	24	End of year staff costs not budgeted	1
Leisure Management	439	0	462	-2	21	Tour of Britain costs	16
Other Variances					19		-66
Grand Total					-1,015		169

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Corporate Services Department
Budget Monitoring - as at 31st December 2021

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Financial Services	13,621	-2,637	-856	10,128	12,788	-2,417	-856	9,515	-613	-517
Revenues & Financial Compliance	63,504	-43,246	-830	19,428	62,794	-43,055	-830	18,909	-519	-375
GRAND TOTAL	77,125	-45,883	-1,686	29,556	75,582	-45,472	-1,686	28,425	-1,131	-892

Corporate Services Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Financial Services							
Accountancy	1,801	-467	1,742	-464	-56	£56k part year net vacancies, due to be filled during the year.	-10
Treasury and Pension Investment Section	265	-195	231	-212	-51	£31k part year vacancies, due to be filled during the year. £20k external SLA income from the WPP and other smaller underspends	-54
Payments	557	-77	491	-75	-64	£49k part year vacancies, due to be filled during the year. £15k savings on supplies and services	-55
Audit Fees	322	-93	281	-93	-42	A proportion of audit fees are chargeable directly to grants	-42
Bank Charges	68	0	46	0	-22	Charges reduced since introduction of new contract	-11
Miscellaneous Services	8,177	-122	7,752	-65	-368	£354k underspend on pre LGR pension costs, £14k underspend on Treasury Management costs	-359
Other variances					-10		14
Revenues & Financial Compliance							
Procurement	611	-35	522	-35	-90	£90k part year vacancies, due to be filled during the year. All posts now been recruited into.	-79
Audit	487	-19	421	-35	-82	£46k part year net vacancies, £20k saving on supplies and services along with £16k additional income over budget from SLA income	-70
Business Support Unit	142	0	105	0	-37	£32k part year vacancy, now been recruited into. £5k savings on supplies and services	-34
Corporate Services Training	60	0	19	-0	-41	Low uptake of training courses during year	-25
Council Tax Reduction Scheme	16,828	0	17,200	0	372	Increased demand since COVID19. WG contribution received for the shortfall in 2020/21, but no confirmation to date whether that will be replicated in 2021/22. Estimated payments due less than anticipated in October.	572
Rent Allowances	41,323	-41,540	40,961	-41,374	-196	Predicted underspend based on anticipated payments due, anticipated reimbursement from DWP and recovery of overpayments. This areas fluctuates greatly as demand is constantly changing.	-294
Rates Relief	328	0	190	0	-138	Low take-up anticipated in 2021/22	-133
Housing Benefits Admin	1,684	-752	1,336	-703	-299	A number of posts have been vacant during the year to date. Some of these will now not be filled until the new financial year. A large number of staff members are also currently on lower points of the salary scale but budgeted at the top of scale. This amounts to a saving of £378k. A £14k saving on supplies and services costs is also anticipated. This is offset by the ongoing annual reduction in admin grant received from DWP.	-316
Other variances					-8		4
Grand Total					-1,131		-892

Department for Education & Children
Budget Monitoring - as at 31st December 2021

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Schools Delegated Budgets	142,191	-20,381	0	121,810	146,711	-24,901	0	121,810	0	4,741
Reserve utilisation				0				0	0	-4,741
Director & Strategic Management	1,679	0	-109	1,570	1,516	0	-109	1,407	-163	-448
Education Services Division	8,019	-3,074	17,981	22,926	9,161	-4,194	17,981	22,948	22	105
Access to Education	3,492	-100	1,410	4,802	10,627	-7,130	1,410	4,907	105	124
School Improvement	3,506	-1,543	460	2,423	4,568	-2,501	460	2,527	104	26
Curriculum & Wellbeing	9,190	-4,929	895	5,155	9,628	-5,407	895	5,116	-39	23
Children's Services	25,851	-7,589	2,711	20,974	29,840	-11,607	2,711	20,944	-29	171
TOTAL excluding schools	51,737	-17,234	23,348	57,850	65,340	-30,839	23,348	57,849	-2	0
GRAND TOTAL	193,927	-37,615	23,348	179,660	212,050	-55,740	23,348	179,658	-2	0

Department for Education & Children - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Director & Strategic Management							
Director & Management Team	1,273	0	1,119	0	-154	Travel, supplies & services etc across dept savings identified towards 2022/23 efficiency requirement. This is supporting in year pressures detailed below across other service areas & has reduced from October as a result of growth budget being allocated to service areas.	-450
Other variances					-9		2
Education Services Division							
School Redundancy & EVR	2,065	0	2,118	0	53	Fewer in year redundancies due to the additional grant funding in schools	93
Early Years Non-Maintained Provision	1,269	-919	1,832	-1,683	-201	Grant income facilitating the release of core budget for other service in year pressures	-223
Special Educational Needs	4,012	-2,155	4,540	-2,516	166	Staffing costs for additional classes in attached units £166k & new statements approved in year £500k, partially funded (-£500k) by other services having part year vacancies & utilising core budget where grant funding has been applied	197
Other variances					4		37
Access to Education							
School Modernisation	239	0	303	-37	27	£22k closed schools & £5k additional transport costs following school reorganisations	50
School Meals & Primary Free Breakfast Services	2,948	-100	9,936	-7,001	87	Primary school free breakfasts voluntary income shortfall (£86k) & increased food costs (£65k) due to grab and go bags instead of cereal etc. High levels of sickness cover £86k & kitchen maintenance costs £150k, partially funded (-£300k) by other services having part year vacancies & utilising core budget where grant funding has been applied	83
Other variances					-8		-9
School Improvement							
School Effectiveness Support Services	517	-15	491	-15	-27	Maximising grant income for core budget to support other pressures	-27
National Model for School Improvement	792	0	954	-32	130	One off costs re ERW	52
Other variances					1		1

Department for Education & Children - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure	Income	Expenditure	Income			
	£'000	£'000	£'000	£'000			£'000
Curriculum and Wellbeing							
Welsh Language Support	680	-248	638	-253	-48	Delay in set up of centres and maximising in year grant opportunities	1
Youth Offending & Prevention Service	1,939	-1,161	2,025	-1,307	-60	Additional WG Grant (Support for Young People in Wales) offsetting core budget to support other services areas as continue to provide reduced services in some areas & part year vacancies through recruiting pressures due to COVID19 challenges	-53
Adult & Community Learning	631	-631	530	-420	109	Reduced take up on courses will impact on level of grant income eligible to claim and franchise income due via Coleg Sir Gar	-16
School Information Systems	356	-28	304	-28	-52	Part year vacancies	-15
Other variances					11		106
Children's Services							
Commissioning and Social Work	7,183	-4	8,728	-1,426	123	Increased staffing costs forecast at this stage in the year (£119k) and overspend forecast on legal costs (£204k)- more external providers being used as a result of increased sickness levels internally and also complexity of cases, partially offset by part year vacancies across the dept (-£200k)	106
Corporate Parenting & Leaving Care	1,080	-187	1,183	-338	-48	Reduced commitments for family / client needs in December return - less young people and less claims being made	7
Fostering Services & Support	4,103	0	4,285	-50	132	Increase in Special Guardianship Orders (SGO's) and enhancement costs re more complex children in placements	68
Garreglwyd Residential Unit	466	-202	917	-653	-0	Assumes £469k income from Hywel Dda Health Board	-0
Respite Units	971	0	925	-2	-48	Recruitment delays and 1 officer partially grant funded	-19
Childcare	1,621	-1,089	1,563	-1,070	-39	Additional in year grant awarded from Welsh Government supporting priorities the service had already identified and have staff working on	2
Short Breaks and Direct Payments	703	-75	907	-337	-58	Underspend as a result of in year vacancy. Social Care Recovery Fund being applied to other costs previously reported as overspends	59
Family Aide Services	111	0	269	-208	-49	Maximisation of grant income, partially offsetting overspends elsewhere within the division	-34

Department for Education & Children - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021	Notes	Oct 2021
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Other Family Services incl Young Carers and ASD	582	-347	696	-488	-26	Sessional worker, travel and activity costs for Young Carers all significantly reduced as not currently running clubs or holiday activities (COVID19 guidance)	-26
School Safeguarding & Attendance	443	-165	731	-505	-52	Maximisation of grant income partially offsetting overspends elsewhere within the division	-65
Other Variances					36		73
Grand Total					-2		0

Environment Department
Budget Monitoring - as at 31st December 2021

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Business Support & Performance	4,151	-3,784	476	844	5,695	-5,401	476	770	-74	-21
Waste & Environmental Services	26,657	-4,590	1,377	23,444	28,250	-6,253	1,376	23,374	-70	-53
Highways & Transportation	61,771	-40,333	10,632	32,070	63,060	-41,330	10,632	32,362	292	203
Property	32,248	-31,195	636	1,688	39,511	-38,934	636	1,213	-475	-385
Place and Sustainability	4,959	-1,944	330	3,345	4,920	-2,166	330	3,084	-261	-198
GRAND TOTAL	129,786	-81,846	13,450	61,390	141,436	-94,083	13,450	60,803	-588	-455

Environment Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure	Income	Expenditure	Income			
	£'000	£'000	£'000	£'000			
Business Support & Performance							
Facilities Management - Building							
Cleaning	4,137	-3,691	5,744	-5,313	-15	Vacancies during the year, all posts now filled	8
Business Support	-78	-35	-125	-35	-47	Vacant posts estimated to be filled before year end	-17
Departmental - Core	48	0	68	0	20	Health & Wellbeing posts not budgeted for (£11k); previous year efficiency not yet delivered.	15
Departmental - Policy	6	0	-18	0	-23	Vacant post now filled	-22
Other variances					-9		-6
Waste & Environmental Services							
Emergency Planning	76	0	60	0	-16	LRF commitment covered by WG grant for 2021/22 (£12k). Salary not at top of budgeted scale point (£4k).	-14
SAB - Sustainable Drainage approval Body Unit	127	-130	113	-60	57	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects	53
Environmental Enforcement	567	-18	544	-13	-17	Vacant posts during the year - to be included as part of the departmental review	-2
Public Conveniences	208	-6	166	-13	-48	Due to a change in legislation with effect from the 1st of April 2020, Business Rates for stand alone public conveniences are now eligible for a 100% rate relief, this outturn includes 20/21 and 21/22.	-7
Green Waste Collection	555	-435	533	-461	-48	Increased customer base	-49
Other variances					4		-35
Highways & Transportation							
Design Services CHS Works	4,068	-4,329	3,416	-3,640	36	Reduced construction work as a result of COVID19, supply chain difficulties	-91
Property Design - Business Unit	2,848	-3,176	3,081	-3,611	-202	Increased income from internal recharges reflecting work projected during the year	-70
Transport Strategic Planning	393	0	307	0	-85	Project Management fees recovered from grants	-40
Section 106 Transport schemes	0	0	0	-14	-14	Income received in 2021/22 for expenditure incurred in previous years	-14
School Transport	11,770	-923	12,297	-1,105	345	Additional operating days plus supply chain tender prices are increasing	417
Traffic Management	581	-70	1,050	-592	-54	Net increase in Traffic Regulation orders income	-42
Car Parks	2,068	-3,134	2,078	-3,012	131	Investment in new ticket machines	116
Plant y Ci Park & Ride	82	-34	117	-55	13	Reduced demand on the service	14
Storm Damage	0	0	228	0	228	Reimbursement of the storm damage clearance cost incurred during Storm Arwen and Barra is being sought from WG	0
Road Safety	184	0	106	-0	-78	Underspend due to vacant post, an officer working part time and also Project Management fees recovered from grants	-55
School Crossing Patrols	154	0	139	-3	-17	Vacancies on some sites need to be filled.	-14

Environment Department - Budget Monitoring - as at 31st December 2021

Main Variances

POLICY & RESOURCES SCRUTINY 16th MARCH 2022

Division	Working Budget		Forecasted		Dec 2021	Notes	Oct 2021
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Public Rights Of Way	978	-79	941	-58	-16	Vacant posts and 1 employee working reduced hours	-18
Other variances					6		1
Property							
Property Division Business Unit	140	0	81	0	-59	Net effect of the transfer of the previous Head of Property post holder	-43
Property Maintenance Operational	26,918	-28,233	33,524	-35,263	-424	Increased income from internal recharges reflecting work projected during the year, including significant unexpected projects.	-350
Other variances					8		8
Place and Sustainability							
Planning Admin Account	352	-16	424	-149	-61	Savings on supplies and services and vacant posts including the part-year effect of the Head of Service vacancy (now filled)	-52
Forward Planning	706	-2	598	-2	-109	£75k underspend due to staff vacancies and £33k savings on consultants fees both due to covid-related delay in the LDP process	-134
Development Management	1,693	-935	1,728	-925	45	Shortfall in income anticipated	55
Tywi Centre	62	-61	132	-153	-22	Lost income claims received from WG, £12k Q2, £8k Q3	-9
Conservation	471	-13	463	-52	-48	Vacant post estimated to be filled in March 2022	-37
Net Zero Carbon Plan	129	0	70	0	-59	Vacant post not anticipating to be filled before year-end and savings on various fees/costs	-41
Other Variances					-8		22
Grand Total					-588		-455

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st December 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Chief Executive											
Chief Executive-Chief Officer	237	0	-260	-24	208	0	-260	-52	-28	Savings on supplies & services	-30
Chief Executive Business Support Unit	610	0	-585	25	468	-6	-585	-123	-148	3 vacant posts not filling this financial year & a staff member on maternity leave, £30k savings on supplies & services	-151
Chief Executive Total	846	0	-845	2	676	-6	-845	-175	-177		-181
People Management											
TIC Team	233	-60	-221	-47	247	-61	-221	-35	12	1 x employee regraded with no funding	13
Agile Working Project	0	0	0	0	64	-64	0	0	0		0
SCWDP	675	-417	1	259	676	-417	1	259	0		-0
Practice Placements	67	-67	0	-0	72	-72	0	-0	-0		-0
Health & Social Care Induction Training Pilot	0	0	0	0	75	-75	0	-0	-0		-0
Business & Projects Support	262	0	-275	-14	223	0	-275	-53	-39	Savings on supplies & services	-32
Payroll	634	-357	-285	-8	632	-356	-285	-10	-1		6
People Services – HR	1,073	-268	-786	19	1,080	-267	-786	28	9		7
Employee Well-being	775	-350	-423	2	786	-333	-423	29	27	Shortfall on budgeted external SLA income. Referrals have reduced from pre COVID19 levels.	62
Organisational Development	522	-39	-498	-15	529	-10	-498	21	36	Training efficiency target not currently being met.	29
Employee Services – HR/Payroll Support	134	0	-132	2	158	0	-132	27	24	£16k graduate not funded, 2 x employees regraded with no funding £8k.	32
School Staff Absence Scheme	0	0	0	0	486	-486	0	0	0		0
DBS Checks	124	0	0	124	84	-3	0	81	-43	Review of DBS checks process & budget to be undertaken	-43
People Management Total	4,499	-1,558	-2,619	322	5,111	-2,144	-2,619	348	26		74
ICT & Corporate Policy											
Information Technology	5,139	-899	-3,841	399	5,066	-826	-3,841	399	-0		0
Welsh Language	120	-11	-153	-44	108	-11	-153	-56	-12	£7k due to period of unpaid leave taken. £5k underspend on Supplies and Services	-7
Chief Executive-Policy	687	-31	-786	-130	583	-29	-786	-232	-102	3 Vacant posts for most of the year whilst team review was being completed. Restructure now complete resulting in vacant posts going out to advert imminently.	-91
Public Services Board	5	0	0	6	5	-0	0	6	0		-0
Armed Forces Covenant Scheme	0	0	0	0	87	-85	0	2	2		0
Armed Forces and Remembrance	5	0	0	5	3	0	0	3	-3		-1
Total ICT & Corporate Policy	5,956	-940	-4,780	235	5,853	-951	-4,780	121	-114		-99
Age and Law											
Democratic Services	1,886	-276	2,372	3,982	1,785	-318	2,372	3,838	-143	Underspend on Members pay £65k & travelling costs £43k, along with an additional £27k of income for work undertaken for the HRA. £7k underspend on supplies and services	-128
Democratic Services - Support	506	0	-494	12	448	-35	-494	-82	-94	Additional income for work undertaken for the Wales pension partnership (£21k), ERW (£7k) & PCC (£7k); Posts vacant for part of year, expecting to be filled from Mar. There are also savings on supplies & services.	-87

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st December 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Corporate Management	0	0	296	296	0	0	296	296	0		0
Civic Ceremonial	24	0	21	45	20	0	21	41	-4		-0
Land Charges	136	-305	20	-150	91	-275	20	-164	-14	Savings on supplies & services	-20
Police and Crime Commissioner	0	0	0	0	72	-72	0	0	0		0
Legal Services	1,898	-267	-1,511	120	1,890	-259	-1,511	120	0		-33
Central Mailing	45	0	1	45	28	-3	1	26	-20	Saving on franking machine leasing costs.	-20
Admin and Law Total	4,495	-849	703	4,349	4,334	-963	703	4,074	-274		-288
Marketing & Media											
Marketing and Media	373	-167	-213	-7	496	-122	-213	161	168	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k). Looking at alternative potential partnership arrangements	178
Translation	566	-52	-502	13	456	-52	-502	-98	-110	Vacant post pending divisional realignment & number of staff members working reduced hours, savings on supplies & services	-102
Customer Services Centres	1,141	-353	-762	26	911	-353	-762	-205	-231	10 vacant posts during the year, six estimated to be filled before year end. Difficulty in filling posts currently.	-205
Yr Hwb, Rhydaman a Llanelli	191	-94	8	106	78	-53	8	34	-72	3 vacant posts pending divisional realignment offset partly by less income, due to decreased demand for desk rental space	-73
Marketing Tourism Development	370	0	18	388	407	-84	18	341	-47	Marketing & Media costs to boost the visitor economy reimbursed by WG.	0
Visitor Information	61	-5	18	74	61	-5	18	74	0		-0
Events	49	-26	2	25	46	-27	2	20	-5		-0
Total Marketing & Media	2,751	-696	-1,430	625	2,454	-696	-1,430	328	-297		-201
Statutory Services											
Elections-County Council	9	0	129	138	9	0	129	138	0		-6
Elections-Community Council	0	0	0	0	10	-10	0	0	0		-0
Elections-European	0	0	0	0	293	-293	0	-0	-0		0
Elections-Welsh Government	0	0	0	0	150	-150	0	0	0		0
Registration Of Electors	170	-2	243	410	200	-33	243	410	0		-12
Registrars	441	-307	192	326	521	-435	192	278	-48	Additional income being generated compared to budget.	-32
Coroners	372	0	8	380	353	0	8	361	-19	Following the appointment of medical examiners by the NHS, fewer cases are being referred to the Coroner leading to less direct and indirect costs. This is partly offset by additional costs as a result of a jury inquest during the year.	-15
Election Services - Staff	294	0	-291	3	217	0	-291	-74	-77	2 Vacant posts pending divisional realignment	-56
Statutory Services Total	1,286	-310	281	1,258	1,753	-920	281	1,114	-144		-121
Regeneration & Property											
Regeneration Management	295	0	38	333	292	0	38	330	-3		-2
Parry Thomas Centre	32	-32	11	11	34	-34	11	11	-0		0
Betws wind farm community fund	87	-87	1	1	86	-87	1	1	-0		-0
Welfare Rights & Citizen's Advice	166	0	2	168	167	0	2	168	0		0

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st December 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Llanelli Coast Joint Venture	150	-150	5	5	150	-150	5	5	-0		-0
The Beacon	154	-141	50	64	175	-161	50	65	0		0
Business Grants	0	0	0	0	14	-14	0	-0	-0		0
Support Programme	0	0	0	0	13	-13	0	-0	-0		0
BREXIT	0	0	0	0	48	-48	0	0	0		0
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	389	0	7,988	8,377	389	0	7,988	8,377	0		0
Econ Dev-Llanelli, C Hands, Coastal,Business, Inf & Ent	452	0	89	541	452	0	89	541	-0		-0
Community Development and External Funding	521	0	89	610	541	-20	89	610	-0		-0
Coronavirus	0	0	0	0	5	-5	0	0	0		0
Food Hubs & Banks - Covid 19	0	0	0	0	81	-81	0	-0	-0		0
Kickstart DWP Employment Scheme	0	0	0	0	574	-574	0	-0	-0		0
Cockle Harvesters	0	0	0	0	70	-70	0	0	0		0
Wellness	25	0	19	44	25	0	19	44	-0		0
City Deal	0	0	24	24	0	0	24	24	0		0
Property	1,156	-88	-1,251	-183	1,048	-11	-1,251	-213	-30	Vacant posts estimated to be filled in March, this partially offsets a shortfall in external income generated.	-35
Commercial Properties	33	-594	537	-25	85	-781	537	-159	-134	General loss of income due to properties becoming vacant and no immediate prospect of re-letting. This has been partially offset by COVID19 income claim for losses attributable to COVID19. This trend has been offset by additional rental income of £270k in the current year, following a retrospective rent review in line with the lease terms.	133
Provision Markets	596	-660	373	309	579	-550	373	402	93	General downturn in demand for stalls & consequent reduction in achievable rents. Partially offset by COVID19 income claim from WG for losses specifically attributable to COVID19.	115
Asset Transfers	0	0	0	0	1	-1	0	0	0		-0
Operational Depots	337	0	-324	13	313	-0	-324	-11	-24	Modest underspends on premises and supplies and services costs in most of our depots creating a cumulative £24k underspend overall.	5
Administrative Buildings	3,324	-777	-3,129	-582	3,355	-808	-3,129	-581	0		-76
Industrial Premises	485	-1,482	899	-98	498	-1,571	899	-173	-76	Occupancy levels are still high despite the pandemic	-67
County Farms	76	-342	425	158	73	-310	425	187	29	Market forces dictate rent/ lease achievable.	24
Livestock Markets	61	-213	3	-149	44	-38	3	10	159	Majority of overspend relates to Nant Y Ci. No rental income for 24 months for Nant Y Ci as per the terms of the new agreement. Additional premises maintenance costs to obtain animal health and farm assurance licences.	171
Externally Funded Schemes	5,402	-5,398	323	326	4,291	-4,287	323	326	-0		-0
Regeneration & Property Total	13,741	-9,963	6,173	9,950	13,403	-9,611	6,173	9,964	14		268

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st December 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Financial Services											
Corporate Services Management Team	489	-129	-422	-62	532	-180	-422	-70	-9		2
Accountancy	1,801	-467	-1,253	81	1,742	-464	-1,253	25	-56	£56k part year net vacancies, due to be filled during the year.	-10
Treasury and Pension Investment Section	265	-195	-70	0	231	-212	-70	-51	-51	£31k part year vacancies, due to be filled during the year. £20k external SLA income from the WPP and other smaller underspends	-54
Grants and Technical	343	-111	-218	14	284	-56	-218	10	-4		8
Payroll Control	91	0	-88	3	94	0	-88	6	3		3
Payments	557	-77	-457	23	491	-75	-457	-41	-64	£49k part year vacancies, due to be filled during the year. £15k savings on supplies and services	-55
Pensions	1,423	-1,360	-58	6	1,270	-1,206	-58	6	0		-0
Audit Fees	322	-93	4	233	281	-93	4	192	-42	A proportion of audit fees are chargeable directly to grants	-42
Bank Charges	68	0	1	69	46	0	1	47	-22	Charges reduced since introduction of new contract	-11
Wales Pension Partnership	84	-84	0	0	65	-65	0	-0	-0		0
Miscellaneous Services	8,177	-122	1,705	9,760	7,752	-65	1,705	9,392	-368	£354k underspend on pre LGR pension costs, £14k underspend on Treasury Management costs	-359
Financial Services Total	13,621	-2,637	-856	10,128	12,788	-2,417	-856	9,515	-613		-517
Revenues & Financial Compliance											
Procurement	611	-35	-551	26	522	-35	-551	-64	-90	£90k part year vacancies, due to be filled during the year. All posts now been recruited into.	-79
Audit	487	-19	-463	5	421	-35	-463	-78	-82	£46k part year net vacancies, £20k saving on supplies and services along with £16k additional income over budget from SLA income	-70
Risk Management	152	-0	-149	2	144	-0	-149	-5	-7		4
Business Support Unit	142	0	-81	61	105	0	-81	24	-37	£32k part year vacancy, now been recruited into. £5k savings on supplies and services	-34
Corporate Services Training	60	0	-59	1	19	-0	-59	-40	-41	Low uptake of training courses during year	-25
Local Taxation	945	-763	528	709	956	-776	528	708	-1		0
Council Tax Reduction Scheme	16,828	0	78	16,906	17,200	0	78	17,278	372	Increased demand since COVID19. WG contribution received for the shortfall in 2020/21, but no confirmation to date whether that will be replicated in 2021/22. Estimated payments due less than anticipated in October.	572
Reps Allowances	41,323	-41,540	1,495	1,278	40,961	-41,374	1,495	1,083	-196	Predicted underspend based on anticipated payments due, anticipated reimbursement from DWP and recovery of overpayments. This areas fluctuates greatly as demand is constantly changing.	-294
Reps Relief	328	0	5	333	190	0	5	195	-138	Low take-up anticipated in 2021/22	-133

Policy & Resources Scrutiny Report
Budget Monitoring as at 31st December 2021 - Detail Monitoring

Division	Working Budget				Forecasted				Dec 2021 Forecasted Variance for Year £'000	Notes	Oct 2021 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Housing Benefits Admin	1,684	-752	-877	55	1,336	-703	-877	-244	-299	A number of posts have been vacant during the year to date. Some of these will now not be filled until the new financial year. A large number of staff members are also currently on lower points of the salary scale but budgeted at the top of scale. This amounts to a saving of £378k. A £14k saving on supplies and services costs is also anticipated. This is offset by the ongoing annual reduction in admin grant received from DWP.	-316
Revenues	943	-136	-755	52	939	-132	-755	52	-0		0
Revenues & Financial Compliance Total	63,504	-43,246	-830	19,428	62,794	-43,055	-830	18,909	-519		-375
TOTAL FOR POLICY & RESOURCES	110,699	-60,199	-4,203	46,296	109,166	-60,764	-4,203	44,200	-2,097		-1,440

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Capital Programme 2021/22							
Capital Budget Monitoring - Report for December 2021							
	Working Budget			Forecasted			Variance for Year
Department	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	
Public Housing	40,298	-8,845	31,453	27,529	-10,522	17,007	-14,446
Private Housing	4,003	-399	3,604	2,672	-399	2,273	-1,331
Leisure	4,356	-1,261	3,095	2,539	-254	2,285	-810
Social Care	1,078	-681	397	654	-654	0	-397
Environment	35,638	-17,072	18,566	31,801	-17,992	13,809	-4,757
Education & Children	28,502	-7,903	20,599	17,268	-5,297	11,971	-8,628
Chief Executive	2,560	0	2,560	1,399	-33	1,366	-1,194
Regeneration	40,114	-15,464	24,650	14,852	-7,037	7,815	-16,835
TOTAL	156,548	-51,625	104,923	98,713	-42,188	56,526	-48,397

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Capital Programme 2021/22								
Capital Budget Monitoring - Report for December 2021 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	40,298	-8,845	31,453	27,529	-10,522	17,007	-14,446	
Sewage Treatment Works Upgrading	184	0	184	45	0	45	-139	
Internal and External Works (Property)	16,239	0	16,239	13,504	0	13,504	-2,735	Acceleration of voids work.
Environmental Works (Housing Services)	380	0	380	413	0	413	33	Garages investment programme accelerated. Overspend will be covered within department.
Adaptations and Equalities Works (Building Services)	1,500	0	1,500	1,500	0	1,500	0	
Programme Delivery and Strategy	896	0	896	425	0	425	-471	Owing to staffing vacancies.
Housing Development Programme	20,900	-1,020	19,879	11,442	-1,689	9,753	-10,126	Delays at Tyisha and engineering works at other sites in addition to ongoing COVID19 related delays.
CX Housing Assets - Asset Management System	200	0	200	200	0	200	0	
MRA and IHP Grants Income	0	-7,825	-7,825	0	-8,833	-8,833	0	
- Private Housing	4,003	-399	3,604	2,672	-399	2,273	-1,331	
Disabled Facilities Grant (DFG)	3,125	-92	3,033	2,092	-92	2,001	-1,033	We have a further 400 enquiries that are yet to be assessed. Therefore, despite there being the demand to spend the full budget because of supply chain difficulties the likely spend will be lower.
Renewal Area: Remedial Works	41	0	41	20	0	20	-21	Remedial Works to be funded from Capital Receipts.
ENABLE - Adaptations to Support Independent Living	307	-307	0	307	-307	0	0	
Travellers Sites	30	0	30	30	0	30	0	Funded by a revenue contribution.
Empty Properties Initiatives	500	0	500	223	0	223	-277	Project slipped to 2022/23.
- Leisure	4,356	-1,261	3,095	2,539	-254	2,285	-810	
Amman Valley Leisure Centre Masterplan	10	0	10	11	0	11	1	Project slipped to future years.
Oriol Myrddin Redevelopment	1,887	-1,000	887	100		100	-787	Projected due to start on site in March 2022. Project to slip into 2022/23.
Libraries & Museums	1,422	-150	1,272	1,430	-146	1,285	13	
Burry Port Harbour Walls	765	0	765	765	0	765	0	Scheme Complete.
Country Parks	272	-111	161	232	-108	124	-37	Majority of underspend is on the Pembrey Country Park Cycling Hub and will be utilised in part to cover spend on other projects, mainly the new BMX pump track.
- Social Care	1,078	-681	397	654	-654	0	-397	Slip to 2022/23.
ENVIRONMENT	35,638	-17,072	18,566	31,801	-17,992	13,809	-4,757	
Highways & Infrastructure	27,310	-17,072	10,238	25,655	-17,587	8,069	-2,169	Main slippages into 2022/23: -£562k Trebeddrod Reservoir, -£291k Junction improvements, -£378k Circular Economy Waste Projects, -£183 Cross Hands Economic Link Road, -£263k Towy Valley Path match funding for Dinefwr Levelling Up Project, -£100k Morfa Bacas Path.
Property	8,327	0	8,327	6,145	-405	5,740	-2,587	Slippage on works at: -£1.8mTy Elwyn, -£433k Capital Maintenance, -£974k County Hall.

Capital Programme 2021/22							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for December 2021 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
EDUCATION & CHILDREN	28,502	-7,903	20,599	17,268	-5,297	11,971	-8,628	
Sustainable Communities for Learning - Band A - Design Stage Schemes	363	0	363	60	0	60	-303	Delays with acquiring land for Laugharne Primary School. Slippage on Rhydygors. Budget to be vired in this financial year to deliver urgent mobile classroom provision.
Sustainable Communities for Learning - Band A - WG FBC Approved Schemes	6,753	0	6,753	4,729	0	4,729	-2,024	Slip to future years.
Sustainable Communities for Learning - Band B - Design Stage Schemes	5,274	0	5,274	885	0	885	-4,389	Slip to 2022/23
Sustainable Communities for Learning - Band B - WG FBC Approved Schemes	7,524	0	7,524	4,350	0	4,350	-3,174	Slip to 2022/23 (Castell, Pum Heol and Pembrey)
Education - Equality Act Works	0	0	0	343	0	343	343	Ongoing commitment to Equalities Act works.
Dyffryn Taff Bus Bays	176	0	176	176	0	176	0	Urgent and critical works to be undertaken from within the existing capital budget. Works will continue into 2022/23.
Infant Class Size	799	-799	0	905	-843	62	62	Covered by MEP match funding.
Mobile Classrooms Provision	1,000	0	1,000	15	0	15	-985	Virement from Band A and slip to 2022/23. Urgent works at Strade and Bro Myrddin.
Welsh Language Immersion Centre (Maes y Gwendraeth)	688	-364	324	949	-364	586	261	Initial project specification changed to allow cost effective creation of additional classrooms. Additional Costs to be covered by savings on other projects.
School Buildings - Education Capital Maintenance Grants	3,174	0	3,174	3,174	0	3,174	0	Funded from displaced 2020/21 monies. Grant received in 2020/21 but authorised by WG to be applied in other areas of capital to displace funds to deliver the education maintenance project in 2021/22.
Flying Start Capital Expansion Programme	946	-946	0	555	-555	0	0	
Childcare Offer Places	620	-620	0	360	-360	0	0	
Play Opportunities Grant Projects	358	-308	50	308	-308	0	-50	Purchase of van delayed until 2022-23 because of delays with fitout. £275k additional grant for disability play equipment at Llyn Llech Owain.
Rhydygors Intermediate Care Project	600	-600	0	85	-85	0	0	Scheme will slip to future years.
MEP Income - Sustainable Communities for Learning Grant	0	-4,234	-4,234	0	-2,750	-2,750	1,484	Grant to slip in line with delays to projects.
Other Projects with Minor Variances	227	-31	196	373	-31	341	146	Other minor projects, retentions and provision expenditure.

Capital Programme 2021/22							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for December 2021 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
CHIEF EXECUTIVE	2,560	0	2,560	1,399	-33	1,366	-1,194	
IT Strategy Developments	1,219	0	1,219	367	-33	333	-886	Slip to 2022/23.
Purchase of Grillo Site, Burry Port	417	0	417	3	0	3	-414	Saving against the purchase of the site.
Glanamman Industrial Estate Redevelopment	818	0	818	909	0	909	91	
Rural Estates	74	0	74	74	0	74	0	Additional expenditure covered by revenue contribution.
Other Projects with Minor Variances	31	0	31	46	0	46	15	Retention works on St David's Park buildings 2 and 14 and Refurbishment works to Block 3.
REGENERATION	40,114	-15,464	24,650	14,852	-7,037	7,815	-16,835	
Swansea Bay City Region Projects	5,721	-5,521	200	1,919	-1,719	200	0	Majority of spend expected in 2022/23. Budget slipped to future years.
County Wide Regeneration Funds	6,972	-1,500	5,472	291	0	291	-5,181	Delays on grants to third parties because of the to impact of COVID19 on project delivery timeframes. Project to slip to 2022/23.
Cross Hands East Strategic Employment Site Phase 1	605	0	605	605	0	605	0	
Cross Hands East Phase 2	1,088	-903	185	1,088	-903	185	0	
Cross Hands East Plot 3 Development	7,335	-3,970	3,366	463	-925	-463	-3,829	Construction expected to start in February 2022. Slip to 2022/23.
Valleys Town Centres	122	-122	0	72	-72	0	0	
Carmarthen Town Regeneration - Jacksons Lane	22	0	22	55	-33	22	0	
Carmarthen Old Town Quarter	700	0	700	1	0	1	-699	Detailed design to follow Greening Infrastructure masterplan outcome.
Pendine Iconic International Visitors Destination	2,221	0	2,221	1,398	0	1,398	-823	Currently in discussion with insurance company regarding storm damage claim. Works will continue into the next financial year. Estimated completion date is Jul'2022.
Llandeilo Market Hall	3,586	-821	2,764	1,435	-438	997	-1,767	Completion expected September 2022. Slip to 2022/23.
Ammanford Regeneration Development Fund	299	0	299	127	0	127	-171	Delays because of changes to state aid rules following Brexit.
Ammanford Town Centre Regeneration	21	0	21	11	-18	-7	-28	
Levelling Up Fund Projects	0	0	0	2,922	-2,301	621	621	Carmarthenshire West and Pembrokeshire South Levelling up. Covered from underspends in other projects in 2021/22. Negative Slippage to future years.
Town Centre Loan Scheme	1,400	0	1,400	0	0	0	-1,400	Start on site expected within Q1 of 2022/23. Updated full award from WG.
TRI Strategic Projects - Market Street North	1,811	0	1,811	72	0	72	-1,739	Project called in by Welsh Government planning division.
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,868	0	1,868	3,175	0	3,175	1,307	Funded by Strategic TRI allocation.
Transforming Town Centres Strategic Projects	2,998	-1,670	1,327	284	-284	0	-1,327	Slip to 2022/23. External funding will be drawn down in advance of CCC monies that will be required in future years.
Business Support for Renewable Energy Initiatives	500	0	500	0	0	0	-500	Slip to 2022/23. Grant Programme to be launched in February 2022.
Ten Towns Growth Plan	1,000	0	1,000	0	0	0	-1,000	Slip to 2022/23. Expressions of interest to town and community councils being worked up.
Place Making	1,228	-830	398	253	-161	92	-307	
Other Projects	618	-128	490	683	-184	499	9	Llanelli JV, Brilliant Basics.
TOTAL	156,548	-51,625	104,923	98,713	-42,188	56,526	-48,397	

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Chief Executive

Capital Budget Monitoring - Scrutiny Report For December 2021

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Acquisitions of County Buildings		417	0	417	3	0	3
Purchase of Grillo Site, Burry Port	Complete	414	0	414	0	0	0
Cwm Y Nant, Llanelli Disbursements - Exp	ongoing	3	0	3	3	0	3
St David's Park	Complete	31	0	31	46	0	46
St David's Block 2		9	0	9	9	0	9
St David's Block 3		10	0	10	25	0	25
St David's Park - Building 14		12	0	12	12	0	12
IT Strategy Developments	Ongoing	1,219	0	1,219	367	-33	333
Digital Transformation		380	0	380	194	0	194
PSBA Network		86	0	86	28	0	28
Strategic Digital Initiatives		100	0	100	42	0	42
Corporate Wifi Environment/Meraki Broadband Hardware		224	0	224	24	0	24
Data Centre and Power		14	0	14	0	0	0
Voice Infrastructure		139	0	139	0	0	0
HWB for Schools Infrastructure Grant		226	0	226	33	-33	0
Information Security and Governance		50	0	50	46	0	46
Rural Estates Capital Schemes	Mar'22	74	0	74	74	0	74
House Improvements - Farms		74	0	74	74	0	74
Other Outbuildings Improvements - Farms		0	0	0	0	0	0
Industrial Redevelopments	Mar'22	818	0	818	909	0	909
Glanamman Industrial Estate Redevelopment		818	0	818	909	0	909
NET BUDGET		2,560	0	2,560	1,399	-33	1,366

Variance for Year £'000	Comment
-414	
-414	Funding no longer needed for purchase.
0	
15	
0	
15	Slip to future years. £1.3m approved for 2022/23.
0	
-886	Slip to 2022/23.
-186	
-58	Waiting for outcome of new ways of working.
-58	
-200	
-14	
-139	
-226	
-4	
0	
0	Revenue Contribution.
0	
91	Retention. Slip to 2022/23.
91	
-1,194	

Regeneration
Capital Budget Monitoring - Scrutiny Report For December 2021

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Llanelli JV General	Ongoing	150	0	150	150	0	150
Llanelli JV General		150	0	150	150	0	150
Swansea Bay City Region Projects	Ongoing	5,721	-5,521	200	1,919	-1,719	200
SB City Region - Pentre Awel - Phase 1		3,521	-3,521	0	51	-1,719	-1,667
SB City Region - Digital Project		0	0	0	0	0	0
SB City Region - Yr Egin		2,000	-2,000	0	0	0	0
SB City Region - Pentre Awel - Ecology Pre-Commencement Work		0	0	0	58	0	58
SB City Region - Pentre Awel - Ecology Pre-Commencement Wstage		0	0	0	1,609	0	1,609
Swansea Bay City Region - Llanelli Leisure Centre - New Development		200	0	200	200	0	200
Swansea Bay City Region - Older People's Accommodation (including Llanelli Area)		0	0	0	0	0	0
County Wide Regeneration Funds	Ongoing	6,972	-1,500	5,472	291	0	291
Transformation Strategy Project Fund		2,069	-1,500	569	0	0	0
Rural Enterprise Fund		1,868	0	1,868	152	0	152
Transformation Commercial Property Development Fund		3,035	0	3,035	124	0	124
Business Flood Relief & Infrastructure Fund		0	0	0	14	0	14
Llanelli, Cross Hands & Coastal Belt Area		9,150	-4,994	4,156	2,227	-1,900	327
Cross Hands East Strategic Employment Site Ph1	Complete	605	0	605	605	0	605
Cross Hands East Plot 3 Development	Mar '23	7,335	-3,970	3,366	463	-925	-463
Cross Hands East Phase 2	Dec '22	1,088	-903	185	1,088	-903	185
Valleys Town Centres - Digital Infrastructure	Mar '22	97	-97	0	46	-46	0
Valleys Town Centres - Feasibility Studies	Mar '22	25	-25	0	25	-25	0
Ammanford, Carmarthen & Rural Area		7,019	-949	6,070	3,197	-616	2,581
Ammanford Town Centre Regeneration		21	0	21	11	-18	-7
Carmarthen Town Regeneration - Jacksons Lane (81086)		22	0	22	55	-33	22

Variance for Year £'000	Comment
0	Funded by JV Capital Receipts.
0	
0	
-1,667	
0	
0	
58	
1,609	
0	
0	
-5,181	
-569	
-1,715	
-2,911	
14	
-3,829	Slip to 2022/23.
0	
-3,829	Slip to 2022/23. Contribution expected to start in February 2022.
0	
0	
0	
-3,489	
-28	
0	

Regeneration

Capital Budget Monitoring - Scrutiny Report For December 2021

Scheme	Target Date for Completion	Working Budget			Forecasted		
		Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Pendine Iconic International Visitors Destination	Jul '22	2,221	0	2,221	1,398	0	1,398
Carmarthen Western Gateway & Wetlands (RCDF 81192)	Complete	11	0	11	11	0	11
Ammanford Regeneration Development Fund	Ongoing	299	0	299	127	0	127
Llandeilo Market Hall	Dec '22	3,586	-821	2,764	1,435	-438	997
Carmarthen Old Town Quarter Regeneration	Ongoing	700	0	700	1	0	1
Brilliant Basics Fund - Sustainable and Accessible Pendine Sands	Mar '22	160	-128	32	160	-128	32
Leveling Up Projects	Ongoing	0	0	0	2,922	-2,301	621
Levelling Up Carmarthen West and South Pems		0	0	0	2,922	-2,301	621
Levelling Up Future Years		0	0	0	0	0	0
Town Centre Loan Scheme	Mar'22	1,400	0	1,400	0	0	0
Town Centre Loan Scheme (TCLS) - Y Linc Llanelli		1,400	0	1,400	0	0	0
Transforming Towns Strategic Projects (formerly		6,974	-1,670	5,304	3,893	-340	3,553
TRI Strategic Projects - Market Street North	Ongoing	1,811	0	1,811	72	0	72
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	Ongoing	1,868	0	1,868	3,175	0	3,175
TRI Strategic Projects - Llanelli Goods Shed / Community Hub	Nov '22	98	0	98	150	-52	98
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall		0	0	0	5	-5	0
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements		199	0	199	208	0	208
TRI Strategic Projects	Ongoing	2,998	-1,670	1,327	284	-284	0

Variance for Year £'000	Comment
-823	Currently in discussion with insurance company regarding storm damage claim, and in discussion with new contractor following contractor failure. Works will continue into the next financial year.
0	
-171	Delays because of changes to state aid rules following Brexit.
-1,767	Slip to 2022/23.
-699	Slip to future years. Detailed design following masterplan outcome.
0	
0	
621	Covered from underspends in other projects in 2021/22. Negative slippage.
0	
-1,400	
-1,400	Loan will be let next financial year for the Linc Llanelli.
-1,750	Slip to 2022/23,
-1,739	Called in by Welsh Government planning division. Likely to slip to future years.
1,307	
0	
0	
9	
-1,327	Slip to 2022/23. To be applied against projects in the Transforming Towns Programme.

Regeneration

Capital Budget Monitoring - Scrutiny Report For December 2021

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Business Support for Renewable Energy Initiatives	Ongoing	500	0	500	0	0	0
Business Support for Renewable Energy Initiatives		500	0	500	0	0	0
Ten Town Growth Plan	Ongoing	1,000	0	1,000	0	0	0
Ten Town Growth Plan		1,000	0	1,000	0	0	0
Place Making	Ongoing	1,228	-830	398	253	-161	92
Digital Infrastructure		1,228	-830	398	253	-161	92
NET BUDGET		40,114	-15,464	24,650	14,852	-7,037	7,815

Variance for Year £'000	Comment
-500	Slip to 2022/23. Grant Programme to be launched in the second half of the financial year.
-500	
-1,000	Slip to 2022/23. Town Working Groups developing projects.
-1,000	
-307	
-307	
-16,835	

2021/22 Savings Monitoring Report
Policy & Resources Scrutiny Committee
16th March 2022

1 Summary position as at : 31st December 2021

£170 k variance from delivery target

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

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

Managerial
Policy

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

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

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

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

DEPARTMENT	2020/21 Budget	FACT FILE	2021/22 Proposed	2021/22 Delivered	2021/22 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		
Managerial - Off Target							
Chief Executive							
People Management division	2,947	Includes Payroll, People Services, Organisational Development, Employee Wellbeing , HR Development Team, Business and Project Support	88	0	88	£40k service review/regional working; £20k income generation provision of People Management services; £28k review of training provision (part 1).	Service, income and Training reviews yet to be completed
Regeneration division	3,475	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	20	0	20	Income Generation	Scope to generate additional income is reduced during the pandemic. It is anticipated however that this will be delivered as normality returns.
Marketing & Media	2,015	Business Unit comprising of translation, marketing and tourism, contact centres, customer services, press and communications.	62	0	62	Relocation of Tourist Information Centre from Castle House. Reduction in supplies & services.	Savings will potentially be incorporated into current service review which is nearing completion.
Chief Executive Total			170	0	170		

Policy - Off Target

NOTHING TO REPORT

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

Managerial - On Target

Chief Executive

Chief Executive	259	Office of the Chief Executive and secretariat	4	4	0	Reduction in supplies / postages
Information Technology	3,915	ICT Services underpins and contributes towards all that the Council delivers both internally as an organisation and externally to service users and communities, independently or in partnership. It is a vital function providing innovative opportunities for improving services and achieving our priorities in an efficient and effective way. IT Services is pivotal as an enabler of change and a vehicle for driving forward transformational improvement to all services. As we continually strive to deliver our solutions in an efficient manner and in line with our key Digital Strategies (Digital Transformation Strategy, Digital Technology Strategy, Digital Schools Strategy) our major savings in future years however will have to be found from our staffing budget. The work the service does significantly contribute to financial savings being delivered from revenue budgets held across the Authority by other service areas.	121	121	0	£73k This will be delivered by further streamlining the software solutions used and reduction in annual maintenance costs through exploiting the Microsoft Enterprise Agreement. £27k - Further improvements work will be carried out by ICT Services on the Corporate network that should deliver increased revenue savings. £21k - further reduction in operations costs.
Corporate Policy	818	Policy & Partnership team deal with Council policy (in relation to Welsh language, sustainable development, equalities and tackling poverty), consultation & engagement with elected members and public, data & information, and public service collaboration through the Local Service Board (to be a statutory requirement) and related strategic partnerships	39	39	0	£20k reduction in grants; £3k reduction in postages; £16k this will be delivered by taking a different approach to the way projects are undertaken within Corporate Policy.
Regeneration division	3,475	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	98	98	0	Service review.
Statutory services / Coroners	384	The Coroner is an independent Judicial Officer and discharges his duties in accordance with the Coroners Act 1988. He has a duty to investigate deaths reported to him where he has reasonable cause to suspect that the death was violent, unnatural or of unknown cause or which occurs in prison.	19	19	0	Reduction in staffing costs
Chief Executive Total			281	281	0	

Policy - On Target

NOTHING TO REPORT

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POLICY & RESOURCE SCRUTINY COMMITTEE

16TH MARCH 2022

Environment Departmental Business Plan 2022/23

(Extracts relevant to the Policy & Resource Scrutiny remit)

Purpose:

To give members an opportunity to review the Department's Business Plan.

To consider and comment on the following issues:

Elements of the business plan relevant to this Scrutiny's remit

Reasons:

To show how the department, for which this Scrutiny has a remit, supports the Corporate Strategy.

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

CABINET MEMBER PORTFOLIO HOLDER:- Cllr. Hazel Evans (Environment); Cllr. David Jenkins (Resources)

<p>Noelwyn Daniel Ainsley Williams</p>	<p>Director of Environment</p>	<p>Environmentdirector@cararthenshire.gov.uk</p>
<p>Name of Service Manager: Jason G Jones</p>	<p>Property Maintenance</p>	<p>JGJones@cararthenshire.gov.uk</p>
<p>Name of Service Manager: Jackie M Edwards</p>	<p>Service development, Support and Cleaning Services</p>	<p>JMEwards@cararthenshire.gov.uk</p>
<p>Report Author: Jackie M Edwards</p>		<p>JMEwards@cararthenshire.gov.uk</p>

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
16TH MARCH 2022

Environment Departmental Business Plan 2022/23

Purpose:

To give members an opportunity to review the Department's business plan.

The purpose of the business plan is to show how this plan will support the delivery of the Corporate Strategy.

Risks

Risk Ref	Risk score after mitigation	All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+) 3. For Service High Risk (scored 12+), see Divisional Plan	Mitigating Action	Owner
CRR190047	25	Coronavirus – COVID19 : Strategic Ability to deal with the social, economic and operational impacts of the COVID 19 outbreak on the Division, Department and County.	To work closely with Regional and Welsh Government partners, other Departments, and the Third Sector to implement contingency plans and measures to deal with the impact of the COVID 19 outbreak	Director
CRR190025	25	Schools lack expertise and knowledge to manage property related risks and do not undertake routine property repair and maintenance using delegated funding or approve work that is identified non-compliant by Property Maintenance.	A corporate risk bid for a dedicated team to undertake a rolling programme of condition surveys of buildings and schools has been submitted and approved. Surveys to commence once the recruitment exercise has been completed. Funding for 2 years has been established and arrangements are in place for the Handyvan Service for schools to be rolled out as soon as possible following a recruitment exercise. This should significantly reduce this risk once the service commences.	Jason Jones

Department Profile

Property Maintenance **Service Manager: Jason Jones** **No. of Staff: 58**

The Division's core functions are ensuring that our property assets are properly maintained, managed, improved, and adapted in accordance with current statutory requirements. The unit also undertakes procurement and project management of all cyclical, planned maintenance works for housing and non-housing properties, including responsive maintenance for non-housing properties

Our division consists of the following:

- Compliance
- Maintenance
- Minor Works
- Contracts & Performance

Departmental Self-Assessment

We have during 21/22 prepared and delivered 13 contracts and frameworks such as the regional asbestos framework, corporate cleaning materials , PPE, and workwear. We will be reviewing SLA's and Procurement Frameworks within the department to improve performance and contract management. A corporate register of all frameworks would be beneficial to allow us to utilise current framework for supply of goods or services, this will save duplication of frameworks within the authority and time. Reviewing our SLA's will allow us to reflect customer expectations.

Our Property Design unit continues to deliver upon the targets of the 21st Century Schools (MEP) and Affordable Housing programmes. Recent delivered projects include Ysgol Maes Y Gwendraeth, New Welsh Immersion Centre, Construction of a new 2 storey building at Maes Y Gwendraeth School and 8 x 2 bed houses at Maespiode Llandybie. Alongside a key cluster of Leisure and Physical Regeneration projects, such as Abergwili Museum Renovation Works and Glanamman Workshops. The unit has also been instrumental in the appointment of both contractor and consultant for the first phase of Pentre Awel.

Department Action Plan

Well-being Objective 13 Corporate governance - Better Governance and use of Resources

Ref No	Outcome	Action/Measure	By When or EOY Target?	Responsible Officer
E54	Improve engagement with Headteachers to reduce and mitigate risk with regards to Property Maintenance of Schools	<ul style="list-style-type: none"> Engage with the Education Dept to raise awareness of Headteacher responsibilities Attend Headteacher meetings when requested to highlight the importance of compliance and maintenance Carrying out works identified whilst evaluating the risks associated utilising the handy van service. Adapt a risk-based approach with risk rating so that corporately we be aware, together with the mitigation required and the result on the risk rating should these works be completed. This will inform MEP strategy and be a factor in securing grant funding. <p>Every primary school to receive 2 inspections during 2022-23.</p>	March 2023	Jason Jones
E55	Carry out stock conditions to enable more accurate planning of future estate use	<ul style="list-style-type: none"> Corporate priority required for programme for the 1100 buildings over 5 years. 100 number of condition surveys to be carried out in 22-23. 220 number of condition surveys to be carried out in 23-24. 220 number of condition surveys to be carried out in 24-25. 	March 2023	Jason Jones
E58	IT System developments to enable improved data capture for performance monitoring and to develop mobile working for our operational staff	<ul style="list-style-type: none"> Support the full introduction of service connect which will have a fundamental impact on current processes and customer experience for contractors and tenants. Identify an IT system that will allow automated updates for our repairs service which deals with 70,000 repairs per annum. System is to improve methods of self-serve & reporting of issues for tenants, provide progress updates by sub-contractors to ensure live updates and provide electronic feedback on the repair. 	March 2023 March 2023	Phil Thomas Jason Jones

Performance Measures

E59	Develop robust dashboard of measures/manage ment information to make informed business decisions within Property Maintenance	Develop monitoring dashboard for delivery of responsive repairs within priority targets: <ul style="list-style-type: none"> • Stock conditions • Servicing compliance • Inspections • Fire Risk Assessments • Legionella 	March 2023	Jason Jones
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:

Jason G Jones
Jackie M Edwards

Property Maintenance Manager
Business Improvement Manager

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

1. Policy, Crime & Disorder and Equalities

- This departmental business plan shows how the department supports the Corporate Strategy and its Well-being Objectives.
- It will be supported by more detailed divisional business plans.
- The actions that support the Well-being Objectives and the steps taken to achieve them will be monitored throughout the year.
- The COVID-19 pandemic has had a considerable impact on departments and business plans reflect this. There have been many lessons learnt and new ways of working developed that will be maintained.

2. Legal

The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions to the Well-being Objectives set by the Council. Our Well-being Objectives maximise our contribution to the seven national Goals of the Act and demonstrate the five ways of working.

3. Finance

The Well-being Future Generations Act (2015) requires that we ensure that resources are allocated annually to meet our objectives. The budget breakdown has been reported to a previous meeting.

4. ICT

The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations, and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire.

5. Risk Management Issues

Key risks are identified for each department and mitigating actions are outlined.

6. Staffing Implications

As identified within the plan.

7. Physical Assets

Some projects might be included in the business plan.

CONSULTATIONS

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

Signed: **Jason G Jones**
Jackie M Edwards

Property Maintenance Manager
Business Improvement Manager

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

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

Include any observations here

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

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Corporate Strategy		Corporate Strategy 2018-2023

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Policy and Resources Scrutiny Committee

16.03.22

DOMESTIC ABUSE, DOMESTIC VIOLENCE & SEXUAL VIOLENCE POLICY

To consider and comment on the following issues:

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.

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.

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

CABINET MEMBER PORTFOLIO HOLDER:- **Include Cabinet Member name and portfolio**

Cllr 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
POLICY AND RESOURCES SCRUTINY COMMITTEE
16.03.22

**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 and Performance)

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 and Performance)

1. Local Member(s) Not applicable

2. Community / Town Council Not applicable

3. Relevant Partners Not applicable

4. Staff Side Representatives and other Organisations Not applicable

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE/CONSULTED**
YES

Include any observations here

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

THERE ARE NONE

Domestic Abuse, Domestic Violence and Sexual Violence Policy

Policy and Appendices
Revised November 2021

carmarthenshire.gov.uk

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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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.

Policy and Resources Scrutiny Committee

16.03.22

TIC PROGRAMME POSITION STATEMENT

To consider and comment on the following issues:

To provide a progress update on the implementation of key priorities within the current TIC Programme.

Reasons:

TIC updates are provided to committee

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

CABINET MEMBER PORTFOLIO HOLDER:-

Cllr Peter Hughes Griffiths, Cabinet Member for Culture, Sport, Tourism and TIC

Directorate	Designation	Tel No.
Chief Executives Head of Service Paul R Thomas	Assistant Chief Executive (People Management and Performance)	01267 246123 E Mail Address: PRThomas@carmarthenshire.gov.uk
Report Author Jon Owen	TIC Programme Manager	01267 224522 JOwen@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
POLICY AND RESOURCES SCRUTINY COMMITTEE
16.03.22

TIC PROGRAMME POSITION STATEMENT

1.0 Background

- The TIC (Transform, Innovate and Change) team is responsible for coordinating the Council's change and transformation programme.
- Since 2012, the team has supported over 40 corporate and service-based projects with the aim of delivering financial efficiencies and improvements to the quality of services. To date, the programme has helped deliver over £20m in cashable non-cashable savings.
- The programme also aims to promote cultural and behavioural changes and ensure that any improvement and change is sustainable.
- The programme is now focussed around the delivery of 6 thematic workstreams.

Workstream	Strategic Lead	Aim of workstream
Expenditure	Jonathan Morgan	The overall aim of the workstream is to deliver financial savings through efficiencies or cost reductions in order to protect and / or invest in front line services.
Income	Chris Moore	To review the potential to increase income generation across Council services and to further increase the level of Council debt recovered or secured
Digital Transformation	Ainsley Williams	To use technology to support the delivery of more efficient and smarter ways of working.
Service Improvement	Noelwyn Daniel	To develop and implement a service review programme aimed at delivering sustainable change and improvement in respect of both quality and /or efficiency of services.
Demands & Waste	Chair of Heads of Service Group – Helen Pugh	To reduce the level of avoidable contacts received by the Council and to further reduce waste and bureaucracy in respect of corporate/service based processes.
Schools	Gareth Morgans	To develop and implement a strategic programme of work aimed at supporting the County's Headteachers and Governing Bodies in delivering financial efficiencies and cost savings whilst seeking to protect front-line education provision.

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 and Performance)

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

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

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED
YES

Include any observations here

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

THERE ARE NONE

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TIC Programme Position Statement

Policy and Resources Scrutiny Committee

March 2022

1.0 Purpose

- To provide Policy and Resources Scrutiny Committee with a position statement on the implementation of key priorities within the current TIC Programme.

2.0 Background

- The TIC (Transform, Innovate and Change) team is responsible for coordinating the Council’s change and transformation programme.
- Since 2012, the team has supported over 40 corporate and service-based projects with the aim of delivering financial efficiencies and improvements to the quality of services. To date, the programme has helped deliver over £20m in cashable non-cashable savings.
- The programme also aims to promote cultural and behavioural changes and ensure that any improvement and change is sustainable.
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3.0 TIC Workstream Update

Workstream	Current Priorities	Progress
1.Expenditure	<p>Workstream Purpose: The overall aim is to deliver financial savings through efficiencies or cost reductions in order to protect and / or invest in front line services.</p>	
	<p>The workstream has prioritised the review of areas of 'routine/repetitive' Council expenditure, such as travel, mail, and printing, as costs reductions in these areas of spend could limit the need to make any budget reductions in front line service areas as part of the Councils on-going budget setting process.</p>	<ul style="list-style-type: none"> • The workstream has been reviewing opportunities to deliver longer term savings as a result of moving to remote/hybrid working. Potential staff travel and print savings have been identified to support dept PBB savings over the next 3 years. • TIC Board is also setting a 5% notional target in most other areas of routine spend to test whether bringing greater focus and attention to these areas can help reduce costs. • Specific pieces of work are also being undertaken to support this approach e.g. a review of staffing related costs such agency, overtime and standby which have been reported to CMT with actions due to be progressed this year.
	<p>Contract Management – authority wide position statement on contract management practices.</p>	<ul style="list-style-type: none"> • A review of contract arrangements across the Authority was undertaken during 2020 by the Corporate Procurement Unit and a series of recommendations around the development and implementation of training as well as identification of best practice and guidance templates were proposed. The report and delivery plan were presented to CMT in July 2021. • Guidance and a training programme including an e-model are due to be introduced this year.
	<p>Category Management – authority wide position statement on what has been achieved to date/next steps.</p>	<ul style="list-style-type: none"> • A comprehensive report on the original implementation on the Category Management approach to procurement; what has happened to date; and the way forward will be considered by TIC Board this year.
	<p>3rd Sector Spend -</p>	<ul style="list-style-type: none"> • The Third Sector Panel chaired by the Head of Revenues and Compliance has undertaken analysis of Third Sector spend in 2019/20 and 2020/21. Two pilot projects were proposed in Voluntary Befriending services and Grants Voluntary & Other Organisations. The former has been part of the Communities Third Sector review which resulted in a new commissioning and delivery model. • Data cleansing is being undertaken to verify the database of third sector providers which will inform the future work of the Panel. • A delivery plan is being monitored by the Group.
<p>Financial processes -</p>	<ul style="list-style-type: none"> • Previously the key aims of this workstream were to move to electronic invoicing and remove the volume of hard copy invoices being processed as well improving compliance with purchase ordering requirements. This workstream was deferred during the last 18 months due to service pressures. A delivery plan was presented to Expenditure Group and TIC Board last year which is being implemented and will be monitored by the Group. 	

	<p>Other spend areas SEN transport costs</p> <p>Staff Travel</p>	<ul style="list-style-type: none"> • This was subject to a TIC review in 2018 and savings proposals were identified. The impact of Covid-19 and social distancing requirements has affected the ability to implement the proposals. A meeting with the Head of Service is due to be arranged in the near future to discuss the timescales for the delivery plan. • The Staff Travel/Fleet group is looking to achieve further cost reductions in staff travel expenditure by encouraging staff to continue to undertake meetings remotely where possible, and to seek less expensive/more environmentally friendly options where travel is deemed to be necessary -this will include appropriate use of hire/pool cars etc. The group is also working with the Better Ways of Working project to look at what support mechanisms are required to encourage the use of more sustainable travel options when travelling to and from work.
	<p>Energy costs</p>	<ul style="list-style-type: none"> • A comprehensive review of our utilities (energy and water) metering arrangements has been undertaken by the Sustainable Development team. A proposal to confirm additional annual funding of £95k to allow a metering upgrade to “smart” meters was endorsed by CMT in July 2021. This is linked to delivering action NZC 05 “Extend ‘smart’ and sub metering technology to ensure accurate and timely capture of energy consumption data”. The meter upgrade is being progressed and an interface with Agresso is being developed which will also allow paperless billing and payments.
<p>2. Digital Transformation</p>	<p>Workstream Purpose : This priorities for this workstream have been now focussed around removing the barriers to remote identified via the review of the Council’s response to Covid-19, which will also be key in supporting the roll out of the Better Ways of Working agenda.</p>	
	<p>Use of E-signatures to replace hard copy files /documents requiring hard copy signatures</p>	<ul style="list-style-type: none"> • A pilot exercise was completed with 3 potential suppliers with a TIC Graduate supporting on the coordination of this project. • Discussions have been held with services to identify potential use across the organisation. • Recommendations paper including a preferred provider is being finalised for consideration by CMT in March 2022.
	<p>Timesheets</p>	<ul style="list-style-type: none"> • The project will look to rationalise/automate paper timesheet and adjustment processes. • The project is initially focusing on Building Cleaning to eliminate manual timesheets for some 500 staff. • Resourcelink is being used as the platform for claims. • Mobile devices have been purchased for staff and pilots have been run with some teams of staff to inform the wider roll-out from January 2022.

	<p>Efficiency related IT Developments -capacity within Agresso Team</p>	<ul style="list-style-type: none"> • Additional capacity created within IT Agresso development team to support efficiency related initiatives and the Debtor system developments was used as a test case. • New governance arrangements in place to inform prioritisation of work/allocation of capacity. • First of phase of Debtors project is now complete, with 2nd phase now being scoped along with new Energy Interface system.
<p>3. Service Improvement</p>	<p>Workstream Purpose: To develop and implement a service review programme aimed at delivering sustainable change and improvement in respect of both quality and /or efficiency of services.</p>	
	<p>TIC Board has initially prioritised the monitoring of progress in respect of TIC reviews/delivery plans.:</p> <ul style="list-style-type: none"> • Planning Enforcement • Property Design • Pensions • LD/MH • Housing repairs • Recruitment 	<ul style="list-style-type: none"> • Planning Enforcement – updates reported to every meeting / use of key data to monitor service performance. • Property Design – report on capacity/recruitment challenges discussed at TIC/ further update to be presented in new year. • Pensions – progress update reported in July 2021/ further report in 2022. • LDMH – update deferred due to Covid response commitments. • Housing Repairs – request from TIC for progress update/mini check to take place in new year to inform position statement. • Recruitment – process review in progress.
	<p>Alternative Ways of Working – this exercise emerged from the Strategic Review of the impact of Covid-19 on the organisation and the need to identify how many services were looking to continue with alternative ways of working put in place under Covid/, together with any barriers that may need to be overcome.</p>	<ul style="list-style-type: none"> • This exercise has been completed and reported to TIC Board. The report identified that the majority of services planned to continue with the alternative ways of working put in place under Covid, with most services seeing these as an additional option for accessing/delivering the service rather than fully replacement pre-Covid options. • Further update to be reported early 2022.
	<p>Workstream Purpose : This workstream is looking at generating opportunities to generate more income as resulting of adopting a more commercial approach to the delivery of services</p>	
<p>Commercialisation - understanding Council's ambitions in this area and capacity/skills it possesses/requires to take forward commercialisation.</p>	<ul style="list-style-type: none"> • The WAO 'Commercialisation in LA's' self-assessment tool has been used to identify the Council's ambitions in this area, and what skills and capacity are available/required • Focus group held with Heads of Service in December 2021. The session identified further opportunities linked to increased commercialisation, but also some challenges in terms of internal capacity available within 	

4. Income		services. A discussion paper based on the outcomes of the session will now be presented to CMT in April 2022.
	Debt Recovery – seek to further strengthen case management practices to support increased recovery of debt.	<ul style="list-style-type: none"> The group is in the process of developing a business case to provide additional resources within legal and debtor functions to support a further increase in levels of debt recovered. This will look to build on the success of previous ‘invest to save’ initiative which recovered an additional £1.8m debt in 3 years. A draft business case has been developed and will be discussed at TIC Board in March 2022.
	Review of fees and charges - Develop framework/ criteria to support cost recovery approach to the setting of fees and charges across the organisation	<ul style="list-style-type: none"> Discussions with Group Accountants to establish departmental approach to full cost recovery approach to setting of fees and charges. This work will mainly focus on proposals for post-election 2022.
	Income generation – mapping exercise	<ul style="list-style-type: none"> Exercise to look at top 10 income generators and identify issues such as existence of a subsidy/surplus ; recovery of costs; comparisons with others; charging strategy; economic context etc.
	Income Collection Methods - Develop a prioritised list of services/ processes to review.	<ul style="list-style-type: none"> Group to revisit work already done in this area with a view to developing a position statement.
	Charging for Services - establish the legal framework which services will need to operate within when considering charging for services undertaken on behalf of other public/private sector partners	<ul style="list-style-type: none"> Previous briefing note on legal powers is now to be updated to reflect new WG legislation.
	Advertising and Sponsorship - Further develop advertising and sponsorship opportunities across the Council	<ul style="list-style-type: none"> Opportunities to progress advertising on roundabouts across county - group is working with colleagues in Environment to implement phased delivery plan.
5. Demands and Waste	Workstream Purpose It was agreed that this workstream should re-start in May 2021, but that its priorities should reflect the impact/key learning from the Covid-19 crisis.	
	Customer Contacts and Mail Project: <ul style="list-style-type: none"> Reviewing the Council’s approach for dealing with customer contacts with a view to improving response times and increasing those that are able to be resolved at first point of contact. Reviewing the volumes of hard-copy incoming and outgoing mail with a view to reducing it/ensuring any 	<ul style="list-style-type: none"> Analysis underway to assess to evaluate ability to deal with enquiries as first point of contact and those which are passed to services. Media and Marketing are currently working with a range of services to look at reducing avoidable contacts in high volume areas. Review is also looking to evaluate the impact of the Hwb arrangement in Planning Services as a model which could be deployed elsewhere.

	residual hard copy mail is processed in the most cost-effective way.	<ul style="list-style-type: none"> A pilot of hybrid mail arrangement via DSI is taking place across a range of services within Communities Dept. This has the potential to be then rolled out across other sites/mail would be significantly rationalise existing hard copy mail arrangements.
	<ul style="list-style-type: none"> Providing a position statement on progress in rationalising/automating priority areas to emerge from the What Wastes Your Time exercise to TIC Board 23.06.21 	<ul style="list-style-type: none"> Position Statement reported to TIC Board in June 2021 which identified that significant progress has been made in rationalising/further automating key corporate processes. The workstream may now look to undertake phase 2.
6. Schools	Workstream Purpose : Supporting transformation and change in schools and helping them to deliver financial efficiencies and cost savings whilst seeking to protect front-line education provision.	
	<ul style="list-style-type: none"> Further monitoring of schools routine spend via dashboard/ further investigate high spend areas. 	<ul style="list-style-type: none"> Routine Spend information used to inform on-going work with schools in deficit. Use of efficiency templates to be formalised and aligned with other work to support more sustainable school budgets/used to inform MEP programme. However ongoing impact of dealing with Covid in schools is impacting upon progress.
	<ul style="list-style-type: none"> Further support improvement work – Property Maintenance and schools. 	<ul style="list-style-type: none"> Handyvan service – pilot with 95 primary schools launched December 2021. Stock Condition Survey Programme – recruitment underway for an inhouse team.

4.0 Key actions to be taken forward next year as part of the TIC Business Plan :

- ❖ Develop a TIC Transformation Strategy to ensure that TIC work is fully aligned with supporting the key priorities of the organisation. E.g. BWOW / Digital transformation / NZC / Commercialisation
- ❖ Continue to implement a balanced work programme ensuring that the programme is able to respond to the short, medium, and longer term objectives of the organisation
- ❖ Continue to provide project management support to the Better Ways of Working Project.
- ❖ Strengthen performance management and reporting aspects of the TIC Programme and align with corporate performance management framework.
- ❖ Further develop the use of data intelligence and Power BI in support of the TIC thematic workstreams
- ❖ Further support services to ensure that ‘smarter ways of working’ adopted through the Covid 19 pandemic are sustainable
- ❖ Work with senior leaders to help identify the Council’s ambitions for commercialisation and ensure that there is the sufficient resources and skills to help deliver against these ambition
- ❖ Provide development and support for services in developing a self-help approach to Continuous Improvement
- ❖ Re-launch the TIC awards event to recognise improvement activity across the organisation

- ❖ Consider the development of a key suite of measures to evaluate the impact of and outcomes from the TIC Programme
- ❖ Further develop mechanisms to engage the public and service users in the work in shaping priorities and outcomes from the TIC Programme
- ❖ Continue to support schools in identifying potential financial savings or achieving value for money in receipt of key Council support services

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**CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB)
 MINUTES – NOVEMBER 2021**

Recommendations / key decisions required:

1. To consider and scrutinise the content of the PSB minutes from its virtual meeting on 24 November 2021.

Reasons:

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

Cabinet Decision Required NO

Council Decision Required NO

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

Directorate: Chief Executive

Designations:

Name of Head of Service:

Noelwyn Daniel

**Head of ICT & Corporate
 Policy & Interim Director of
 Environment**

Tel Nos.

07929737950

Report Author:

Gwyneth Ayers

**Corporate Policy,
 Performance & Partnership
 Manager**

E Mail Addresses:

GAyers@sirgar.gov.uk

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
16 March 2022

**Carmarthenshire Public Services Board (PSB) Minutes –
November 2021**

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

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

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

The minutes of the November 2021 Carmarthenshire PSB meeting were approved by the PSB at its 8 March 2022 meeting.

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

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy & Interim Director of Environment

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

1. Policy, Crime & Disorder and Equalities

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

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

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy and Interim Director of Environment

1. Scrutiny Committee Policy & Resources Scrutiny Committee – 16 March 2022

2. Local Member(s) N/A

3. Community / Town Council

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

4. Relevant Partners Through the Public Services Board meeting

5. Staff Side Representatives and other Organisations N/A

**CABINET PORTFOLIO HOLDER(S)
AWARE/CONSULTED**

YES

Include any observations here

Cllr Emlyn Dole attends PSB meetings on behalf of the Council

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

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

THESE ARE DETAILED BELOW

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

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2.00pm, Wednesday 24 November 2021
Virtual Meeting

MINUTES

Present	
Name	Organisation
CLlr Emlyn Dole (Chair)	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
CI Stuart Bell	Dyfed Powys Police
Carys Morgans	Office for the Police and Crime Commissioner
Ruth Mullen	Carmarthenshire County Council
Kevin Jones	Mid & West Wales Fire and Rescue Service
CLlr Elwyn Williams	Mid & West Wales Fire and Rescue Service Authority
Anna Bird	Hywel Dda University Health Board
Andrew Cornish	Coleg Sir Gâr
Wyn Morris	Department for Work and Pensions
Andrew Charles	Welsh Government

In attendance	
Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Harrop	Carmarthenshire County Council
Wendy Phillips	Carmarthenshire County Council
Mandy Rogers	Carmarthenshire County Council
Lesley Rees	Carmarthenshire County Council
Carys Huntly	Ceredigion County Council
Amy Richmond-Jones	Mid and West Wales Fire and Rescue Service

1. Welcome and Apologies

Emlyn Dole, Vice-Chair, welcomed everyone to the virtual meeting and special thanks were given to Ruth Mullen and Kevin Jones who are attending their last meeting as PSB members.

Apologies	
Name	Organisation
Barry Liles	University of Wales Trinity Saint David
Maria Battle	Hywel Dda University Health Board
Ros Jervis	Hywel Dda University Health Board
Huw Thomas	Hywel Dda University Health Board

Supt Gary Phillips	Dyfed Powys Police
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	Probation Service
Kelvin Barlow	West Wales Regional Partnership Board
Catherine Mealing-Jones	Brecon Beacon National Park Authority

2. Draft Carmarthenshire Well-being Assessment

An overview was provided of the Draft Well-being Assessment with key areas highlighted and the following comments made:

- It is shocking that one third of children are living in poverty, and in addition, the cost of living is rising, increasing the pressure on families. There are links between children living in poverty and obesity. Poverty issues will need to be taken into account when tackling obesity, activity levels, physical fitness and wellness of children. It was agreed to reclassify the cost of living and the impact of poverty to red in the matrix.
- The number of English first language parents that would support their children through a Welsh medium education is encouraging but more needs to be done particularly with an influx of people moving into rural areas.
- Can gain the support of young people by addressing their concerns about COVID-19, climate change, jobs, poverty and the environment.
- At which point will the data differentiate between a general increase and covid-related increase of children classified as 'children in need' by Social Services?
- Further clarification is required on the data on homelessness and those at risk of homelessness.
- Risk of flooding affecting properties has increased with new Tan 15 maps received. Need to clarify if properties referred to are residences or businesses.
- Data on fly tipping in Carmarthenshire is calculated differently to many other authorities with bags left next to a litter bin being included, for example.
- Property prices are affected by migration into the county which could impact the Welsh language.
- Tackling road traffic collisions is a challenge due to the number of organisations who have varying responsibilities.
- There is no reference to carers in the 'Adulthood' or 'Ageing Well' themes. Hywel Dda Health Board have seen a 64% increase in individuals self-reporting as unpaid carers.
- Phosphates and nitrates in water will have a direct impact on poverty as households will face higher water bills for treating sewage and cleaning drinking water.
- The selection of the 'Key Themes' was queried as they include a mixture of issues and opportunities. A broad spectrum of how well-being in the county has been assessed is shown, and it is hoped to take action in partnership on all themes identified.
- The issue of energy capacity not only relates to renewable energy but also the grid infrastructure. This will have a significant impact on the public sector in trying to achieve Net Carbon Zero, but also challenges to industry and new businesses establishing in the county. The grid capacity is behind the time as far as the ability to generate more renewable energies in the county to be more sustainable is concerned. Energy Service Wales is doing some work around ownership models of renewables.
- The Police and Crime Commissioner is also currently consulting on his Police and Crime Plan and will be promoted this using short 1-2 minute videos for use on social media. An offer was made to assist in the promotion of the well-being consultation.
- Although the report is in a readable format, an easy read summary would be advantageous.

- Although schools and young people were consulted in developing the draft Well-being Assessment, there needs to be continuous engagement with the public and other community groups.
- It would be good to receive proportional representation of responses based on the population profile and protected characteristics.

The recommendations were endorsed, and Emlyn Dole thanked all those involved in the development of the draft Well-being Assessment.

ACTION	
Reclassify cost of living and the impact of poverty to red on the draft Well-being Assessment	PSB Support Team
Advise of any changes to the draft Well-being Assessment including scoring by end of 26 November	All
Provide case studies of interventions which have been implemented in response to the challenges identified in the draft Well-being Assessment by 22 December	All
Develop an easy read summary of the draft Well-being Assessment	PSB Support Team
Respond to PCC Policing Priorities and Funding 2022/23 consultation – closing date Tuesday 30 November	All

3. Minutes and Matters arising

29 September 2021

The minutes were accepted as a true and accurate record.

Action Log

Updates were provided on previous actions.

4. Carmarthenshire Well-being Plan Updates

Workplan

An overview of the updates was provided as shown in bold on the document.

Further funding has been secured from the WG Foundational Economy Challenge Fund to progress the food procurement work. There are two elements to the project - working with the Health Board in terms of developing a feasibility study around food provision for patient meals, and looking at potential methodology for direct supply of local food into school sites. The recent announcement regarding free school meals changes that dynamic slightly, but it gives an opportunity to further the discussion at a national level as well as taking it forward locally.

5. Any Other Business

There was no other business raised.

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**POLICY & RESOURCES SCRUTINY COMMITTEE
16th MARCH 2022**

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

To consider and comment on the following issues:

- To scrutinise the progress made in relation to actions, requests or referrals recorded during previous meetings of the Committee.

Reasons:

- To enable members to exercise their scrutiny role in relation to monitoring performance.

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

Cabinet Member Portfolio Holder: NOT APPLICABLE

<p>Directorate: Chief Executive's</p> <p>Name of Head of Service: Linda Rees-Jones</p> <p>Report Author: Martin S. Davies</p>	<p>Designations:</p> <p>Head of Administration & Law</p> <p>Democratic Services Officer</p>	<p>Tel Nos. / E-Mail Addresses:</p> <p>01267 224010 lrjones@carmarthenshire.gov.uk</p> <p>01267 224059 MSDavies@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 16th MARCH 2022

Policy & Resources Scrutiny Committee Actions and Referrals Update

During the course of a municipal year, several requests for additional information are made by the Committee in order to assist it in discharging its scrutiny role. The attached report provides members of the Committee with an update on the progress made in relation to these requests.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

CONSULTATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

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

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
P&R Scrutiny Committee Reports and Minutes	Meetings held up to July 2015: http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/agendas-minutes-(archive)/ Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?CommitteeId=170

Policy Resources Scrutiny Committee Actions 2021-2022

Ref No	Meeting Date	Recommendation / Action / Referral	Description	Progress Update	Member / Officer	Status
P&R 001 21/22	22nd July 2021	ACTION	CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2020/21 - the Executive Board Member for Resources agreed to ascertain the amount of money spent on external contractors when work was above the capacity of the Council's own workforce.	Update required INFORMATION CAN BE E- MAILED TO COMMITTEE MEMBERS	Cllr. D.M. Jenkins / L. Jenkins - Executive Board Support Officer	Outstanding
P&R 002 21/22	22nd July 2021	ACTION	CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2020/21 - the Environmental and Public Protection Scrutiny Committee be asked to consider the issue of pavement provision requests	Considered by Environmental and Public Protection Scrutiny Committee on 4/10/21 which resolved that a report be included on that Committee's Forward Work Programme to provide background information and the current position in relation to the provision of pavements in rural areas.	Martin S. Davies	Completed
P&R 003 21/22	22nd July 2021	ACTION	WELSH LANGUAGE ANNUAL REPORT 2020-21 - The Assistant Chief Executive (People Management & Performance) agreed to ascertain the language record figures for the 2460 school-based staff included in the language skills data	Update required INFORMATION CAN BE E- MAILED TO COMMITTEE MEMBERS	Paul R. Thomas	Outstanding
P&R 004 21/22	22nd July 2021	ACTION	DIGITAL TRANSFORMATION STRATEGY AND DIGITAL TECHNOLOGY STRATEGY ANNUAL REPORT 2021 - the Head of ICT & Corporate Policy agreed: 1. to ascertain the reason why, in Wales between 2018 and 2020, there had been a decrease in the percentage of households which could access the internet from 89% to 88%; 2. to follow up a concern regarding the backlog of funding applications awaiting approval by the Department for Culture, Media and Sport to enable the provision of superfast broadband to communities where it was needed; 3. to circulate details of the voucher scheme to support rural communities where possible to increase digital connectivity;	1) info e mailed to members 3/12/21. 2 & 3) info e mailed to members 7/12/21	Noelwyn Daniel	Completed
P&R 005 21/22	20th October 2021	ACTION	VACCINATION POLICY - It was suggested that the wording 'Staff who refused to have the Covid 19 vaccination' be changed to 'Staff who do not wish to have the Covid 19 vaccination'. Officers advised they would consider re-wording the sentence.	Update required	Paul R. Thomas	Outstanding

Policy Resources Scrutiny Committee Actions 2021-2022

P&R 006 21/22	20th October 2021	ACTION	ETHICAL EMPLOYMENT IN SUPPLY CHAINS POLICY AND MODERN SLAVERY, ETHICAL EMPLOYMENT IN SUPPLY CHAINS STATEMENT - Reference was made to the wording of Employment practices on page 135 of the agenda pack. It was suggested that the wording " zero hour contracts are not used unfairly" be changed to "zero hour contracts are not used unless specifically requested by the employee"	Actioned - http://intranet/media/661816/cc-ethical-employment-policy.pdf	Helen Pugh	Completed
P&R 007 21/22	10th December 2021	REFERRAL	REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22 - RESOLVED that the Education and Children Scrutiny Committee be recommended to closely monitor progress on the Modernising Education Programme, recognising the slippage reported in the capital monitoring report.	21/12/21 E mail sent to Chair of Education and Children Scrutiny Committee	Martin S. Davies	Completed
P&R 008 21/22	10th December 2021	ACTION	CARMARTHENSHIRE PUBLIC SERVICES BOARD (PSB) MINUTES - SEPTEMBER 2021- The Corporate Policy and Partnership Manager agreed to ask the Economic Development section for a report detailing progress with the 10 Rural Towns initiative in each of the 10 towns. The Leader also agreed to convey to the Cabinet Member for Communities and Rural Affairs the possibility of arranging a meeting in due course to consider the ways in which each of the 10 towns was benefitting from the initiative	Update required	Gwyneth Ayers / Cllr. E. Dole	Outstanding
P&R 009	14th January 2022	ACTION	2021/22 QUARTER 2 - DEPARTMENTAL PERFORMANCE REPORT (1ST APRIL TO 30TH SEPTEMBER 2021) •The Head of Revenues and Financial Compliance agreed to follow up concerns over delays by the Valuation Office in applications to reassess council tax	Update Required	Randal Hemingway	Outstanding
P&R 010	14th January 2022	ACTION	2021/22 QUARTER 2 - DEPARTMENTAL PERFORMANCE REPORT (1ST APRIL TO 30TH SEPTEMBER 2021) The Marketing & Media Manager agreed to look into the appropriateness of introducing a measure relating to response times to public queries including those received out of hours	Update Required	Deina Hockenhall	Outstanding

Policy Resources Scrutiny Committee Actions 2021-2022

P&R 011	14th January 2022	ACTION	2021/22 QUARTER 2 - DEPARTMENTAL PERFORMANCE REPORT (1ST APRIL TO 30TH SEPTEMBER 2021) The Assistant Chief Executive (People Management) agreed to ascertain from the TIC Programme Manager whether feedback would be given to residents and service users who responded to consultation and engaged in the identification of future TIC priorities and projects	Update Required	Paul R. Thomas	Outstanding
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POLCY & RESOURCES SCRUTINY COMMITTEE 16th MARCH 2022

NON-SUBMISSION OF SCRUTINY REPORT

To consider and comment on the following:

- Explanation provided for the non-submission of a scrutiny report.

Reason:

- The Council's Constitution requires Scrutiny Committees to develop and publish an annual Forward Work Programme which identifies the issues and reports to be considered at meetings during the course of the year. If a report is not presented as scheduled, officers are expected to prepare a non-submission report explaining the reason(s) why.

To be referred to the Cabinet for decision: NO

Cabinet Member Portfolio Holder: Cllr. Jane Tremlett (Deputy Leader); Cllr. David Jenkins (Resources); Cllr. Peter Hughes Griffiths (Culture, Sport and Tourism); Cllr. Ann Davies (Communities and Rural Affairs); Cllr. Emlyn Dole (Leader); Cllr. Linda Evans (Housing).

Report Author:

Martin S. Davies

Designation:

Democratic
Services Officer

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MSDavies@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE

16TH MARCH 2022

NON-SUBMISSION OF SCRUTINY REPORT

The Council's Constitution requires Scrutiny Committees to develop and publish an annual Forward Work Programme which identifies the issues and reports to be considered at meetings during the course of the year.

If a report is not presented as scheduled in the Forward Work Programme, the responsible officer(s) are expected to prepare a non-submission report explaining the reason(s) why.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

CONSULTATIONS

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

Signed: Linda Rees-Jones Head of Administration & Law

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

CABINET MEMBER PORTFOLIO HOLDER AWARE / CONSULTED	YES
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Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

There are none.

**POLICY AND RESOURCES COMMITTEE
16TH MARCH 2022**

**Explanation for non-submission
of scrutiny report**

ITEM	RESPONSIBLE OFFICER	EXPLANATION	REVISED SUBMISSION DATE
Quarterly Treasury Management and Prudential Indicator Report 1st April 2021 to 31st December 2021	Randal Hemingway/ Anthony Parnell	On the Forward Work Programme this report was due to be received on 1 April 2022. It is therefore due to be presented to CMT mid-March 2022	TBC
Quarter 3 Performance Management	Noelwyn Daniel	Due to an administrative error this report was booked into the wrong meeting. This report will be considered at a future meeting once all other scrutiny committees have considered their quarterly reports.	To be agreed
Learning Policy	Paul Thomas	The policy is currently still in draft form and will be presented to a future meeting.	To be agreed

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POLICY & RESOURCES SCRUTINY COMMITTEE

Wednesday, 2 February 2022

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

Councillors:

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

Also in attendance:

Councillor E. Dole, Leader of the Council;
Councillor J. Tremlett, Deputy Leader of the Council and Cabinet portfolio holder for Social Care and Health;
Councillor C.A. Davies, Cabinet Member for Communities and Rural Affairs;
Councillor G. Davies, Cabinet Member for Education & Children;
Councillor H.A.L. Evans, Cabinet Member for Environment;
Councillor L.D. Evans, Cabinet Member for Housing;
Councillor P.M. Hughes, Cabinet Member for Public Protection;
Councillor D.M. Jenkins, Cabinet Member for Resources;

The following Officers were in attendance:

R. Hemingway, Head of Financial Services;
J. Jones, Head of Regeneration;
H. Pugh, Head of Revenues and Financial Compliance;
P.R. Thomas, Assistant Chief Executive (People Management & Performance);
L.R. Jones, Head of Administration and Law;
G. Ayers, Corporate Policy and Partnership Manager;
A Clarke, Lead Business Partner (HR);
H. Font, Fitness for Work Manager;
D. Hockenhull, Marketing and Media Manager;
M. Jenkins, Strategic Digital Business Manager;
J. M. Williams, ICT Operations & Governance Manager;
J. N. Williams, Applications and Business Transformation Manager;
T. Thomas, Principal Business Development Officer;
S. Rees, Simultaneous Translator;
K. Thomas, Democratic Services Officer;
M.S. Davies, Democratic Services Officer.

Virtual Meeting: 10.00 am - 1.35 pm

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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

Councillor	Minute No (s)	Nature of Interest
S.M. Allen	5 - Five Year Capital Programme (Council Fund) – 2022/23 to 2026/27 [Bus Bays at Ysgol Dyffryn Taf]	School Governor at Ysgol Dyffryn Taf;

T.A.J. Davies	9 - Corporate Services Departmental Business Plan 2022/23;	Sister-in-Law is Head of Revenues and Financial Compliance.
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3. PUBLIC QUESTIONS

No public questions had been received.

4. REVENUE BUDGET STRATEGY CONSULTATION 2022/23 TO 2024/25

The Cabinet Member for Resources presented the Revenue Budget Strategy 2022/23 to 2024/25 which had been endorsed by the Cabinet for consultation purposes at its meeting on 17th January 2022. The report, which provided Members with the current view of the Revenue Budget for 2022/2023 together with indicative figures for the 2023/2024 and 2024/2025 financial years, was based on officers' projections of spending requirements and took account of the provisional settlement issued by Welsh Government on 21st December 2021. It also reflected the current departmental submissions for savings proposals. The impact on departmental spending would be dependent upon the final settlement from Welsh Government and the resultant final Budget adopted by County Council.

The budget proposals, as presented in the report, assumed the full delivery of all of the savings proposals submitted, together with the identification and delivery of the shortfall in savings proposals 2023-24 and 2024-25. Further cost reductions would need to be identified for years 2023/24 and 2024/25 to be able to maintain the current Budget Strategy and level of council tax.

It was highlighted that the critical importance of minimising the Council Tax increase for residents whilst maintaining a balanced budget in these unprecedented and challenging times was recognised.

Given the scale of the pressures and forecasted budget gap, Council Tax increases had been maintained at the previous MTFP levels of 4.4% for next year, with the savings identified in years 2 and 3 leading to indicative Council Tax increases of 3.4% and 3.8% respectively. It was considered that this would provide at least some mitigation to the savings proposals which the council needed to consider over future years of the Medium-Term Financial Plan.

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

- In response to concerns about the number of vacancies at the Customer Services Centres the Committee was advised that every effort was being made to fill the posts and 4 appointments had been made the previous week;
- The Head of Regeneration advised that a new lease had been agreed in regard to the Nant-y-Ci Livestock Market and it was likely that the first sale would take place in March;
- In response to a question the Head of Revenues and Financial Compliance stated that the Department was in the process of seeking to fill the vacant posts in the Housing Benefits Administration team.

RESOLVED to accept the report and endorse the Charging Digest.

5. FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) - 2022/23 TO 2026/27

The Cabinet Member for Resources presented the 5-year capital programme which provided an initial view of the 5-year Capital Programme from 2022/23 to 2026/27. The report formed the basis of the budget consultation process with Scrutiny Committees and other relevant parties and any feedback, along with the final settlement, would inform the final budget report which would be presented to members in March 2022. The proposed capital programme was a capital spend of some £269m over the next 5 years and current funding proposals included external funding of £150m. The report highlighted the provisional settlement received from the Welsh Government which indicated capital funding of £10.037m for the Authority in 2022-23. The funding was made up of Unhypothecated Supported Borrowing of £5.942m and General Capital Grant of £4.095m. The new capital programme remained fully funded over the five-year period.

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

- In response to the questioning of the £73m allocation to schools whilst the 21st Century Band 'B' proposals were being reviewed the Head of Financial Services advised that it was important to maintain that allocation to schools overall pending the outcome of the review;
- In response to a concern that no award had been made by Welsh Government for Highways Refurbishment funding the Head of Financial Services commented that the Authority's own Capital programme included an annual allocation of £600k and Cabinet was proposing to add £1m for 2022/3 which would help in some way but still result in a shortfall. The Leader stated that the Welsh Government was being lobbied on the matter by local authorities and the WLGA and he also recognised concerns regarding the lack of pavements in some areas and the need to highlight the issue particularly within the concept of active travel;
- the Cabinet Member for Education and Children, in response to a question, gave an assurance that the 21st Century Band 'B' schools project at Ammanford remained a priority.

RESOLVED that the Five-Year Capital Programme 2022/23 – 2026/27 be endorsed.

6. REVENUE & CAPITAL BUDGET MONITORING REPORT 2021/22

The Cabinet Member for Resources presented the Authority's Corporate Budget Monitoring Report and the Chief Executive's and Corporate Services departmental reports as at 31st October 2021 in respect of the 2021/22 financial year. The report also included an appendix detailing Savings Monitoring 2021-22.

UNANIMOUSLY RESOLVED to receive the report.

7. TREASURY MANAGEMENT POLICY AND STRATEGY 2022-23

The Cabinet Member for Resources presented the proposed Treasury Management Policy and Strategy 2022/23 which would be considered by the Cabinet on the 21st February, 2022, and was reminded that, as part of the requirements of the revised CIPFA Code of Practice on Treasury Management, the Council was required to maintain a Treasury Management Policy detailing the policies and objectives of its treasury management activities, and to approve a Treasury Management Strategy annually prior to the commencement of the financial year to which it related. Additionally, under the provisions of the Local Government Act 2003, the Council was required to approve its Treasury Management Prudential Indicators for the coming year.

UNANIMOUSLY RESOLVED that the Treasury Management Policy and Strategy for 2022/23 and associated appendices be endorsed.

8. CHIEF EXECUTIVE'S DEPARTMENTAL BUSINESS PLAN 2022/23

The Leader presented, for the Committee's consideration, the Chief Executive's Departmental Business Plan 2022-23 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015. It was noted that the plan was subject to change due to the impact of the pandemic and BREXIT which created a lot of uncertainty in future planning.

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

- In response to a question on the Equal Pay Audit the Assistant Chief Executive (People Management & Performance) commented that an impact assessment was undertaken whenever there was a change in policy relating to terms and conditions to ensure that any change did not adversely affect the lower and impact on female employees more than male employees;
- It was emphasised that there had been a refocusing of Key Actions and Measures as a consequence of the pandemic to ensure workforce planning was integral to the way in which the Authority operated and sustainable.
- Reference was made to the work being undertaken with schools and sixth form colleges to communicate to pupils the range of jobs and career opportunities available with the Council.

Offices were again asked to convey to their teams the Committee's appreciation of their work during this difficult time.

UNANIMOUSLY RESOLVED to note the Plan.

9. CORPORATE SERVICES DEPARTMENTAL BUSINESS PLAN 2022/23

[DURATION OF MEETING

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

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

The Cabinet Member for Resources presented, for the Committee's consideration, the Corporate Services Departmental Business Plan 2022-23 which outlined the priorities for the department and identified how they supported the 5 Ways of Working and the 7 Goals of the Well-being of Future Generations (Wales) Act 2015.

The Head of Revenues & Financial Compliance, in response to a question, outlined the approaches being undertaken to counter fraud and corruption which was included on the Corporate Risk Register.

Offices were again asked to convey to their teams the Committee's appreciation of

their work during this difficult time.

UNANIMOUSLY RESOLVED to note the Plan.

10. DIGITAL SCHOOLS & DIGITAL TECHNOLOGY STRATEGIES 2022-2025

The Cabinet Member for Education and Children presented the Digital Schools Strategy and the Digital Technology Strategy 2022-2025. The strategies had been revised and updated to set out the Council's strategic priorities to underpin the delivery of digital learning over the next 3 years, along with the direction of the digital technologies that would be adapted by the Council to underpin all digital services. Capital finance had been secured to deliver both strategies via the Council's capital program and the Welsh Government HWB grant.

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

- It was noted that during lockdown pupils in households identified as having poor or no internet had been supplied with 4G internet 'dongles' via Welsh Government funding to enable them to access schoolwork though this scheme had ceased in July 2021. Schools had since been circulated with details of other internet options such as BT's Social Tariff available for eligible households. Officers agreed to clarify if households with an existing BT internet contract would need to end that contract before entering a BT Social Tariff contract;
- Members were advised to contact the clerk of a Governing Body in the first instance if they had any issues with regard to use of the HWB to access matters relating to a Governing Body they served on particularly where they served on more than one governing body;
- In response to a query members were informed that Disaster Recovery tests had taken place and would continue.

UNANIMOUSLY RESOLVED that the strategies be endorsed.

11. SICKNESS ABSENCE MONITORING REPORT HALF YEAR/Q2 2021/22

The Cabinet Member for Environment presented, for the Committee's consideration, a report which provided sickness absence data for the cumulative period Q2 2021/22 financial year plus a summary of actions.

Amongst the issues raised on the report were the following:

- In response to a query the Committee was advised that the upward trend in Sickness Absence for FTE Days lost during Quarter 2 in regard to the Environment, Communities and Education & Children Departments reflected the challenges faced by front line staff during the pandemic;
- In regard to the downward trend in Sickness Absence for FTE Days lost during Quarter 2 in the Corporate Services and Chief Executive's Departments it was considered that agile working appeared to be a major contributing factor with staff able to achieve a better work/life balance whilst still maintaining overall business delivery. The increase in agile working had also seen a decline in short term absence due to mild illnesses etc. with staff continuing to work from home when they might otherwise have stayed away from their workplace.

UNANIMOUSLY RESOLVED that the report be received.

12. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT

The Committee received the Non-Submission report.

UNANIMOUSLY RESOLVED that the report be noted.

13. FORTHCOMING ITEMS

The Committee was advised that the date of the next scheduled meeting, 1st April, 2022, might have to be brought forward.

UNANIMOUSLY RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting be received.

14. MINUTES - 14TH JANUARY 2022

UNANIMOUSLY RESOLVED that the minutes of the meeting held on the 14th January 2022 be signed as a correct record.

CHAIR

DATE

[PLEASE NOTE: These minutes reflect the order of business itemised on the agenda for the meeting which differs from that on the webcast recording.]