

# Document Pack



sirgar.llyw.cymru  
carmarthenshire.gov.wales

**WEDNESDAY, 3 MAY 2023**

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

I HEREBY SUMMON YOU TO ATTEND THE **MULTI LOCATION MEETING OF CARMARTHENSHIRE COUNTY COUNCIL** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN, SA31 1JP AND REMOTELY AT 10.00 AM, ON WEDNESDAY, 10 MAY, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

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

THE MEETING CAN BE VIEWED ON THE AUTHORITY'S WEBSITE VIA THE FOLLOWING LINK:-  
<https://carmarthenshire.public-i.tv/core/portal/home>

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

# AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTERESTS.
3. CHAIR'S ANNOUNCEMENTS (IF ANY)
4. ANNOUNCEMENTS BY THE LEADER, CABINET MEMBERS AND THE CHIEF EXECUTIVE (IF ANY)
5. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19 APRIL 2023 5 - 14
6. RECRUITMENT TO THE POST OF HEAD OF ENVIRONMENTAL INFRASTRUCTURE (PERMANENT APPOINTMENT) 15 - 38
7. TO CONSIDER THE FOLLOWING NOTICES OF MOTION:-

**7.1 NOTICE OF MOTION PROPOSED BY COUNCILLORS SEAN REES AND MICHAEL CRANHAM**

“There are 9863 stroke survivors living across the Hywel Dda Health Board area, with 47% of stroke survivors in Hywel Dda living in Carmarthenshire.

'The Stroke Association' has delivered a 'Stroke Recovery Service' across the three areas of the Hywel Dda Health Board for more than a decade.

In Carmarthenshire, funding for this to date has been via the Health Board with a further amount being topped up by the County Council who have now repurposed its financial contribution to focus more on prevention.

The 'Stroke Association' have been advised that for 2023/24 that they will receive the same funding allocation as the current Service Level Agreement, and therefore this will not include any additional funding to cover the funds which have historically been provided by the Local Authority. We note further that all other commissioned life after stroke services across Wales are fully funded by the Health Boards.

We as Carmarthenshire County Council therefore call on the Hywel Dda Health Board to provide urgent reassurance to stroke survivors, their families, and carers that there will be no impact on the future delivery of the 'Stroke Recovery Service' here in Carmarthenshire.”

**8. PUBLIC QUESTIONS (NONE RECEIVED).**

**9. PRESENTATION OF PETITION**

***Note:** In order to be considered at a formal meeting each petition must include 50 registered elector signatures for paper copies and 300 register elector signatures for e-petitions. The total number of Carmarthenshire Electoral Signatures up to the 50 thresholds has been verified. We have not checked the signatures thereafter.*

“We the undersigned, request immediate action from Carmarthen County Council to plan, finance and construct toilets at Burry Port Harbour east and Burry Port harbour west. Petition to rectify the absence of adequate and accessible public toilets at Burry Port Harbour.”

**10. QUESTIONS BY MEMBERS (NONE RECEIVED).**

**11. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)**

**11 .1 STANDARDS COMMITTEE - 14TH FEBRUARY 2023  
[INCLUDES RECONVENED MEETINGS 15TH FEBRUARY  
2023 AND 12TH APRIL 2023]**

**11 .2 MEMBER APPOINTMENTS COMMITTEE - 30TH MARCH 2023**

**11 .3 LICENSING COMMITTEE - 4TH APRIL 2023**

**11 .4 PLACE, SUSTAINABILITY AND CLIMATE CHANGE  
SCRUTINY COMMITTEE - 14TH APRIL 2023**

**11 .5 HEALTH AND SOCIAL SERVICES SCRUTINY COMMITTEE  
- 17TH APRIL 2023**

**11 .6 COMMUNITIES, HOMES AND REGENERATION SCRUTINY  
COMMITTEE - 5TH APRIL 2023**

This page is intentionally left blank

**WEDNESDAY, 19 APRIL 2023**

**PRESENT:** Councillor R.E. Evans (Chair) (In Person)

**Councillors (In Person):**

|              |                     |                  |                |
|--------------|---------------------|------------------|----------------|
| S.M. Allen   | K.V. Broom          | J.M. Charles     | P. Cooper      |
| C.A. Davies  | B. Davies           | G. Davies        | H.L. Davies    |
| K. Davies    | L. Davies           | T. Davies        | L.D. Evans     |
| N. Evans     | W.T. Evans          | S. Godfrey-Coles | T.M. Higgins   |
| P.M. Hughes  | P. Hughes-Griffiths | M. James         | G.H. John      |
| D. Jones     | H. Jones            | A. Lenny         | A. Leyshon     |
| M. Palfreman | D. Price            | E. Rees          | B.A.L. Roberts |
| E. Skinner   | D. Thomas           | E.G. Thomas      | G.B. Thomas    |
| M. Thomas    | J. Tremlett         | A. Vaughan Owen  |                |

**Councillors (Virtually):**

|             |                    |               |                 |
|-------------|--------------------|---------------|-----------------|
| L.R. Bowen  | M.D. Cranham       | D.M. Cundy    | S.A. Curry      |
| A. Davies   | W.R.A. Davies      | T.A.J. Davies | C. Davies       |
| L.M. Davies | S.L. Davies        | M. Donoghue   | A. Evans        |
| D.C. Evans  | A.D. Harries       | J.P. Hart     | J.K. Howell     |
| J.D. James  | R. James           | J.P. Jenkins  | B.W. Jones      |
| A.C. Jones  | G.R. Jones         | M.J.A. Lewis  | N. Lewis        |
| K. Madge    | A.G. Morgan        | D. Owen       | B.D.J. Phillips |
| S.L. Rees   | E.M.J.G. Schiavone | J. Seward     | H.B. Shepardson |
| F. Walters  | D.E. Williams      |               |                 |

**Also Present (In Person):**

W. Walters, Chief Executive  
C. Moore, Director of Corporate Services  
J. Morgan, Director of Community Services  
G. Morgans, Director of Education & Children's Services  
A. Williams, Director of Place and Infrastructure  
P.R. Thomas, Assistant Chief Executive (People Management & Performance)  
L.R. Jones, Head of Administration and Law  
G. Morgan, Head of Democratic Services  
L. Jenkins, Cabinet Support Officer  
E. Bryer, Democratic Services Officer  
R. Morris, Members Support Officer

**Also Present (Virtually):**

M. Runeckles, Members Support Officer  
S. Hendy, Member Support Officer  
N. Daniel, Head of ICT and Corporate Policy

**Chamber - County Hall, Carmarthen. SA31 1JP and remotely - 10.00 am - 12.20 pm**

## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H.A.L Evans, D.Nicholas, R. Sparks, P.T. Warlow, and J. Williams.

## 2. DECLARATIONS OF PERSONAL INTERESTS.

| <b>Councillor</b> | <b>Minute Number</b>  | <b>Nature of Interest</b>  |
|-------------------|---|--|
| S.L Davies        | 10.1 - Empty Homes Policy- Our Approach to Bringing Empty Homes Back to Use.                          | Owns an empty property.  |
| S.L Davies        | 12.2 - Notice of Motion Submitted by Councillor Hefin Jones, Edward Thomas, Rob James and John James. | Is Transport Development Officer for Dolen Teifi.                                    |
| M. Palfreman      | 9 - Carmarthenshire Public Services Board's Well-Being Plan: The Carmarthenshire We Want.             | Runs a social care consultancy.  |
| F. Walters        | 12.1 - Notice of Motion Proposed by Councillors Edward Thomas & Arwel Davies.                         | Employed by Barclays Bank and has close associates employed in the Llandeilo branch. |
| K. V. Broom       | 10.1 - Empty Homes Policy- Our Approach to Bringing Empty Homes Back to Use.                          | Owns a property used as a holiday let.   |
| M. James          | 10.1 - Empty Homes Policy- Our Approach to Bringing Empty Homes Back to Use.                          | Likely to inherit a house will could be empty during the period of the property.     |
| D.E. Williams     | 10.1 - Empty Homes Policy- Our Approach to Bringing Empty Homes Back to Use.                          | Has a share in his late mother's house.  |
| S.A. Curry        | 10.1 - Empty Homes Policy- Our Approach to Bringing Empty Homes Back to Use.                          | Owns a holiday home.   |

## 3. CHAIR'S ANNOUNCEMENTS

The Chair stated that he and his Consort, Councillor Nysia Evans, had had the pleasure of attending a number of events including the new Pendine Attractor Project.

## 4. ANNOUNCEMENTS BY THE LEADER, CABINET MEMBERS AND THE CHIEF EXECUTIVE

The Chair advised that he had not been notified of any announcements.

**5. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE:-**

**5.1. 1ST MARCH 2023**

It was raised that Councillor. K. V. Broom declaration of interest for item 5.1 Revenue Budget Strategy 2023/24 – 2025/26 (that daughter works in Social Care) should be attributed to K. Madge.

**RESOLVED** that subject to the above amendment, the minutes of the meeting of Council held on the 1st March, 2023 be signed as a correct record.

**5.2. 8TH MARCH 2023**

**RESOLVED** that the minutes of the meeting of Council held on the 8<sup>th</sup> March, 2023 be signed as a correct record subject to the inclusion of Councillor. S. L. Davies in the list of apologies.

**6. TO CONSIDER NOMINATIONS FOR THE CHAIR OF COUNCIL FOR THE 2023-24 MUNICIPAL YEAR**

**RESOLVED** that Councillor B.A.L. Roberts be nominated Chair Elect of Carmarthenshire County Council for the 2023/24 Municipal Year.

**7. TO CONSIDER NOMINATIONS FOR THE VICE CHAIR OF COUNCIL FOR THE 2023-2024 MUNICIPAL YEAR**

**RESOLVED** that Councillor H.L. Davies be nominated Vice-Chair Elect of Carmarthenshire County Council for the 2023/24 Municipal Year.

**8. APPOINTMENT OF LAY PERSON TO THE GOVERNANCE AND AUDIT COMMITTEE**

**RESOLVED** that, in order to satisfy the requirement of the Council's Constitution, the County Council appoint Karen Jones to the position of Lay Person on the Governance & Audit Committee for the period 19<sup>th</sup> April 2023 to 18<sup>th</sup> April 2028.

**9. CARMARTHENSHIRE PUBLIC SERVICES BOARD'S WELL-BEING PLAN: THE CARMARTHENSHIRE WE WANT**

[Note: Councillor M. Palfreman having earlier declared an interest in this item and been granted dispensation by the Standards Committee to speak remained in the meeting during consideration of the item].

The Council received a report, presented by the Council Leader and Chair of the PSB, presenting the PSBs final Plan for consideration and approval by the four

statutory members of the Board (Carmarthenshire County Council, Hywel Dda University Health Board, Natural Resources Wales and Mid and West Wales Fire and Rescue Authority).

The Leader advised that the Partnership had a long and successful history of partnership working and promoting positive culture of collaboration focused on providing efficient and effective services to the local communities.

As part of the preparation of the Plan, Carmarthenshire PSB has undertaken a detailed Well-being Assessment of the social, economic, environmental and cultural well-being of the county. The assessment, along with a series of engagement events were used to identify the Carmarthenshire well-being objectives and the actions to make progress against those objectives. The objectives and actions identified as part of the Plan focused on areas of collective action that the PSB could influence by working together and did not therefore replicate what was considered to be the core business of the individual member bodies of the PSB, unless there was added value to be gained by the PSB working together.

The Leader highlighted the five key well-being objectives that would be the focus over the next few years:

- Ensuring a sustainable economy and fair employment
- Improving well-being and reducing health inequalities
- Responding to the climate and nature emergencies
- Tackling poverty and its impacts
- Helping to create safe, diverse, bilingual communities.

It was noted that the Plan would then be adopted by the PSB at its meeting on the 25 April for delivery from May 2023 onwards.

The Leader took the opportunity to acknowledge the contribution and extended his thanks to the former PSB Chair Barry Liles of UWTSD and Coleg Sir Gâr. Before stepping down from as chair in July last year, Barry had been Chairman of the PSB since its inception in 2016 and had provided strong leadership in developing the Board.

**RESOLVED To endorse the Carmarthenshire Public Services Board's Well-being Plan 2023-2028.**

**10. TO CONSIDER THE RECOMMENDATIONS OF THE CABINET IN RESPECT OF THE FOLLOWING ITEM:-**

**10.1. EMPTY HOMES POLICY- OUR APPROACH TO BRINGING EMPTY HOMES BACK TO USE**

[Note: Councillors S.L. Davies, K.V. Broom, M. James, D.E. Williams and S.A. Curry had earlier declared an interest in this item and remained in the meeting during the deliberation and voting thereof]

The Council was informed that the Cabinet, at its meeting held on the 27<sup>th</sup> March 2023 (minute 8 refers) had considered a report which provided an introduction to



the Empty Homes Policy that set the vision and the work programme for the Council in tackling empty private residential homes within the County for the next 3 years. The report provided clear direction on the approach and where efforts would be focussed to meet this and other policy goals.

The Cabinet Member reported that empty homes were a wasted resource when there was a shortage of housing across the County, including rural wards. These properties were reported as being a blight on neighbourhoods and could be a focus for anti-social behaviour.

The Council had committed to bringing empty homes back into use as quickly as possible and had worked with the owners of empty homes and partners to take all available opportunities to help tackle the issue of long-term empty properties.

The Cabinet Members advised that bringing empty homes back into use could help address a number of housing and social issues by increasing supply in areas where there were housing shortages and pressures and where there were opportunities to link to other regeneration projects.

The Policy set out the approach and would allow officers to target certain types of properties, in certain areas, and would give clarity and confidence in any actions undertaken.

Additionally, it was noted that progress had been made over the past five years to reduce the overall number of empty homes through persistent activity and action to encourage/ enforce against homeowners to bring them back into use. The current number reported was 1,984 (Sep 2022). This represented approximately 2.1% of the overall housing stock within the County.

In response to a query regarding the timescales for turning around the Council's own empty properties the Cabinet Member advised that timescales varied considerably depending on the state of the property. It was noted that timescales had reduced significantly.

In response to a query regarding the potential use of pod type homes which are currently being trialled by Newport Council the Cabinet Member confirmed that the Authority had looked at this solution however the preference was to provide permanent homes to residents and that pods were only suitable for very short term occupation.

**RESOLVED that the following recommendations of the Cabinet be adopted:-**

“

- **the Empty Homes Policy - “Our Approach to Bringing Empty Homes Back in to Use” be approved.**
- **the vision to reduce the number of empty properties in the County to 1500 by 2026 be agreed.**
- **the type of properties and the rating matrix applied to empty properties meets the policy goals be confirmed.**
- **the Empty Homes Policy aligns with the Council decision to impose Council Tax Premiums on long term empty properties and the way this is enforced through this policy be confirmed.**

- the performance measures were consistent and reflective of the efforts being made to bring empty homes back into use be agreed.”

**11. TO RECEIVE THE REPORTS OF THE MEETINGS OF THE CABINET HELD ON THE:-**

**11.1. 13TH MARCH 2023**

**RESOLVED** that the report of the meeting of the Cabinet held on the 13<sup>th</sup> March, 2023 be received.

**11.2. 27TH MARCH 2023**

**RESOLVED** that the report of the meeting of the Cabinet held on the 27<sup>th</sup> March, 2023 be received.

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

**12.1. NOTICE OF MOTION PROPOSED BY COUNCILLORS EDWARD THOMAS AND ARWEL DAVIES**

[Note: Councillor F. Walters had earlier declared an interest in this item and left the meeting during the deliberation and voting thereof].

Council considered the following Notice of Motion submitted by Councillors Edward Thomas and Arwel Davies:-

“This council deplores the decision of Barclays Bank to close the Llandeilo branch on 23rd June .This decision leaves a large part of county without banking facilities. This council requests Barclays to review their decision or at the very least provide adequate alternatives for customers to deal with the bank.”

The motion was duly seconded.

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

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

**RESOLVED** that the Motion be supported.

**12.2. NOTICE OF MOTION SUBMITTED BY COUNCILLOR HEFIN JONES, EDWARD THOMAS, ROB JAMES AND JOHN JAMES**

[Note: Councillor S.L. Davies had earlier declared an interest in this item and left the meeting during the deliberation and voting thereof].

Council considered the following Notice of Motion submitted by Councillors Hefin Jones, Edward Thomas, Rob James and John James:-

“This council:

1. Requests that the Welsh Government reconsiders its position in relation to the withdrawal of the emergency bus subsidy scheme and extends it until such a time as services are suitably restructured, ensuring no area is left without reasonable access to public transport.
2. Also, requests that urgent steps are taken in collaboration with this local authority to prioritise investment in, and the implementation of demand led bus services (bwcabus and dial a ride type services) in those areas that will be impacted by the withdrawal of the emergency bus subsidy scheme, strategically and flexibly aligning delivery with demand.
3. Notes the Welsh Government’s Bws Cymru plan and White Paper are aimed at delivering a bus service that will be governed and designed for the best interest of the people of Wales and requests that its inception be brought forward.”

The motion was duly seconded.

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

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

**RESOLVED that the Motion be supported.**

**13. PUBLIC QUESTION:-**

**13.1. QUESTION FROM REV. ANGHARAD GRIFFITH M.A. TO COUNCILLOR GLYNOG DAVIES, CABINET MEMBER FOR EDUCATION AND WELSH LANGUAGE.**

“With a significant increase in the amount of children officially diagnosed with PDA, Pathological Demand Avoidance, as part of the Autistic profile, may I therefore ask:-

What plans/structures are already in place with you as an Education Department to ensure long and short term educational fairness for the children and what resources and training and understanding do you have in place for you as Education Department Staff, staff in schools and centres and indeed as a Council?”

**Response by Councillor. Glynog Davies, Cabinet Member for Education and Welsh Language:-**

I realise that you do have a great concern in this area. It’s a very complicated matter and you know that and a lot of us are aware of that. It is a very important question and it is a personal question to yourself and I would like to say that I am very pleased that this condition is being recognised. If you go back a few years the label of “naughty children” would have been given to those who are now autistic. We have moved on considerably from there. Inclusion and ensuring the

very best for every learner, I want to emphasise that – for every learner in our county is a priority for us. It is a priority that we consider regularly as an Education Department. Just as important for us to make sure that we do provide the best, we have to update our own information. Information in this area changes regularly and we are learning all the time about it and our understanding is just as important. How do we go about responding to the news that we receive. I understand, according to the National Autistic Society, PDA is a profile to describe those where the main characteristic is that they avoid expectations and tasks. We have better understanding of this all the time. It is a profile on the spectrum itself. The autistic spectrum, you have to remember, is a very complicated and widespread one but what we are discussing now, the PDA, is a profile on the autistic spectrum. The children and young people avoid day to day demands. They use strategies as part of this avoidance if you like. PDA individuals share autistic characteristics, what is familiar to a lot of us but they also have many other characteristics which is relevant to this PDA profile. So, with these learners we have to work in a very different way and collaborative methods of teaching and regular daily tasks are much more effective working with them as individuals. I have to emphasise that PDA is a diagnosis which is relatively new and we know that but despite it being new Carmarthenshire has raised awareness of it and I want to emphasise that. We have genuinely been raising awareness of this condition. Training involving PDA is very important and it has been now included into the training provision of the Authority. We had to put a lot of steps in place immediately to make sure that we were aware of the condition and also how to adapt our way of working. By now all the schools in the county are aware of PDA even though it is quite new and that it is part of the autistic spectrum. Training is provided and it has been given to those who are coordinating Additional Learning Needs and that information is available to all the staff of our schools. We share this information on our information sharing systems. We had an expert, Laura Kirby, to provide specific modules for us and all this is available online and there are videos which have been prepared and they are available as well to support pupils who have PDA. If they want, our schools can also ask for further specialist advice from our Psychologists. We have Behaviour Support Officers and they provide support to our staff and we have Advisory Teachers for autism and who are experts in this field. When we appoint staff to work in the autism area they have to have a specific understanding of PDA and how to put strategies in place Very often we refer schools to the resources from the PDA Association. I have looked at their website and it is excellent, and it is worth reading. In an area which can be so complicated and I realise that parents do have a big concern about this and we want to work together with parents by sharing information if possible. Very often, what works for one learner might not be suitable for another learner, so we have to discuss very carefully. Over the next academic year we will be providing training in relation to awareness of PDA and this will be further training. This sharing of information has to happen on a continuous basis as we learn more and understand more and we will be sharing all that information with the ALENCOs in the schools. This is done via the ALENCO Forum. I want to emphasise once again that we are genuinely doing our very best to ensure educational fairness for all our learners but you are more than welcome, like any other parent, to engage with us as a county if you have a specific concern that you want to address.

**Supplementary question by Rev Angharad Griffiths:-**

How can we move forward as a department and parents to ensure that there are less failings and less failings of our children in the current education system please?

**Response by Councillor. Glynog Davies, Cabinet Member for Education and Welsh Language to the supplementary question:-**

I really do sympathise with you personally and I am sure that we as a Council really do sympathise with you. The only thing that I can guarantee is that everything we are learning and the latest developments about this condition - we receive it and we understand it and then we share that information. If you see any weakness in any part of what we are offering at the moment, as I said earlier, I am very keen to hear.

I would very much welcome any further comments that you have. I can give you my word that myself and the Director will meet with yourself and any other parent to discuss your concerns. I can't say more than that but we are learning more and more about the condition all the time and we are sharing that information.

**14. QUESTIONS BY MEMBERS (NONE RECEIVED):-**

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

**15. TO APPROVE THE FOLLOWING CHANGES TO MEMBERSHIP OF COMMITTEES:-**

**RESOLVED that:-**

- 15.1 Councillor A. Leyshon be appointed to replace Councillor J.D. James on the Planning Committee.
- 15.2 Councillor R.E. Evans be appointed to replace Councillor J. Seward on the Health and Social Services Scrutiny Committee.
- 15.3 Councillor M. Thomas be appointed to replace Councillor N. Evans on the Communities, Homes and Regeneration Scrutiny Committee.
- 15.4 Councillor H. Jones be appointed to replace Councillor L.M Davies on the Education, Young People and Welsh Language Scrutiny Committee.

**16. MINUTES FOR INFORMATION (AVAILABLE TO VIEW ON THE WEBSITE)**

The Chair stated that the minutes outlined on the agenda under 16.1 – 16.14 were available for information on the Council website.

---

**CHAIR**

---

**DATE**

This page is intentionally left blank

## COUNTY COUNCIL

10<sup>TH</sup> MAY 2023

### RECRUITMENT TO THE POST OF HEAD OF ENVIRONMENTAL INFRASTRUCTURE (PERMANENT APPOINTMENT)

**Recommendations / Key decisions required:**

That County Council endorse the enclosed Job Profile and Person Specification together with the job advert for the post of Head of Environmental Infrastructure.

**Reasons:**

To comply with the Authority's Constitution, and to comply with the revisions to the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014, as set out in the enclosed summary report.

|                            |     |
|----------------------------|-----|
| Cabinet Decision Required: | No  |
| Council Decision Required: | Yes |

**Cabinet Portfolio Holders:**

Cllr. Ann Davies  
Cllr. Aled Vaughan-Owen  
Cllr. Edward Thomas

**Directorate:**  
Chief Executive's  
**Report Author:**  
Paul Thomas

**Designation:**  
Assistant Chief Executive

**Tel Nos. / E-Mail Addresses:**  
01267 246123  
PRThomas@Carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

COUNTY COUNCIL  
10<sup>TH</sup> MAY 2023

## RECRUITMENT TO THE POST OF HEAD OF ENVIRONMENTAL INFRASTRUCTURE (PERMANENT APPOINTMENT)

### 1. Background

Following the appointment to the post of Director of Place and Infrastructure in November 22, the Authority has now had the opportunity to review the effectiveness of the current interim arrangements that have been in place, together with the succession planning consideration following the impending retirement of the Head of Transportation and Highways in September this year.

Discussions have been held between the Chief Executive, Director of Place and Infrastructure, Corporate Management Team colleagues and Cabinet Members, to consider the way forward for the service, with a view to regularising the current interim arrangements and to provide a more cohesive and integrated service model that is fit for the future, as well as helping to deliver savings to the Authority.

Judicious consideration has been given to how an effective service can be delivered, and in consultation with the officers and elected members referred to above, the current posts of Head of Transportation and Highways, and Head of Waste and Environmental Services will be amalgamated, to create one post of Head of Environmental Infrastructure. The duties of which are included in the enclosed Job Profile. The supporting staffing structures below this post will then be realigned to provide the support required, once the new Head of Service

The appointment to a Chief Officer post where the salary is £100,000 or more, is governed by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. This is reflected in the Authority's Pay Policy for 2023/24. The Regulations require that a "relevant body" ie the County Council:

"draw up a statement specifying—(i) the duties of the officer concerned, and (ii) any qualifications or qualities to be sought in the person to be appointed; (b) make arrangements for the post to be publicly advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request."

### 2. Recommendations

In accordance with these Regulations, it is recommended that County Council approve:  
2.1 the enclosed Job Profile and Person Specification  
2.2 the job advert.

**Detailed report attached?**

**No, however the following documents are attached as appendices:**  
Appendix A - Job Profile and Personal Specification for Head of Environmental Infrastructure  
Appendix B - Job Advert for Head of Environmental Infrastructure.



## IMPLICATIONS

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

Signed: Paul Thomas, Assistant Chief Executive (People Management & Performance)

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

**1. Policy, Crime & Disorder and Equalities** – In accordance with the Council’s Constitution and Policy Framework.

**2. Legal** – As above, and also in accordance with the revisions to the Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014.

**3. Finance.**  
The salary for the Head of Environmental Infrastructure is in accordance with the County Council’s agreed 23/24 Pay Policy Statement and is within the current budgeted salary. Any net costs of the recruitment process and interim arrangements will be met from departmental reserves.

**5. Risk Management** – Failure to make provision to discharge the functions contained within this departmental portfolio, efficiently and effectively would place the authority at risk.

**6. Staffing Implications** – In accordance with the Council’s Constitution and Policy Framework.

## CONSULTATIONS

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

Signed: Paul Thomas, Assistant Chief Executive ( People Management & Performance)

- 1.County Council
- 2.Corporate Management Team
- 3.Scrutiny Committee – N/A
- 4.Local Member(s) – N/A
- 5.Community / Town Council – N/A
- 6.Relevant Partners – N/A
- 7.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:**

1. Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014.
2. Pay Policy Statement 2023/24

This page is intentionally left blank



## Proffil Swydd/Job Profile

Teitl y Swydd – Pennaeth Seilwaith  
Amgylcheddol  
Post Title – Head of Environmental  
Infrastructure

|            |  |
|------------|--|
| Adran      | Yr Adran Lle a Seilwaith               |
| Department | Department of Place and Infrastructure |

|                  |                              |
|------------------|------------------------------|
| Is-Adran/Adain   | Seilwaith Amgylcheddol       |
| Division/Section | Environmental Infrastructure |

|             |                       |
|-------------|-----------------------|
| Gradd/Grade | Pennaeth y Gwasanaeth |
|-------------|-----------------------|

|                          |        |
|--------------------------|--------|
| Rhif y Swydd/Post Number | 002655 |
|--------------------------|--------|

|                           |  |
|---------------------------|--|
| Paratowyd Gan/Prepared By | Y Cyfarwyddwr Lle a Seilwaith/Director of Place & Infrastructure |
|---------------------------|--|

|              |                        |
|--------------|------------------------|
| Dyddiad/Date | Ebrill 2023/April 2023 |
|--------------|------------------------|

## **Prif Ddiben y Swydd**

Darparu arweiniad, gweledigaeth a chyngor proffesiynol, gan fod yn atebol yn strategol ac yn weithredol i sicrhau bod cyfrifoldebau cyfreithiol y Cyngor yn cael eu cyflawni'n briodol ar gyfer y gwasanaethau canlynol: rheoli a chynnal a chadw trafndiaeth a phrifyrdd, gwasanaethau cefn gwlad; gwasanaethau parcio; rheoli gwastraff ac ailgylchu; gorfodi materion amgylcheddol; glanhau strydoedd a rheoli sbwriel; cynnal a chadw tiroedd a swyddogaethau argyfyngau sifil.

Bod yn gyfrifol am sicrhau bod y gwasanaethau o fewn y portffolio'n datblygu, yn perfformio ac yn cael eu harwain a'u rheoli mewn modd effeithiol a chynaliadwy, gan sicrhau bod y gwasanaethau'n cyd-fynd ag amcanion, ymrwymadau a rhwymedigaethau'r Cyngor yn y meysydd hyn.

Cynorthwyo'r Cyfarwyddwr i ddatblygu'r adran er mwyn sicrhau bod yr adran yn ymdrechu'n barhaus i gyflawni rhagoriaeth.

Cefnogi'r Aelod/au arweiniol a'r Cyfarwyddwr Lle a Seilwaith i gyflawni eu rhwymedigaethau statudol yn effeithiol a bod yn atebol iddynt am berfformiad effeithiol yr holl wasanaethau a swyddogaethau o fewn yr is-adran.

Arwain o ran newidiadau trawsnewidiol i'r gwasanaeth gan ganolbwyntio'n benodol ar arbedion effeithlonrwydd a phrosesau sy'n canolbwyntio ar y cwsmer.

## **Y Prif Ddyletswyddau**

### **Cyfrifoldebau Strategol**

1. Fel aelod o'r Tîm Uwch-reolwyr (SMT), darparu arweinyddiaeth, gweledigaeth, cyngor proffesiynol a chyfeiriad strategol effeithiol o ran darparu'r ystod lawn o wasanaethau o fewn y portffolio hwn sy'n cyd-fynd â nodau ac amcanion strategol y Cyngor.
2. Cyfrannu at gynllunio strategol a phrosesau cyllidebol y Cyngor er mwyn sicrhau bod y Cyngor yn barod ar gyfer gofynion yn y dyfodol o safbwynt ariannol, deddfwriaethol ac o ran y gwasanaeth. Bydd hyn yn cynnwys gweithio mewn partneriaeth.
3. Arwain portffolio o ganlyniadau'r gwasanaeth a materion trawsbynciol, a gweithio mewn partneriaeth â chydweithwyr corfforaethol i drawsnewid cyflawni gweithredol drwy gychwyn, datblygu a gweithredu strategaethau i ysgogi ac i reoli newid, fel bod y Cyngor yn parhau i ddatblygu ac i wella.
4. Cynorthwyo aelodau etholedig, y Tîm Rheoli Corfforaethol a chydweithiwr sy'n Benaethiaid Gwasanaeth drwy ddarparu cyngor, arweiniad a gwybodaeth

broffesiynol am y gwasanaethau a ddarperir ar draws portffolio'r gwasanaeth, ac o ran unrhyw faterion eraill fel y bo'n briodol.

### **Cyfrifoldebau Adrannol**

1. Darparu gwasanaethau sy'n atebol ac yn gweithredu'n effeithlon ac yn effeithiol o ran cynhyrchiant ac ansawdd y gwasanaeth, drwy greu a darparu cynlluniau busnes â ffocws, targedau perfformiad, ynghyd â monitro a gwerthuso'r gwaith.
2. Bod yn gyfrifol am gysoni'r gwasanaethau a ddarperir o fewn y portffolio o ran nodau ac amcanion strategol y Cyngor y cytunwyd arnynt, a hynny drwy arwain a chyfathrebu'n effeithiol.
3. Llunio cynlluniau busnes blynyddol a chynlluniau gweithredu ar gyfer gwella sy'n ymdrin â holl weithgareddau'r Is-adran a rheoli cyflawniad effeithiol y cynlluniau hyn.
4. Monitro'n agos holl agweddau ar berfformiad yr Is-adran ac adrodd yn rheolaidd ar hynny'n unol â'r prosesau rheoli perfformiad corfforaethol.
5. Sicrhau bod y portffolio o wasanaethau mewn sefyllfa dda i ddarparu agendâu, gofynion a chyfarwyddiadau polisiâu cyfredol a rhai sy'n datblygu o fewn cyddestun lleol a rhanbarthol.
6. Sicrhau bod ymatebion priodol o ran craffu neu arolygu sy'n benodol i'r gwasanaeth, a hynny'n fewnol neu'n allanol, gan gynllunio gweithredu ac adrodd yn unol â hynny.
7. Cyfrannu at uchelgais y Cyngor a'r Adran i ehangu'r defnydd o'r iaith Gymraeg.
8. Bod yn gyfrifol am y cyllidebau refeniw a chyfalaf yr Is-adran, gan gynnwys grantiau allanol, yn unol â fframwaith polisi a rheolau gweithdrefn ariannol y Cyngor.
9. Sicrhau bod diwylliant cryf o Reoli Iechyd a Diogelwch yn gyffredin ac wedi'i wreiddio'n ddwfn yn holl swyddogaethau'r Is-adran o ran cyflawni'r gwasanaeth.

### **Arwain Tîm**

1. Darparu arweinyddiaeth bersonol effeithiol i weithwyr yr is-adran, a chefnogi diwylliant o ddysgu o fewn y timau, fel bod y staff yn cael eu harfogi/eu galluogi/eu cefnogi i ddarparu'r gwasanaeth gorau posibl.

2. Arwain trwy esiampl gan greu amgylchedd lle harneisir egni a brwdfrydedd y staff, a lle mae creu syniadau ar gyfer gwella a thrawsnewid arferion gwaith yn cael ei dderbyn fel cyfrifoldeb unigolion ar bob lefel.
3. Dangos arweinyddiaeth effeithiol drwy greu diwylliant o waith fim a hyblygrwydd i sicrhau perfformiad corfforaethol effeithiol, gan gyfrannu at gyflawni canlyniadau effeithiol cyffredinol i ddefnyddwyr gwasanaeth.
4. Arwain, datblygu a hyfforddi gweithwyr o fewn yr is-adran, cynllunio'r gweithlu i sicrhau bod perfformiad eithriadol yn cael ei gyflawni a chreu amgylchedd cadarnhaol yn y gweithle, gan annog gweithgareddau ymgysylltu a sicrhau eu bod yn rhan annatod o'r diwylliant.

### **Cyfrifoldebau Corfforaethol**

1. Cefnogi a chynghori'r Aelodau Cabinet dros Le a Seilwaith ynghylch cyflawni ei ddyletswyddau / dyletswyddau.
2. Cyflwyno adroddiadau rheolaidd ynghylch monitro perfformiad gwasanaethau i'r Tîm Rheoli Corfforaethol a'r Cabinet.
3. Bod yn gyfrifol am wneud penderfyniadau ynghylch materion penodol fel y nodwyd yn y cynlluniau dirprwyo corfforaethol ac adrannol.
4. Sicrhau bod Gwerthoedd Craidd y Cyngor, proffesiynoldeb a diwylliant cadarnhaol yn cael ei weithredu drwy arweinyddiaeth gref a meithrin timau effeithiol, effeithlon, hyblyg a galluog.
5. Rheoli perfformiad yn yr is-adran i sicrhau gwelliant ac effeithlonrwydd parhaus, a meddu ar wybodaeth gadarn ynghylch y meysydd lle mae'r perfformiad yn gryf a'r meysydd i'w datblygu a'u herio.
6. Gweithio mewn partneriaeth mewn modd rhagweithiol i sicrhau bod nodau strategol y Cyngor a'i bartneriaid yn cael eu cyflawni'n effeithiol, gan sicrhau'r canlyniadau sy'n rhoi'r gwerth gorau, ynghyd â rhoi mesurau ar waith i gefnogi'r gwaith o reoli trawsnewid a newid.
7. Defnyddio offer effeithiol i gyfathrebu, ymgynghori a gweithio mewn partneriaeth ledled y gwasanaethau a chyda'r Tîm Rheoli Corfforaethol, aelodau etholedig, adrannau eraill, Undebau Llafur a phartneriaid allweddol eraill gan gynnwys asiantaethau allanol.

8. Canolbwyntio ar Ofal Cwsmeriaid yn unol â Pholisi'r Cyngor, gan sicrhau bod gweithwyr yn rhoi cwsmeriaid yn flaenllaw ac ystyried eu hanghenion wrth ddarparu gwasanaethau.

#### **Yn gyfrifol am staff/offer**

Yr Is-adran Seilwaith Amgylcheddol

#### **Yn atebol i**

Y Cyfarwyddwr Lle a Seilwaith

## **Meini Prawf Hanfodol**

### **Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol**

Yn meddu ar radd mewn pwnc perthnasol neu brofiad cyfatebol.

Aelodaeth o gorff proffesiynol priodol.

Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.

### **Sgiliau a Galluoedd sy'n ymwneud â'r Swydd**

Rheoli materion sensitif a gwleidyddol yn hyderus gan weithio'n ddiplomataidd i gyflawni canlyniadau positif ar gyfer defnyddwyr gwasanaeth.

Gallu ennyn ymddiriedaeth, didwylledd, a chydraddoldeb drwy ryngweithio â phobl o amrywiol gefndiroedd cymdeithasol, diwylliannol, economaidd, ac addysgol.

Arddangos sgiliau rhyngpersonol gwych sy'n eich galluogi i feithrin cysylltiadau cadarnhaol gyda rhanddeiliaid/partneriaid perthnasol (gan gynnwys Undebau Llafur)

Meddu ar feddylfryd strategol tuag at lunio gwasanaethau sy'n rhoi sylw i flaenoriaethau corfforaethol, gan gyd-fynd â gweithgareddau cyflenwol ar draws y Cyngor.

Gallu dadansoddi gwybodaeth ariannol gan ddefnyddio'r wybodaeth honno'n effeithiol i sicrhau rheolaeth ac atebolrwydd effeithlon o ran y gyllideb.

Meithrin a chynnal cysylltiadau gwaith cydweithredol fel aelod o Fforwm y Penaethiaid Gwasanaeth gan gyfrannu at ddysgu ac at reoli newid meddylfryd ar lefel uwch a lefel strategol.

Gallu dadansoddi materion cydraddoldeb i hybu polisiau ac arferion cydraddoldeb ac amrywiaeth.

### **Gwybodaeth**

Gwybodaeth drylwyr am ddeddfwriaeth, rheoliadau a pholisiau perthnasol sy'n ymwneud â gwasanaethau llywodraeth leol.

Gwybodaeth gadarn am faterion, tueddiadau a gofynion y sector cyhoeddus yn lleol ac yn genedlaethol mewn o leiaf un brif faes yn nisgyblaethau'r portffolio ynghyd ag ymwybyddiaeth o feysydd eraill.

Gwybodaeth gadarn am y materion sy'n wynebu llywodraeth leol ac yn enwedig y Gwasanaethau Amgylcheddol ar lefel strategol a gweithredol.

Gallu dangos darpariaeth gwasanaethau o safon uchel drwy weithlu uchel ei berfformiad.

Dealltwriaeth fanwl o brosesau rheoli perfformiad a chynllunio busnes a'r gallu i gyfeirio'r wybodaeth hon er mwyn sbarduno perfformiad sy'n gwella'n barhaus ac sy'n cyd-fynd â gofynion cwsmeriaid.

Dealltwriaeth o'r broses gwneud penderfyniadau mewn amgylchedd gwleidyddol.



## Profiad

Llwyddiant cyson o ran arwain a rheoli meysydd gwasanaeth perthnasol mewn sefydliad mawr, a gafwyd fwy na thebyg drwy gael profiad rheoli sylweddol.

Profiad o arwain y gwaith o ddatblygu a chyflwyno polisiâu a phrosiectau mewn amgylchedd cymhleth.

Profiad llwyddiannus o weithio mewn partneriaeth yn effeithiol gan weithio ar draws ffiniau proffesiynol a ffiniau'r gwasanaeth.

Profiad o arwain a rheoli'r gwaith o ddatblygu a chyflawni rhaglenni cymhleth, yn brydlon ac yn unol â'r gyllideb.

Profiad helaeth o reoli adnoddau dynol ac ariannol ar raddfa helaeth.

Profiad o arwain a rheoli timoedd amlddisgyblaethol yn llwyddiannus er mwyn cyflawni newid cadarnhaol sylweddol yn effeithiol mewn amgylchedd heriol yn y gwasanaethau cyhoeddus.

## Rhinweddau Personol

### Penderfynu ynghylch Camau a'u Rhoi ar Waith

Gwneud penderfyniadau cyflym a chllir a allai olygu gwneud dewisiadau anodd neu gymryd risgiau ystyriol; Cymryd cyfrifoldeb dros gamau gweithredu, prosiectau a phobl; Bod yn flaengar ac yn hyderus a gweithio heb gyfarwyddyd; Ysgogi a chreu gweithgarwch.

### Arwain a Goruchwyllo

Rhoi arweiniad clir i eraill; Pennu safonau ymddygiad priodol; Dirprwyo gwaith yn briodol ac yn deg; Ysgogi a grymuso eraill; Rhoi cyfleoedd i staff ddatblygu a chael hyfforddiant personol; Recriwtio staff o'r radd flaenaf.

### Glynu wrth Egwyddorion a Gwerthoedd

Cynnal safonau moesol a gwerthoedd; Arddangos gonestrwydd; Hyrwyddo ac amddiffyn cyfleoedd cyfartal, adeiladu timoedd amrywiol; Hybu cyfrifoldeb trefniadol ac unigol tuag at y gymuned a'r amgylchedd.

### Darbwylllo a Dylanwadu

Gwneud argraff bersonol effeithiol ar eraill; Sicrhau dealltwriaeth glir ac ymrwymiad gan eraill drwy ddarbwylllo, argyhoeddi a chyd-drafod; Hybu syniadau ar eich rhan eich hun neu ar ran eraill; Defnyddio prosesau gwleidyddol yn effeithiol i ddylanwadu ar eraill ac i'w darbwylllo.

### Cyflwyno a Chyfathrebu

Siarad yn glir ac yn rhugl; Mynegi barn, gwybodaeth a phrif bwyntiau dadl mewn modd clir; Gwneud cyflwyniadau a siarad yn gyhoeddus yn fedrus ac yn hyderus; Ymateb yn gyflym i anghenion cynulleidfa ac i'w hymatebion a'u hadborth; Cyfleu hygrededd.

### Llunio Strategaethau a Chysyniadau

Gweithio'n strategol i wireddu amcanion trefniadol; Pennu a datblygu strategaethau; Clustnodi a threfnu'r adnoddau sydd eu hangen i gyflawni tasgau; Monitro perfformiad yn unol â dyddiadau cau a cherrig milltir.

### **Addasu ac Ymateb i Newid**

Addasu i amgylchiadau newidiol; Derbyn syniadau newydd a mentrau ar gyfer newid; Addasu arddull ryngpersonol yn ôl yr hyn sy'n addas i wahanol bobl neu sefyllfaoedd; Dangos parch a sensitifrwydd tuag at wahaniaethau diwylliannol a chrefyddol; Ymdrin ag amwysedd gan wneud defnydd cadarnhaol o'r cyfleoedd y mae hynny'n eu cyflwyno.

### **Dadansoddi**

Dadansoddi data rhifyddol, data geiriol a phob ffynhonnell wybodaeth arall. Rhannu gwybodaeth yn gydrannau, patrymau a chydberthnasau. Ymchwilio i gael rhagor o wybodaeth neu well dealltwriaeth o broblem. Gwneud penderfyniadau rhesymegol ar sail y wybodaeth a'r dadansoddiad sydd ar gael. Cynnig atebion ymarferol i amrywiaeth o broblemau. Dangos dealltwriaeth fod un mater yn gallu bod yn rhan o system lawer mwy.

### **Meini prawf dymunol**

## Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen [Beth yw lefel eich gallu?](#)

|                |                               |                                   |
|----------------|-------------------------------|-----------------------------------|
| Cymraeg        | <b>Sgiliau Siarad Lefel 3</b> | <b>Sgiliau Ysgrifennu Lefel 3</b> |
| Saesneg        | <b>Sgiliau Siarad Lefel 5</b> | <b>Sgiliau Ysgrifennu Lefel 5</b> |
| Arall (nodwch) |                               |                                   |

## GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Yn ofynnol ar gyfer y swydd hon:

**Adran A – y math o ddatgeliad**

**Nid oes angen gwiriad DBS**

**Section B – workforce type**

**Ddim yn berthnasol**

**Adran C – A oes angen adnewyddiad DBS bob 3 blynedd ar gyfer y swydd neu gofrestru gyda gwasanaeth diweddarau ar-lein y DBS? Nac oes**

## Y RHESWM

## UNRHYW WYBODAETH ARALL

Disgwylir i'r holl weithwyr gynnal gwerthoedd craidd yr Awdurdod a glynu wrth egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os cânt eu cyflogi mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Swydd dan Gyfyngiadau Gwleidyddol: (sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn wleidyddol ddiudedd).

## **Main Purpose of Job**

To provide leadership, vision, and professional advice, whilst having strategic and operational accountability, to ensure the Council's legal responsibilities are properly discharged for the following services: transportation and highways management and maintenance; countryside services; parking services; waste management and recycling; environmental enforcement; street cleansing and litter management; grounds maintenance and civil contingency functions.

To be responsible for the effective and sustainable leadership, management, performance, and development of the Services in the portfolio, ensuring that the services are aligned to the Council's objectives, commitments, and obligations in these areas.

To assist the Director in developing the department to ensure it continuously strives for excellence.

To support the lead Member/s and Director of Place & Infrastructure in effectively discharging their statutory obligations and to be accountable to them for the effective performance of all services and functions within the division.

To lead on transformational service changes with specific focus on service efficiencies and customer orientated processes.

## **Key responsibilities**

### **Strategic Responsibilities**

1. As a member of the Senior Management Team (SMT), to provide effective leadership, vision, professional advice, and strategic direction on the provision of the full range of services within this portfolio that are aligned to the Council's strategic aims and objectives.
2. To contribute to the Council's strategic planning and budgetary processes to ensure that the Council is prepared for future demands in financial, service, and legislative terms, this will include partnership working.
3. To lead a portfolio of service outcomes and cross-cutting issues, and to work in partnership with corporate colleagues to transform operational delivery by initiating, developing, and implementing strategies to drive and manage change, so that the Council continues to develop and improve.
4. To support Elected members, the Corporate Management Team and colleague Heads of Service through the provision of professional advice, guidance and

information on the services provided across the service portfolio, and on any other matters as appropriate.

### **Departmental Responsibilities**

1. To provide services that are accountable and operate efficiently and effectively in terms of productivity and quality of service, through the production and delivery of focused business plans, performance targets, and monitoring and evaluation of work.
2. To be responsible for aligning the services provided within the portfolio to the agreed strategic aims and objectives of the Council through effective leadership and communication.
3. To prepare annual business plans and improvement action plans covering all the activities of the Division and to manage the effective delivery of these plans.
4. To monitor closely all aspects of the performance of the Division and report regularly thereon in accordance with corporate performance management processes.
5. To ensure that the portfolio services are well placed to deliver current and emerging agendas, demands and policy directions in the local and regional context.
6. To ensure appropriate responses to service specific scrutiny or inspection, internal or external, with action planning and reporting accordingly.
7. To contribute to the Council's and Department's ambitions to expand the use of the Welsh language.
8. To be responsible for the revenue and capital budgets, including external grants, of the Division in accordance with the Council's policy framework and financial procedure rules.
9. To ensure a robust culture of Health & Safety Management is prevalent and embedded throughout the Division's suite of service delivery functions.

### **Team Leadership**

10. To provide effective personal leadership to the employees within the division, and to support a learning culture within the teams, so that staff are equipped/enabled/supported to provide the best possible service.

- 11.To lead by example in the creation of an environment in which the energy and enthusiasm of staff is harnessed, and the generation of ideas for improving and transforming working practices becomes an accepted responsibility at all levels.
- 12.To demonstrate effective leadership by creating a culture of teamwork and flexibility to ensure effective corporate performance, contributing to the overall achievement of effective outcomes for service users.
- 13.To lead, develop and coach employees within the division, conducting workforce planning to ensure delivery of exceptional performance and create a positive workplace environment, encouraging engagement activities ensuring they are embedded as part of the culture.

### **Corporate Responsibilities**

- 14.To support and advise the Cabinet Members for Place & Infrastructure in the discharge of her/his duties.
- 15.To present regular service performance monitoring reports to the CMT and Cabinet.
- 16.To be responsible for making decisions on specific issues as set out in the corporate and departmental schemes of delegation.
- 17.To ensure the deployment of the Council's Core Values, professionalism and positive culture through strong leadership and building effective, efficient, flexible, and capable teams.
- 18.To manage performance within the division to ensure continuous improvement and efficiency, having a sound knowledge of where performance is strong and where there are areas for development and challenge.
- 19.To proactively engage in partnership working to ensure the effective delivery of the strategic aims of the Council and its partners, ensuring best value outcomes as well as implementing measures to support transformation and change management.
- 20.To employ effective tools for communication, consultation and partnership working through the services and with CMT, elected members, other departments, Trades Unions, and other key partners including external agencies.
- 21.To provide focus on Customer Care in accordance with Council Policy, ensuring that employees place customers at the fore and consider their needs in service delivery.

### **Responsible for staff/equipment**

Environmental Infrastructure Division

**Reporting to**

Director of Place & Infrastructure

**Essential Criteria****Qualifications, Vocational training, and Professional Memberships**

Educated to degree level in a relevant subject or equivalent experience.

Membership of an appropriate Professional body.

Evidence of Continuing Professional Development.

**Job Related Skills and Competencies**

To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.

Ability create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.

Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions)

Have a strategic mindset towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.

Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.

Establish and maintain cooperative working relationships as a member of the Heads of Service Forum to the learning and management of cultural change at a senior and strategic level.

Ability to undertake equality analysis to promote equality and diversity policies and practices.

**Knowledge**

A thorough knowledge of relevant legislation, regulation and policies relating to local government services.

A sound knowledge of local and national public sector issues, trends, and requirements in at least one major area of the portfolio's disciplines with awareness of others.

A sound knowledge of the issues facing local government and in particular Environmental services at both a strategic and operational level.

Ability to demonstrate delivery of high performing services through a high performing workforce.

A deep understanding of performance management and business planning processes and the ability to direct this knowledge to drive continuously improving performance, aligned to customer demands.

Understanding of the decision-making process in a political environment.



## **Experience**

Consistent achievement in leadership and management in relevant service areas with a large organisation, most likely gained through significant management experience.

Experience of leading policy and project development and delivery in complex environment.

A proven track record of effective partnership working across professional and service boundaries.

Experience in leading and managing the development and delivery of complex programmes, to time and within budget.

Extensive experience of the management of large-scale human and financial resources.

Experience of successfully leading and managing multi-disciplinary teams to effectively achieve significant positive change in a challenging public service environment.

## **Personal qualities**

### **Deciding & Initiating Action**

Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects, and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

### **Leading & Supervising**

Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.

### **Adhering to Principles & Values**

Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.

### **Persuading & Influencing**

Makes an effective personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.

### **Presenting & Communicating**

Speaks clearly and fluently; Expresses opinions, information, and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects creditability.

### **Formulating Strategies & Concepts**

Works strategically to realise organisational goals; Sets and develops strategies; Identifies and organises resources needed to accomplish tasks: Monitors performance against deadlines and milestones.

### **Adapting & Responding to Change**

Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.

### **Analysing**

Analyses numerical data, verbal data, and all other sources of information. Breaks information into component parts, patterns, and relationships. Probes for further information or greater understanding of a problem. Makes rational judgements from the available information and analysis. Produces workable solutions to a range of problems. Demonstrates an understanding of how one issue may be part of a much larger system.

## **Desirable Criteria**

## Language and Communication Skills

Click on the link [What level are you?](#)

|                      |                       |                        |
|----------------------|-----------------------|------------------------|
| Welsh                | <b>Spoken Level 3</b> | <b>Written level 3</b> |
| English              | <b>Spoken Level 5</b> | <b>Written level 5</b> |
| Other (please State) |                       |                        |

## DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

**Section A – type of disclosure**      **No DBS check required**

**Section B – workforce type**      **Not Applicable**

**Section C – Does the post require 3 yearly DBS renewals  
or registration with the DBS online update service?**      **No**

## JUSTIFICATION

## ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Politically Restricted Post: (which requires the postholder to be politically neutral).

This page is intentionally left blank

## Draft Job Advert

### Head of Environment and Infrastructure

**£94,200 to £100,348 per annum plus pay award pending April 2023**

---

Carmarthenshire is a county made up of diverse landscapes including urban and rural areas, country parks and historic coastal environments and our Council is a high performing, vibrant and forward-thinking local authority that is constantly looking to improve and committed to maintaining its excellent reputation for delivering first class services. We are now looking to appoint a Head of Environmental Infrastructure. This is a new role to help us deliver our ambition.

This role will take the lead on an expansive remit that includes transportation and highways management and maintenance; countryside services; parking services; waste management and recycling; environmental enforcement; street cleansing and litter management; grounds maintenance and civil contingency functions.

It's a chance to lead the services that will support a better quality of life and environment for our communities. We're looking for the right blend of professional expertise and superb leadership skills – someone who can engage, inspire, and win support from others in transforming services. You'll already have proven your ability to deliver complex projects that have seen you translate strategic ambition into measurable outcomes in the context of key customer focussed range of services.

You will ideally need a reasonable level of conversational Welsh and support can be provided on appointment to reach this level.

Visit [\[insert CCC website page link once created\]](#) for more information.

### Is the job for you?

If you have considerable energy and drive and have a proven track record of successful transformational leadership and strategic management within a multi-functional organisation of comparable scope and complexity this may be the opportunity you have been looking for. In addition, you will know what first class services look like, and will know how to support and motivate your staff achieve these standards within a demanding environment.

**For an informal discussion about this role, please contact Ainsley Williams, Director, at Carmarthenshire County Council on 01267 224647 or Paul Thomas, Assistant Chief Executive (People Management) on 01267 246123**

For an application pack visit: [\[Insert CCC web address\]](#)

Closing date: **6<sup>th</sup> June 2023** (12 noon)

This page is intentionally left blank