

TUESDAY 16TH MAY, 2023

TO: ALL MEMBERS OF THE CABINET

I HEREBY SUMMON YOU TO ATTEND A **MULTI LOCATION MEETING** OF THE **CABINET** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AND REMOTELY AT 10.00 AM, ON MONDAY, 22ND MAY, 2023** 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

**This is a multi-location meeting.
Members can attend in person at the venue detailed above or remotely via the
Zoom link which is provided separately.**

**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

CABINET

MEMBERSHIP – 10 MEMBERS

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

A G E N D A

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF PERSONAL INTEREST.**
3. **TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 24TH APRIL 2023.** 5 - 16
4. **QUESTIONS ON NOTICE BY MEMBERS.**
5. **PUBLIC QUESTIONS ON NOTICE.**
 - 5.1 **QUESTION BY CHARLIE EVANS TO COUNCILLOR DARREN PRICE, LEADER OF THE COUNCIL**

"Under plans for the new Urgent and Planned Care Hospital, Hywel Dda University Health Board projects that 68% of Glangwili General Hospital's workforce will be transferred to the new hospital. This equates to 2,625 members of staff, based on 2022 numbers. Glangwili Hospital is one of Carmarthen's biggest employers.

Given the Council has responsibilities for our towns, what impact do you believe this will have on Carmarthen town?"
 - 5.2 **QUESTION BY HARVARD HUGHES TO COUNCILLOR ANN DAVIES, CABINET MEMBER FOR RURAL AFFAIRS AND PLANNING POLICY**

"In its response as a statutory consultee, Natural Resources Wales highlights the risk that 'significant sections of [the Towy Cycle] path would be affected by flooding' and requests a Flood Risk Management Plan. When will this be completed and be made publicly available?"
6. **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."
7. **STREET NAMING AND PROPERTY NUMBERING POLICY.** 17 - 58
8. **COUNCIL'S REVENUE BUDGET MONITORING REPORT.** 59 - 90
9. **CAPITAL PROGRAMME 2022/23 UPDATE.** 91 - 98
10. **WELSH LANGUAGE PROMOTION STRATEGY 2023-28.** 99 - 128

- 11. POLICY ON AWARDING GRANTS AND THE WELSH LANGUAGE.** 129 - 148
- 12. CORPORATE ASSET MANAGEMENT PLAN 2023-2028.** 149 - 186
- 13. SALARY SACRIFICE (CYCLE TO WORK) AND CAR LOANS.** 187 - 192
- 14. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.**
- 15. EXCLUSION OF THE PUBLIC.**
- THE REPORTS RELATING TO THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007. IF, FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST, THE CABINET RESOLVES PURSUANT TO THE ACT TO CONSIDER THESE ITEMS IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING SUCH CONSIDERATION.
- 16. PLOT 1 TROSTRE RETAIL PARK.** 193 - 218

CABINET

MONDAY, 24 APRIL 2023

PRESENT: Councillor D. Price (Chair) (In Person)

Councillors (In Person):

C.A. Davies

L.D. Evans

P.M. Hughes

G.H. John

A. Lenny

J. Tremlett

A. Vaughan Owen

Councillors (Virtually):

G. Davies

E.G. Thomas

Also in attendance:

Councillor D.M. Cundy

Also Present (In Person):

W. Walters, Chief Executive

J. Morgan, Director of Community Services

C. Moore, Director of Corporate Services

G. Morgans, Director of Education & Children's Services

A. Williams, Director of Place and Infrastructure

L.R. Jones, Head of Administration and Law

L. Jenkins, Cabinet Support Officer

C. Higginson, Media Manager

S. Hendy, Member Support Officer

S. Rees, Simultaneous Translator

J. Owens, Democratic Services Officer (Note Taker)

Also Present (Virtually):

G. Ayers, Corporate Policy and Partnership Manager

M. Runeckles, Members Support Officer

Chamber - County Hall, Carmarthen. SA31 1JP and remotely - 10.00 - 10.46 am

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interests.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE CABINET HELD ON THE 27TH MARCH 2023

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Cabinet held on the 27 March, 2023 be signed as a correct record.

4. QUESTIONS ON NOTICE BY MEMBERS

The Chair advised that no questions on notice had been submitted by members.

5. PUBLIC QUESTIONS ON NOTICE

The Chair advised that four public questions had been received.

5.1. QUESTION BY CONOR MACDONALD TO COUNCILLOR DARREN PRICE, LEADER OF THE COUNCIL

The Chair informed the Cabinet that the questioner, Mr Conor MacDonald was unable to attend the meeting to ask his question. Accordingly, the Leader of the Council read the question on his behalf, as follows:

“In its manifesto, the incumbent party committed to the principle of 20-minute neighbourhoods and promoting active travel. The manifesto specifically cites that “[Local Authorities] Creating incentives to encourage the take-up of e-bikes and encourage the use of bike hire schemes, and [to] explore the potential for e-cargo bikes to replace vans and cut HGV traffic” is important for this. (Plaid Cymru 2022; Local Government Manifesto; pg. 24) Since being elected in 2022, how has the council furthered the aims of these commitments, particularly the one regarding e- bikes and bike hire schemes?”

Response by Councillor. Darren Price, Leader of the Council:-

“The text that is quoted in the question refers to the national manifesto that Plaid Cymru published prior to the Local Government elections last year. Clearly members and members of the public will be aware that, in Carmarthenshire Plaid Cymru developed its own local manifesto and that was the basis in which we engaged with residents prior to the election last year, so whilst there are some elements of the national manifesto which have been copied to the local manifesto, not all of the text has been, and this is one such example. Having said that, clearly as a Cabinet we set out our ambitions in terms of active travel across the county within our Cabinet vision statement last July, and there is clear reference to the need to develop this area within the corporate strategy and within the business plans that have been agreed by Council and which are in the process of being developed as we speak. Therefore, just to provide some context in terms of what we are doing in terms of this agenda:

- We have provided supporting infrastructure for Actif’s e-bike hire schemes currently being delivered by the Council’s Sports Development Team. The Actif Leisure colleagues are piloting the first ‘live’ hiring facility through the Actif app at Llandovery Leisure Centre during the eisteddfod week. If it runs well, it will be rolled out at Ammanford Carmarthen and Llanelli Leisure Centre sites. All sites now have charging stations and bikes, and we assisted by installing secure cycle storage at the four sites.
- We are also providing free of charge e-bike charging at eight locations across the county which will be further promoted in the following financial year once all signage is installed. This number is continuing to expand. Current locations include Pembrey Country Park, The Beacon, The

Eastgate, Amman Valley Leisure Centre, Carmarthen Leisure Centre, Llandovery Leisure Centre, St Catherine's Walk, Y Caban in Pendine, and soon to be introducing a further location at Cwmamman Cycle Hub in Garnant.

- We have purchased twelve e-cargo bikes and are trialling their use through the Llanelli BID - we have been engaging with Town Centre groups and Regeneration colleagues in order to expand this roll out in 2023/24.
- As part of the Council's commitment to promote active travel, bike hire stations have been installed at Carmarthen Bus Station, Burry Port interchange, and Llanelli Railway Station. People are able to reserve a bike online or by text and collect it from a dock from as little as £3.50 a day. The bikes, which are managed by Brompton Bike Hire, are foldable and can be taken on public transport. They currently house standard folding Brompton bikes but will be upgraded to house EBromptons in the future.
- Bike hire for community use will soon be available at leisure centres throughout the county, along with bike parking bays and electric bike charging points.
- We have also, as members will be aware, made progress in terms of the Tywi Llandeilo cycle path and we look forward to that opening in a few years' time. We have similarly made bids for grant funding to both Welsh Government and UK Government in terms of further progressing the active travel agenda across the county. Members will be aware, of course, that we submitted a bid for an active travel between the Pentre Awel scheme and Llanelli town centre under the Levelling up round last summer. It was disappointing of course that that bid wasn't supported by the UK Conservative Government. It was disappointing on a number of fronts of course, we had invested heavily as a Council, a lot of officer time had gone into that bid, and we were confident that the bid stacked up in terms of its objectives and financially; but of course we later found out that actually we had no hope of succeeding in that second round because of the fact that we had succeeded in the first round of levelling up funding with the Carmarthen HWB. So it was very disappointing as a Council that we found that out after the event, but of course we weren't alone in that and there were a number of Local Authorities across Wales and the rest of the UK who found themselves in similar positions and I understand that legal challenge may be underway on that basis.

So we are doing a lot of work on this agenda. Clearly we can do more. One of the funding avenues open to us over the last few years was EU funding. Clearly as a result of us leaving the EU, there was a commitment given by the UK Conservative Government that Wales would not lose a penny of funding in terms of structural funds; clearly that hasn't come to pass. The latest estimates independently verified is that Wales is going to lose £1bn of investment during the course of this structural fund round. And when we speak of these sums, sometimes they can seem remote and distanced. But in Carmarthenshire's context, generally we tend to receive about 6% of any all-Wales funding so when

you think of £1bn that is missing from the coffers, in Carmarthenshire that would have given us £60m extra had the UK Conservative government stuck to their promise and ensured parity as a continuation of the funding. £60m would go a very long way in Carmarthenshire to deliver improvements in terms of active travel and a whole host of other regeneration projects, but that's where we are. I hope that provides some context as to where we are on this agenda”.

5.2. QUESTION BY MS TARA-JANE SUTCLIFFE TO COUNCILLOR. ANN DAVIES, CABINET MEMBER FOR RURAL AFFAIRS AND PLANNING POLICY

“News that our last bank (Barclays) is to close in Llandeilo in June is a blow for local access to services, but as the fourth to close in recent years, this will also have significant impact on the character of the town. The former HSBC and Lloyds bank buildings, which closed respectively in 2014 and 2018, remain vacant and in a state of decline, despite at least one being listed for its historic and architectural significance. What is the Council doing to protect and enhance Llandeilo's historic high street - and how can residents get involved?”

Response by Councillor. Ann Davies, Cabinet Member for Rural Affairs and Planning Policy:-

“I'm going to apologise at the beginning for this long and comprehensive answer but I feel that I need to note some of the investments which have benefited Llandeilo since we've led the Council which was in 2015.

With regards to the banks, 3 of the 4 high street banks have closed: HSBC was sold and bought by a developer; it has planning permission granted for conversion to a wine bar, but no work has been completed for 3 years. Lloyds Bank and Nat West have been bought by the owner of the Cawdors and I'm sure we'll see plans coming forward in due course, bearing in mind how well run the Cawdors is, I have no concerns about these buildings.

But can I concentrate on what the Plaid-led coalition has provided for Llandeilo as we cannot change any commercial decisions by Barclays, even though they returned a £5 billion profit last year. It is unfortunate that these multi-national banks are closing branches across the UK and have been for a number of years. It's also disappointing that the UK Conservative Government are not taking action to try and prevent the closure of these branches in the first place. I believe that local branches have a key role in terms of supporting our rural communities, yet the UK Conservative Government have done nothing, or next to nothing in the past 10 years to prevent this situation from developing. There is a clear need for more regulation of the banking sector and for greater protection of rural branches, but the UK Conservative Government seem more intent on supporting their friends in the city, than in supporting rural communities such as Llandeilo.

Llandeilo is one of our 10 market towns and has had a significant injection of funds through regeneration over the past few years. As you know this administration has just completed the refurbishment of the Grade II listed Llandeilo Market Hall which will create and accommodate 45 jobs and up to 17 SMEs in the heart of the town centre. This investment of just over £4.1m will act

as a catalyst for further regeneration in the town. And over £2.4 m has been Council contribution and the remainder from Welsh Government.

Llandeilo has also had a conservation Area Appraisal over the past year. This has produced ideas and opportunities for its improvement as an historic town centre. The recent appraisal puts historic and architectural heritage at its heart and will need to be considered by any regeneration projects proposed for the area. This will be placed on the website as soon as it is approved by Cabinet and it's working its way through the democratic process, which has been through scrutiny and will come to Cabinet very shortly.

Following on from this work on Conservation Areas the Built Heritage Team has applied to the Sustainable Communities Shared Prosperity Fund to directly support the regeneration of the historic town centres in 7 of the rural towns across Carmarthenshire, and Llandeilo is one of those 7 selected. The project, if successfully funded, will deliver training and education activities to local residents in energy efficiency and appropriate care for old buildings and offer a small 3rd party grant programme to renovate and repair historic commercial buildings.

Carmarthenshire County Council is unique in the whole of Wales, and possibly the whole of the UK in having a historic buildings information and training centre in Llandeilo, and that is of course the Tywi Centre and this is within the Council's jurisdiction. Based in Llandeilo, the Built Heritage Team at the Tywi Centre in Dinefwr Home Farm, is available for free pre-Listed Building application advice and information on appropriate repair and maintenance of all traditional buildings, as well as providing an extensive programme of training.

As I mentioned at the beginning, apologies for the long reply, but the work that this Plaid led administration has accomplished in Llandeilo has been immense. It's also worth noting that the 10 towns initiative is bringing a pump track into the town for leisure use. And I'm looking at Edward here hoping that he will be the first on the bike around the pump track! This will probably be used by the younger residents of Llandeilo, but in preparing this initiative, it provides activities, shopping and leisure for all, resulting in a vibrant economy which benefits residents and tourists alike".

Supplementary question by Ms Tara-Jane Sutcliffe:-

"Conservation area appraisal. I know that in one of the sub committees before Easter it was mentioned that the conservation area in Llandeilo is set to be split into two, one area to cover the town and one area to cover Dinefwr - which I understand is based on expert recommendations provided by Donald Insall Associations. Are you in a position to say anything further on intentions to accept those recommendations and further can you commit to protecting conservation areas in Llandeilo? You mentioned that the process was ongoing so is it perhaps a little early to say at this point though? Thank you".

Response by Councillor. Ann Davies, Cabinet Member for Rural Affairs and Planning Policy to the supplementary question:-

"The recommendation is for the two different areas to be split and its quite simply because the two areas are very different. The town is a market town – it has

heritage of its own - but of course the Dinefwr Park is a very different building, a different area, much more rural and that is the reason for splitting the two areas. As I said, it's going through the democratic process, it's gone through Scrutiny and will come back to Cabinet in due course and the decision will then be made by Cabinet. Diolch”.

**5.3. QUESTION BY HAVARD HUGHES TO COUNCILLOR ANN DAVIES,
CABINET MEMBER FOR RURAL AFFAIRS AND PLANNING POLICY**

“Will Carmarthenshire County Council support a campaign for a Dyffryn Towy AONB; The suggested boundaries of this would be based on the area identified as “Outstanding Landscape” on Natural Resources Wales’ LANDMAP assessment.”

Response by Councillor. Ann Davies, Cabinet Member for Rural Affairs and Planning Policy:-

“Thank you for your question. As you know the designation of an Area Of Outstanding Natural Beauty (AONB) falls within the remit of NRW and Welsh Government Ministers, and although Carmarthenshire will have a consultation role, we are not the decision makers. Also, may I remind you Havard that a National Park or Area of Outstanding Natural Beauty does not stop pylons from being built on these sites, such as Eryri and Bannau Brycheiniog, and also an SLA didn't stop Wind Turbines being built on the top of Mynydd y Betws.

The Cambrian Mountains AONB group have been working on their application for around 2 years and asked from the Council's support as the northern end of the County falls within the area. They have submitted their application and have been told by Welsh ministers that the application will not be assessed until 2025/26 at the earliest, and then only if it went into the new Government's forward works programme.

Therefore, they have been working on this since 2021 and may have a response by 2026. Bearing in mind that Bute and Green Gen hope to submit a DNS application by 2024 – the timescale is not on our side in this matter, and as you know a DNS application is again decided by Welsh Government and not this County Council.

Going back to the question of AONB, before submitting a response to the Cambrian Mountains, I consulted with all three Community Councils which fall within the boundary of this application. All three Community Councils came back with a negative response. One of which is within the Usk/Tywi Valley route. Their main concerns were planning applications, as it is perceived that obtaining planning for a second Rural Enterprise Home or for additional sheds for lambing and calving would be much more difficult in an area designated as an AONB. The FUW and NFU Cymru are against additional AONBs, as are National Parks for this reason.

Can I assure you Havard, that I am determined to do all that I can to protect our special landscapes across the county whilst also ensuring that local farms and enterprises are able to develop and support jobs within our rural areas and to provide a vibrant economy for all our residents.

Therefore, before making a definitive decision on this matter, I feel that it is vitally important that consultation takes place with affected residents and businesses. It is vital that anybody proposing an AONB in the Tywi Valley consults with those who live in the area, those who run businesses in the area, elected representatives of the local community councils, elected representatives of this County Council, and organisations such as the farming unions and other interested parties. Diolch”.

Supplementary question by Mr Havard Hughes:-

“At the last meeting you mentioned that the special landscape areas will be replaced by guidance on how Carmarthenshire County Council will, in future, assess its landscape areas. This will provide a presentation on the consultation and advice based on the LDP. This has left uncertainty and concern amongst residents. When will this be published? And what are you going to do with it following the consultation?

Response by Councillor. Ann Davies, Cabinet Member for Rural Affairs and Planning Policy to the supplementary question:-

“Thank you for your question Havard. I just want to make a quick note before I answer your second question, and I note in your press release immediately after your last visit here to the Chamber, that you made reference that the “SLA designation saved the Abergwili stretch from having pylons and resulted in undergrounding”. May I suggest that you check your facts before submitting to ‘Wales Online’ in future as Legal Opinion does not mention SLAs in its concluding decision. There are many other reasons, but not the designation of a Special Landscape Area, which is why we need a stronger more robust policy. And if you note in the LDP consultation, the new framework that we are proposing – the landscape character assessments – are mentioned within that document and I suggest you go back to look at that before we have a further conversation”.

5.4. QUESTION BY CHARLIE EVANS TO CLLR DARREN PRICE, LEADER OF THE COUNCIL

"Hywel Dda University Health Board is currently consulting on its New Hospital Site with respect to a new planned and urgent care hospital. This will see a severe downgrading of services in Glangwili Hospital in Carmarthen, which residents are strongly opposed to. Assuming Carmarthenshire County Council has made representations to Hywel Dda University Health Board on the consultation, which of the three proposed sites- St Clears, Whitland Spring Gardens or Whitland Ty Newydd- is the Council's preferred option?"

Response by Councillor. Darren Price, Leader of the Council:-

“Thank you for the question. First of all you’ll be aware of statements that have been made over a number of years by members of this Council in terms of the importance of Glangwili to Carmarthenshire, and our position has not changed in

that sense - we see Glangwili as having a central role in delivering healthcare to the people of Carmarthenshire going forward. I do, however question the rationale behind your question, it seems rather pointless, in the sense that as you're fully aware, the Health Board is the decision making body on this so I do wonder why you're asking the County Council for their opinion on the sites that are being put forward. I feel the question is shallow and lacks depth because frankly there are far greater challenges facing health and social care in this part of the world, as indeed the rest of the United Kingdom. There is no mention in the question in terms of the importance of the transfer of care from acute to community settings – that is absolutely fundamental and it is something that as a Council we have been pressing the Health Board on for a number of years and we think it's absolutely central to any vision of health and social care moving forward. It doesn't touch on the importance of public health and the preventative agenda which is absolutely important, again as we look to develop the system in future years. And it mentions nothing around the recruitment and retention which is *the* major issue facing the Hywel Dda Health Board, as it is for other Health Boards around the UK. As you're aware, the UK Conservative Government has presided over 10 years of cuts to public services which means that a number of our health services are on the brink of collapse. There has been a spectacular failure to invest in both assets and people in the health service, as has been the case across the rest of the public sector over that decade. The impact on the health services is that we have people dying across the UK, avoidable deaths; people dying on trolleys in A&E, or worse still stuck at home because an ambulance has failed to get to them. That is the record of ten years of austerity, - and we wonder why the health service is in such a mess?. If we want to increase and improve services in any walk of life, we have to be prepared to invest in them. That hasn't happened over the past decade and quite frankly a question asking us, as the Council, whether we think a proposed potential hospital is better sited 5 miles to the East or West – St Clears or Whitland - quite frankly misses the point spectacularly. I would add it grates on me a little that we have local Conservative party members here presenting themselves as defenders of the health services and defenders of public services per se, when your party's record over the last 10 years shows that you are nothing of the sort. To refer to your question in terms of the siting, this Council has not made representations to the Health Board formally in terms of the 3 options, but elected members will have an opportunity on the 4th May 2023 to have a direct conversation and to make any representations to the Health Board in a specially arranged session. This isn't the first one, we've had discussions with the Health Board over a number of years as these plans have developed, and in those sessions we've had elected members of this Council make very clear representations, and express concerns in terms of the travel distances and the times they fear will increase – particularly for those members to the east of the county in the areas such as Llandovery, the upper end of the Towy Valley, members of the Amman Valley and similarly for members in the south east corner of the county in Llanelli; and I would expect those discussions to continue when we speak to the Health Board on 4th May. But clearly for those members in the west of the county, they may be more content with the proposals in terms of the potential sites in St Clears and Whitland. But as I mentioned, these are discussions for elected members to have with the Health Board over the next few weeks and I expect members to fully engage with that process. I do want to say at this juncture that I am a little concerned with regards what we've seen this morning, and similarly in

the last Cabinet meeting, which essentially is the hijacking and misuse, frankly, of the public question slot for party political purposes. As somebody who was one of the members pushing for greater political accountability and greater engagement with the public some 10 years ago now, the drivers for these two slots in terms of items 4 and 5 that we have before us today – member and public questions – was around greater engagement and accountability. Let me make it clear, I absolutely expect to be held to account politically by members of this Council because that is their job, they have been elected to do it and I welcome it because it leads to better decision making in the long term. I also welcome questions from ordinary, genuine members of the public who want to raise a concern with the Authority, because it is through talking and hearing directly from genuine residents that we often identify gaps and blind spots in our thinking. What I do not welcome, however, is the misuse and hijacking of public question time by a political party to seemingly try and create a platform for themselves. That is not the purpose of this slot, and it saddens me that we've had 3 questions this morning from Conservative party members, all of whom have tried and failed to get elected to this place. Presenting themselves, as I mentioned earlier, as defenders of the people, defenders of public services – when they are nothing of the sort. There was an election in May 2022, less than 1 year ago, and Conservative candidates put themselves forward for election across the county - you were universally rejected. Not a single conservative party candidate managed to get elected to this place. I therefore find it insulting, that having failed to convince people at the ballot box, that you try and create yourself a platform by misusing and hijacking the public questions section. We've got a raft of pointless questions. Pointless, shallow, party-political questions which waste my time, waste my Cabinet's time and waste's officer time. I would respectfully suggest that it takes us no further forward and if members of the local tory party want to make any contribution to improvements in public services in Carmarthenshire, I would ask you to take the fight with your own party colleagues both here in South West Wales and at UK Government level to ensure that they start to put right the wrongs of the last 10 years and the under-funding of public services which has led to the brink of collapse. That is the only answer, and that is the only way out in terms of delivering proper public services in this part of the world. It is shameful, absolutely shameful, that you try and hijack this public question slot for party political purposes. If you want political debate, I am more than happy to engage in it, but the best way of doing that is to convince the electorate in Carmarthenshire that you are the best people to represent them. That hasn't been your experience up to now, and I suggest that the people of Carmarthenshire can see what you're up to, they're not stupid. Your job is to convince your party colleagues that we get enough funding in Carmarthenshire to deliver services as we wish. Thank you".

Supplementary question by Charlie Evans:-

"I've asked my question today as a member of the public, and I've asked it very politely and I, unfortunately, don't think I've been afforded the respect due back to me as a member of the public. I pay council tax as a resident of Carmarthenshire, and you Councillor Price are my county councillor so I'm rather concerned that you have not afforded myself, as a resident of the public today, with the same level of respect that I am affording you by engaging in the democratic process. I'm also greatly concerned that you seem to be opening the door to restricting members of the public from asking questions based on party-

political affiliation – you would not do that of others so I'm rather concerned. I also take issue with your framing of the question I asked around it being 'pointless', 'shallow', 'lacks depth' – it did seem to be an exercise in avoiding the question. As you will know, any plan for a new hospital requires the close collaboration between the Health Board and the County Council, for example with planning, links to social care and bus service routes, therefore - what level of formal input has Carmarthenshire County Council, given those interdependencies, have you had in constructing the programme business case from Hywel Dda Health Board”?

Response by Councillor. Darren Price, Leader of the Council to the supplementary question:-

“Clearly the Council engages with the Health Board on a whole range of matters, through a whole range of forums. The Health Board are members of the Public Services Board in Carmarthenshire, there is close integration through the Regional Partnership Board and officers work with Health Board partners through a whole myriad of programmes, so that engagement is constant and it will continue.

My comment in terms of it being 'pointless' and 'shallow' was around the focus on whether it is 5 miles east or west – whether this new hospital end up in St Clears or in Whitland will absolutely make no difference to the wider issues that the Health Service makes – that was the point I was making. There are far more fundamental issues that we need to attack – not just in the medium-term, but in the very short-term in terms of staff recruitment, pay and conditions - which you're fully aware of. The UK Government have absolutely failed to deal with that. We wonder why we are short staffed - there are thousands of gaps in our workforce in health and social care and we wonder why? They feel undervalued, they feel underpaid and that needs to be sorted – it hasn't been sorted so far – and that was the reference that I mentioned in terms of your party colleagues in London. In terms of the misuse of the public question slot, I absolutely welcome contributions from genuine members of the public – we had one in Council only last week. It is where they have direct experience, lived experience, where something affects them or their community and they want to see something done. What we see today is 3 Conservative party members locally putting in questions en bloc. It is absolutely clear for anybody to see that is not a coincidence - it is a coordinated decision taken by the Conservative party to try and create a platform because they have failed, spectacularly, to gain electoral support from the people of Carmarthenshire. I can see it, the Cabinet can see it, I've spoken to many members of this Council of all parties, and they can all see it and the people of Carmarthenshire can see it. If you genuinely wanted to know what Carmarthenshire's position was on the new hospital, you could have emailed me, you could have asked me 'have you made representations?' and I could have told you 'no' – but that isn't what you wanted. You wanted to come here, you wanted your 5 minutes of glory and you wanted to make a show. If you wanted a genuine answer you could have emailed me, but that isn't the intention and that's what grates on me. This isn't a chance for party-political debate. Mr Hughes, as Ann Davies mentioned, you made those political points in the press following the last Cabinet contribution and that's why I think we are very unhappy with how that went – because what you quoted in the press was not what was presented here in the Cabinet”.

6. PROGRESSION OF THE DEFENCE EMPLOYER RECOGNITION SCHEME (DERS)

In accordance with the Cabinet's approval on 25 October 2021 for the Council to re-sign the Armed Forces Covenant [minute 6.1 thereof refers], consideration was given to a report which detailed the progress made by the Council towards achieving the Defence Employer Recognition Scheme silver award.

Cabinet Members reviewed the essential criteria for the silver award against the Council's current status in relation to each requirement which demonstrated that all requirements had been met, however it was recognised that adoption of the Guaranteed Interview Scheme could further enhance the Council's approach and commitment to the armed forces covenant.

UNANIMOUSLY RESOLVED that:

6.1 An application be made for the Defence Employer Recognition Scheme (DERS) at Silver Award Level.

6.2 Work be progressed towards the implementation of the Guaranteed Interview Scheme.

7. TO NOTE THAT THE PLAID CYMRU GROUP HAS NOMINATED COUNCILLOR LLINOS DAVIES TO REPLACE COUNCILLOR HEFIN JONES ON THE CORPORATE PARENTING AND SAFEGUARDING PANEL.

UNANIMOUSLY RESOLVED to note that the Plaid Cymru Group has nominated Councillor Llinos Davies to replace Councillor Hefin Jones on the Corporate Parenting and Safeguarding Panel.

8. ANY OTHER ITEMS OF BUSINESS THAT BY REASONS OF SPECIAL CIRCUMSTANCES THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100B(4)(B) OF THE LOCAL GOVERNMENT ACT, 1972.

The Chair advised that there were no items of urgent business.

CHAIR

DATE

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Cabinet 22nd May 2023

STREET NAMING AND PROPERTY NUMBERING POLICY

Purpose:

- To put in place a policy that allows officers to operate the Street Naming and Property Numbering function effectively, consistently and efficiently for the benefit of residents, emergency services, businesses and visitors.
- To provide clear criteria for officers to consider the merits of applications received, including the consideration given to the Welsh language.
- To confirm the fee structure as set out within the appended report.
- To clarify the consultation process that will be undertaken both internally and externally within the Council - including liaison with local Member and/or Town and Community Council as appropriate.

Recommendations / key decisions required:

1. To consider and accept the recommendations of the report and adopt the Street Naming and Numbering Policy.

Reasons:

- To respond to the notice of motion and subsequent resolution of the Council [on the 13 of October 2021 – minute number 9.1 refers.](#)
- To ensure that the Council reflects those relevant legislative powers and duties, including The Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011, the Well Being of Future Generations Act 2015 and Sections 17 to 19 of the Public Health Act (1925).

Cabinet Decision Required YES

Council Decision Required YES

CABINET MEMBER PORTFOLIO HOLDER:- Cllr Ann Davies

Directorate
Place and Infrastructure

Name of Head of Service:
Rhodri Griffiths

Report Author:
Ian Llewelyn

Designations:

Head of Place and Sustainability

Forward Planning Manager

Tel Nos. 01267 246270

E Mail Addresses:
RGriffiths@sirgar.gov.uk

01267 228816
IRLlewelyn@sirgar.gov.uk

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**EXECUTIVE SUMMARY
CABINET
22ND MAY 2023**

STREET NAMING AND NUMBERING POLICY

BRIEF SUMMARY OF PURPOSE OF REPORT.

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This report follows the report to Council of the 28 September 2022 and the subsequent consultation of the Street Naming and Numbering (SNN) Policy. The report sets out the comments received as part of the consultation together with the draft SNN Policy for consideration and adoption as policy.

2. What is the current situation?

Officers already utilise a guidance document / draft policy that provides a framework to operate the Street Naming and Property Numbering function in an effective and efficient manner. However, following the notice of motion and subsequent resolution of the Council on 13 October 2021 (and the provisions of legislation and policy) the content and scope of the guidance note has been reviewed and is presented as part of this report.

It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. This is a matter for the Authority.

Reflecting the Council's role in deciding on the names of new streets, recognition is given to the importance of the Welsh language. Consequently, the Council has actively promoted that new street names will adopt a Welsh name that is consistent with the heritage and history of the area. In this respect, advice and support is given to developers on adopting Welsh place names for new developments and consultation is undertaken with the Local Member and Town / Community Councils as appropriate.

In regards house naming, research was undertaken by Forward Planning in October 2021 as below and reflects data from applications received between 1/6/2015 – 7/10/2021 (Total of 975).

House Name Language	Applications
Welsh	500
English	231
English > Welsh	87
English > English	69
Welsh > Welsh	53
Welsh > English	35

Llangeler has the highest number of Welsh applications with 32 Applications (Trelech had 1). Llanelli Rural has the highest number of English Applications with 16 Applications (Pendine had 1). Llanfihangel ar Arth has the highest number of Welsh > English Applications at 3 Applications

(Talley had 1). Pembrey & Burry Port and St Ishmael are joint top for English > Welsh at 5 Applications (St Clears had 1).

3. What does the policy seek to achieve?

The adoption of a policy allows for officers to apply a consistent approach allowing for:

- changes to existing property names and adding a house name to a numbered address;
- providing numbering schemes for new developments and arranging street names where appropriate;
- registration of new properties and property conversions; and
- re-naming and numbering streets where appropriate.

Note: Reference should also be made to the 'Purpose' section on the cover of this report.

The address of a property is a very important issue. All public and private sector organisations, the emergency services and the general public need an efficient and accurate means of locating and referencing properties.

It should be noted that there is limited scope for officers to enforce / mandate – notably in terms of property names. It will be a matter for the Council to lobby with Welsh Government for increased powers – therefore the policy is prepared with reference to the legal position as it stands.

4. Consultation Responses

Following Council approval at its meeting on the 28th September 2022 the Street Naming and Numbering Policy was published for formal consultation between the 12 October 2022 and the 23 November 2022. As part of this consultation six responses were received and are detailed in appendix 1 to this report.

It is noted that none of the responses require a specific amendment to the draft Street Naming and Numbering Policy as attached to this report.

DETAILED REPORT ATTACHED?	Yes Appendix 1 – Consultation Responses Appendix 2 – Draft Street Naming and Numbering Policy
----------------------------------	--

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:	Rhodri Griffiths						Head of Place and Sustainability	
Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets		
YES	YES	YES	NONE	NONE	NONE	NONE	NONE	

1. Policy, Crime & Disorder and Equalities

The policy recognises the importance of property names of historic and / or cultural significance especially those historic Welsh names. In this regard, the policy set out aligns positively with the Well-being of Future Generations Act's goal of creating a *Wales of vibrant culture and thriving Welsh language*.

2. Legal

Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).

Reference is also made to the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the [Well Being of Future Generations Act 2015](#). With specific reference to the Well Being of Future Generations Act 2015, the following goal is cited: "*A Wales of Vibrant Culture and Thriving Welsh Language*".

3. Finance

No costs are associated with the policy as its primary purpose is to outline and clarify the Council's position and processes with regards naming and numbering property. It is therefore not anticipated the implementation of the policy will lead to resource implications (including staffing) as the Street Naming and Property Numbering function is already being delivered through current financial provisions. Reference is made to the fee structure contained within the policy which is reflective of the current fees being charged. It should be noted the level of fees charged is discretionary and will be subject to further review.

CONSULTATIONS

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

Signed: Rhodri Griffiths

Head of Place and Sustainability

1. Scrutiny Committee request for pre-determination	NO
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s) Consulted as part of the formal public consultation exercise.

3. Community / Town Council Consulted as part of the formal public consultation exercise.

4. Relevant Partners Consulted as part of the formal public consultation exercise.

5. Staff Side Representatives and other Organisations Consulted as part of the formal public consultation exercise.

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

YES/NO * Delete as appropriate

Yes, consulted on the 8th February 2023

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

Appendix 1 - Consultation Responses

Date	Name	Address (if given)	Response Type	Date Response sent (if required)	Comments	Response
						Recommendation: No change to the Policy.
						Response to comment: Many thanks for your comments on the ongoing consultation. I note you have also raised some questions relating to the policy, to which I have provided some information below which I hope clarifies matters. I would however be grateful if you would confirm if you would like us to process your email as a consultation response or whether you simply require additional information.
13/10/22	Cllr Gary R Jones	Councillor	Observations	14/10/22	<i>Will this policy include the provision to make properties change the name of house, if it does not conform to the stated property? If so will it retrospectively enforce this policy. Will it mean that property owners can only use Welsh names for their properties? I agree that all new street names should be in Welsh, but again will a retrospective process be initiated?</i>	The policy sets out guidance and principles on the process of street and property naming. The policy provides information relating to the Street Naming and Numbering application rather than setting out any enforcement procedures. Should any applications be forthcoming to reflect changes already made then they will also be expected to conform with the guidance set out, and so in that respect it would be applicable retrospectively, we would not however apply the new policy to applications already processed. You will note that the Policy encourages the use of Welsh property names but does not restrict all property names to being Welsh. The guidance has been prepared to encourage the use of Welsh names but in a way which reflects relevant legislation and guidance.
14/10/22	Cllr Gary R Jones	Councillor	Observations	24/10/22	<i>Yes, you can forward these comments as a response. Another point I would like to make is on hybrid names, there was some controversy over the naming of Parc y Scarlets, Stradey Parc etc. One final point, will Community Councils be consulted on street names? Once again I am all for them being in Welsh, but a local input, in keeping with traditional names of the area would be helpful.</i>	Recommendation: No change to the Policy. Response to comment: We consult with Councillors and Community / Town Councils on all new street names created as part of the Street Naming process and this is part of the SNN Policy.
17/10/22	Geraint Bevan	Public	Support		<i>I support the policy objectives that ensures the Welsh language is supported and becomes more visible. I also agree that the policy protects and history and character of the communities in Carmarthenshire. support the policy objectives that ensures the Welsh language is supported and becomes more visible. I also agree that the policy protects and history and character of the communities in Carmarthenshire.</i>	Recommendation: No change to the Policy.
17/10/22	Llangunnor Community Council (Howard Davies)	Town/Community Council	Support		<i>Further to your request for feedback on this important issue please find our comments appended below. As a community council we support the policy objectives that ensures the Welsh language is promoted and becomes more visible on our streets. We also agree that the policy protects the history and character of the communities of our county. We also agree that the policy protects and history and character of the communities in Carmarthenshire.</i>	Recommendation: No change to the Policy.
21/10/22	Cliff Cleaton	Council Employee with Interest	Observations		<i>Reading the draft Policy which is a good document, can you please clarify situations where 4.1.4 would be used. I know in the past certain situations have caused highways significant issues such as:- Where you have an existing estate road which later has an additional side cul-de-sac leading off it, it would be much better for us if a new name was given to anything which isn't a clear continuation of the same road. This is because each branch of road should have a separate road number, we don't want to create large estates with lots of cul-de-sacs with the same street name but different road numbers. Apologies if I have misunderstood the meaning of 4.1.4</i>	Recommendation: No change to the Policy.
09/11/20/22	Llanelli Town Council	Town/Community Council	Observations		<i>Many thanks for your consultation on the Draft Street Naming and Numbering Policy. The matter has been considered by the Llanelli Town Council Planning, Licensing and Consultation Committee where it was agreed to provide the following comments. The Town Council asks the County Council to provide sufficient flexibility in the policy to allow people of significant local prominence and Freeman of the town to have streets and buildings named after them if that is the wish of the Community. I trust you will take these comments into account as part of your consideration of the draft policy.</i>	Recommendation: No change to the Policy.

Do not support	Councillor
Observations	Town/Community Council
Requires a response	Public
Support	Council Employee with Interest
Support with amendments	Statutory Body

Draft Street Naming and Numbering Policy

Place and Sustainability
May 2022

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Document History

Title	Street Naming & Numbering Policy
Purpose	Legal document required under the Public Health Act 1925
Owner	CCC Place & Sustainability Division
Created by	Information Management Unit
Approved by	
Date	
Review Frequency	As required

Version	Date	Author	Notes / Changes
V0.1	April 2019	Emily Dent / Nia Tommason	Initial Draft
V0.2	Sept 2019	Emily Dent / Nia Tommason	Initial amendments and updates
V0.3	Oct 2021	Emily Dent / Myfanwy Jones / Owain Enoch / Rachel Jones	Additional amendments and updates
V0.4	May 2022	Emily Dent	Minor editorial amendments

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1. Street Naming and Property Numbering Policy









1.1 Purpose of Policy

- 1.1.1 **This policy provides a framework for Carmarthenshire County Council to operate the Street Naming and Numbering function effectively and efficiently for the benefit of Carmarthenshire residents, emergency services, businesses, and visitors.**
- 1.1.2 The aim of this document is to provide advice and guidance to developers and existing property owners when considering new developments, property conversions, or single in-fill plots, as well as changing the name of an existing property. It also provides guidance to Community or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.
- 1.1.3 The primary purpose is to create addresses, which are logical and consistent and to ensure that properties can be located quickly in all situations. This is important as various organisations, services, and the general public need an efficient way of locating and referencing properties.
- 1.1.4 Street naming and numbering is an important aspect of modern life that is often taken for granted, but it is sufficiently important to need legislation to enforce the requirements of government and local government in this area.
- 1.1.5 There may be a lack of awareness (notably amongst the general public) in regards the requirement to go through a process for changing the name of a property. As part of the consultation on this policy, the Council will seek to raise awareness of this requirement. It should be noted that Section 1.2 of this policy makes it clear why it is important that the process is done correctly.
- 1.1.6 The delivery of the street naming and numbering service is provided under the Council's Scheme of Delegation, within the portfolio of the Head of Place and Sustainability. However, it should be noted that this policy seeks to make provision for consultation with elected /community representatives where appropriate / relevant.
- 1.1.7 The general approach of the Council is to seek to work with applicants in the implementation of the Street Naming and Property Numbering function via a consensus building approach. It should be noted that the Place and Sustainability service is currently in the process of launching a customer charter. The desired outcome is timely and consistent decision making where there is a good customer experience. However, there is an onus on applicants to work with officers if this outcome is to be achieved – including providing clear and accurate plans and by submitting proposals that are in keeping with this policy – notably in terms of respecting and celebrating the linguistic and historical fabric of the County.

1.2 Introduction

1.2.1 **Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).**

1.2.2 Street Naming and Numbering is an important function as it allows the Council to maintain and update the NLPG (The National Land and Property Gazetteer) which forms the foundation for use of every address in Britain. This enables:-

-  Emergency Services to find a property quickly and effectively
-  Post to be delivered efficiently
-  Visitors to locate their destination
-  Utility companies to connect their services once premises have been given a formal postal address
-  Reliable delivery of services and goods by courier companies
-  Records of Service Providers to be kept in an efficient manner
-  Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance
-  Many legal transactions associated with properties can be withheld until they are identified by a street name, house name or number, for instance.

1.2.3 The street naming and numbering policy establishes the correct process and procedures for the following activities:-

- House name change
- Add a name to an existing numbered Property
- House Naming or Numbering
- Development with a new street name
- Property Conversion into Flats or Units
- Amending schedule of development already issued
- Renaming a street at resident's request
- Naming a road where no name exists
- Confirmation of official address
- To add or change a commercial trading name to a business premises
- Request to investigate any address anomaly

1.3 Welsh Language Considerations

- 1.3.1 **As a Welsh Local Authority, Carmarthenshire County Council is subject to the provisions contained within the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the Well-being of Future Generations (Wales) Act 2015 which places into legislation the aim to create ‘A Wales of vibrant culture and thriving Welsh language’. We must also consider the Welsh Government’s ‘Cymraeg 2050: Welsh language strategy’ and the long-term approach to achieving a million Welsh speakers by 2050.**
- 1.3.2 As well as establishing the role of the Welsh Language Commissioner, the Welsh Language Measure gave an official status to the Welsh language. This means that Welsh should not be treated less favourably than the English language in Wales. The measure also established the following:
- Gave the Commissioner powers to set Standards on organisations
 - Regulate organisations, and ensure they comply with the Standards
 - Promote and encourage the Welsh language
- 1.3.3 Carmarthenshire County Council believes that it should reflect the importance of the Welsh language in the services which it provides in delivering effective, bilingual services to the community. Street and property names can make a significant visual contribution to the Welsh language, making it a visible characteristic of the County. It also plays an important part in promoting the area’s cultural identity, heritage, and history through the use of names which reflect these aspects of the locality.
- 1.3.4 Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to and promoting the Welsh language, and this policy in relation to property and street names will therefore be to promote and adopt a **Welsh** name that is consistent with the heritage and history of the area.
- 1.3.5 We will give guidance and support to developers on adopting Welsh place names for new developments. We will not support changing a property name if it would result in changes or the removal of a name of historic or cultural significance and will provide advice to the applicant and encourage them to reconsider the proposed change.
- 1.3.6 For historical developments, street names, place names and geographical features, where the difference between the Welsh and English versions of a name and street is just the spelling, we will use the Welsh version.
- 1.3.7 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate. The Welsh translation however does not form part of the Official Street Name unless put through the Street Renaming procedure.
- 1.3.8 With regards to historical street names, any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.3.9 Carmarthenshire County Council has statutory responsibilities to maintain accurate and updated lists of the names of towns, villages, communities, as well as new developments. In each case, the Council will ensure that its lists are of a high standard and will, in association with the Welsh Language Commissioner who has the responsibility for advising on the standard forms of Welsh place-names, conduct an audit of the lists that it maintains to ensure standardisation where necessary. Where existing names have specific historical or linguistic significance, renaming will not be supported.

1.4 Well-being of Future Generations

- 1.4.1 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Carmarthenshire reflects local heritage, with names for new developments which are historically, culturally, and linguistically linked, will play an important role in delivering this well-being goal.

1.5 Street Naming & Numbering Service

Who is responsible for street naming and numbering?

- 1.5.1 Carmarthenshire County Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.
- 1.5.2 It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Carmarthenshire County Council.
- 1.5.3 The Council as the statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the [Postcode Address File \(PAF\)](#) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Carmarthenshire.

Street Numbering - Unregistered address

- 1.5.4 If a property is not "registered" the owner/occupier will encounter difficulties in obtaining goods and services from a variety of sources such as applying for a credit card or goods bought by mail order.
- 1.5.5 All organisations purchase their address databases from Royal Mail. If an address does not show on the database held by Royal Mail, it is interpreted that the property does not exist.
- 1.5.6 When a property is officially named or numbered by Carmarthenshire County Council, Royal Mail is notified as part of the process. Therefore, it is imperative that all Street Numbering applications are made to Carmarthenshire County Council.

How do I contact the service?

1.5.7 The Street Naming & Numbering service is operated by the Information Management Section, within Place & Sustainability, contact details are:

Normal hours are: 9.00 - 17.00 Monday – Thursday / 9.00 – 16.30 Friday.

Street Naming & Numbering Service

Address: Municipal Offices
Crescent Road
Llandeilo
SA19 6HW

Telephone: 01558 825332

Email: snn@cararthenshire.gov.uk

Website: www.cararthenshire.gov.wales/snn

2. Guidance for Applicants

2.1 When to apply?

2.1.1 Applications for Street Naming and Numbering services should be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
- Individuals or organisations wishing to rename an existing named property
- Individuals or developers building new properties which include new residential properties, commercial premises, industrial units and the like
- Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
- Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address.

2.1.2 Applicants should consult with the Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

2.2 How to apply?

2.2.1 Download the relevant application form online: www.carmarthenshire.gov.uk/snn

There are 8 different SNN paper application forms:

Form	Application Category
SNN1	Rename an Existing Property / Add a Name to an Existing numbered property
SNN2	Single new dwelling
SNN3	Development with NO street naming [Residential & Commercial]
SNN4	Development with a NEW street name [Residential & Commercial]
SNN5	Amendment to a Development Layout [Residential & Commercial]
SNN6	Property Conversion to Flats or Units [Residential & Commercial]
SNN7	Street Renaming at Residents request
SNN8	Official registration of an Existing Property

2.3 What to submit?

2.3.1 All requests for Street Naming & Numbering services must include:

- A completed Carmarthenshire County Council Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250, and in the case of a new developments, a layout plan, indicating the position of properties in relation to geographical surroundings.
- An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units.
- The main entrance to each subdivision or block must be clearly marked.
- The appropriate fee for the specific Street Naming & Numbering service required.

3. Scale of charges

3.1 Application fees

3.1.1 The differential scale of charges outlined below is current as of 1 April 2019. The charges are reviewed on an annual basis. Charges for street naming and numbering services are zero VAT rated.

Task	Fee	
<i>House name change</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Add a name to an existing numbered Property</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>House Naming or Numbering for one dwelling</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with NO street name [Residential & Commercial]</i>	£35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [75+]	Covers the cost of investigations, production of plot to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with a NEW street name [Residential & Commercial]</i>	£150 per street + £35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, consultations with Local Member(s) & Town & Community Councils, Highways, LLPG Custodian, site notice/visit, and production of plot to number schedules, notifications to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.

Task	Fee	
<i>Property Conversion into Flats or Units [Residential & Commercial]</i>	£35 + £15 per Flat/Unit	Covers the cost of investigations, production of flat/unit to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Amending schedule of development already issued following plot changes by developer</i>	£35 per plot	Covers the re-plan, amended plot to postal information, notification to Royal Mail, emergency services, other internal and external organisations, officer time and resources.
<i>Renaming a street at residents request or Naming a road where no name exists</i>	£150 + £35 per property legal costs & replacement street nameplate costs	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.
<i>Provision of official address confirmation for customer, solicitors and conveyancers</i>	£30	Covers the cost of (historic) investigations, officer time and resources.
<i>To add or change a commercial trading name to a business premises</i>	No Fee	This is because it is in the interests of the businesses and external organisations including Royal Mail to have up-to-date information
<i>Request to investigate any address anomaly</i>	No Fee	This is because it is in the interests of the residents and emergency services to have all anomalies corrected
<i>Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF.</i>	No Fee	Where an error has occurred, it is not reasonable to apply a charge in order to correct an address database, except where the problem has arisen as a direct consequence of development occurring without the required Planning and/or Building Regulation permissions

4. Street Naming and Numbering for New Developments

4.1 General Principle

- 4.1.1 Carmarthenshire has a significant cultural, linguistic, and historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context. Appropriate resources, such as the List of Historic Place-names, should also be referred to.
- 4.1.2 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.3 If no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again, care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 4.1.4 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 4.1.5 The Town/Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes / and or street names' suitability for the area. The Town/Community Council and County Councillor can suggest alternative themes / and or Street Names which may have a more relevant historical and local context. Again, these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 4.1.6 Property developers submitting a request for Street Naming & Numbering services can request that the Town/Community Council and County Council suggest any themes and/or street names for a new development.
- 4.1.7 Although every opportunity is afforded to individuals or businesses in suggesting new development themes and/or street names, the Council may serve a notice of objection under Section 17 of the Act. The person or business proposing the street name may, within twenty-one days after the service of the notice, appeal against the objection to the Magistrates Court.

4.2 Use of Unofficial Marketing Titles

- 4.2.1 Carmarthenshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 4.2.2 The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names. It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.
- 4.2.3 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possibly subject to change.
- 4.2.4 Developers should ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

4.3 Proposed Themes

- 4.3.1 A developer / County Councillor / The Town/Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:
- a) The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area
 - b) The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and, in many respects, subjective, therefore no street or property will be named after a person either present or recent past.
 - c) The only exception will be in such instances where historic geographic locations are referred to as proper names eg: Kimberley Park, John's Wood and the like
 - d) The suggested street or property naming scheme will not be the same or similar to any existing names in Carmarthenshire to avoid possible confusion
 - e) Where no historical or local context can be established, with the land intended for development and a network of streets will be created, the developer/County Councillor/Town/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
 - f) Distinctions by suffix within the same or adjoining area are to be avoided, eg: Apple Avenue and Apple Road.
 - g) Suggested street or building names which are aesthetically unsuitable should be avoided. For example: Gaswork Road, Tip House etc
 - h) Names that may give rise to spelling difficulties will not be accepted.
 - i) Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.
 - j) Suggested street or building names which are capable of deliberate misinterpretation should be avoided. For example: Hoare Road, Typple Avenue, Quare Street etc
 - k) Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Carmarthenshire County Council equal opportunities policies will not be acceptable.
 - l) Subsidiary names, ie: a row of buildings within an already named road being called '...Terrace', should be avoided if possible.
 - m) The property number 13 will not be omitted from property numbering schemes.

4.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the [Town or Community Council / County Councillor](#)
- Visiting our website at: www.carmarthenshire.gov.wales/snn
- Visiting our Libraries and Information Service website at: www.carmarthenshire.gov.wales/libraries
- View old maps of Carmarthenshire [online](#)
- Visiting Cadw's website for information on historic environment records at: [Historic environment records | Cadw \(gov.wales\)](#)
- Visit the [List of Historic Place Names](#) website
- Visit the [Welsh Language Commissioner](#) website to view a 'List of Standardised Welsh Place-names'

4.4 Approving Naming and Numbering Schemes

Street Names

4.4.1 All new street names should start with one of the following prefixes in the case of Welsh language translations (suffixes in the case of English translations) applied in the following context, however this is not an exhaustive list and in exceptional circumstances alternatives may be permitted.

Rhodfa (Avenue)	for any road or thoroughfare
Cylch (Circle)	for roads with the same start and end point
Clôs (Close)	for cul-de-sac only
Comin (Common)	for roads in appropriate circumstances
Cwrt or Llys (Court)	for cul-de-sac and residential blocks only
Cilgant (Crescent)	for a crescent shaped road
Tywyn (Dene)	for roads with an historic link to wooded valley
Rhodfa (Drive)	for any road or thoroughfare
Pen (End)	for cul-de-sac only
Gerddi (Gardens)	for residential roads (provided there is no confusion with local open space)
Gelli (Grove)	for residential roads
Rhiw (Hill)	for a hillside road only
Lôn (Lane)	for any road or thoroughfare in a rural area or in appropriate circumstances
Dol (Mead)	as an alternative to above
Dol (Meadow)	for any road or thoroughfare in a rural area
Stablau (Mews)	for residential roads
Parêd (Parade)	for roads in appropriate circumstances
Parc (Park)	for roads in appropriate circumstances
Llwybr (Path)	for pedestrian ways
Maes (Place)	for residential roads
Dyfroedd (Reach)	for roads in appropriate circumstances –
Crib (Ridge)	for a hillside road only
Bryn (Rise)	for a hillside road only
Heol (Road)	For any major road or thoroughfare
Rhes (Row)	for residential roads in appropriate circumstances
Sgwâr (Square)	for a square only
Stryd (Street)	for any road or thoroughfare
Teras (Terrace)	for a terrace of houses but NOT as a subsidiary name within another officially named street
Gwel y(View)	for residential roads in appropriate circumstances
Rhodfa (Walk)	for pedestrian ways
Ffordd (Way)	for any road or thoroughfare
Glanfa (Wharf)	for roads parallel or adjacent to navigable waterways

4.4.2 Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy.

Property Numbering Sequence

The following protocols will be applied to new development schemes:

- 4.4.3 It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development.
- 4.4.4 Once a number has been issued to any property in Carmarthenshire then it can never be removed. This is applicable to all properties in Carmarthenshire including properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- 4.4.5 Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- 4.4.6 Any person aggrieved by the intended order (site notice / consultation) may within 21 days after the date of the 'Notice of intention to order naming of streets' appeal to the Magistrates Court against such order.
- 4.4.7 **The final decision on naming or numbering rests with the Street Naming and Numbering service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.**

4.5 Identifying new and existing streets

4.5.1 The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

4.5.2 Figure 1 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:

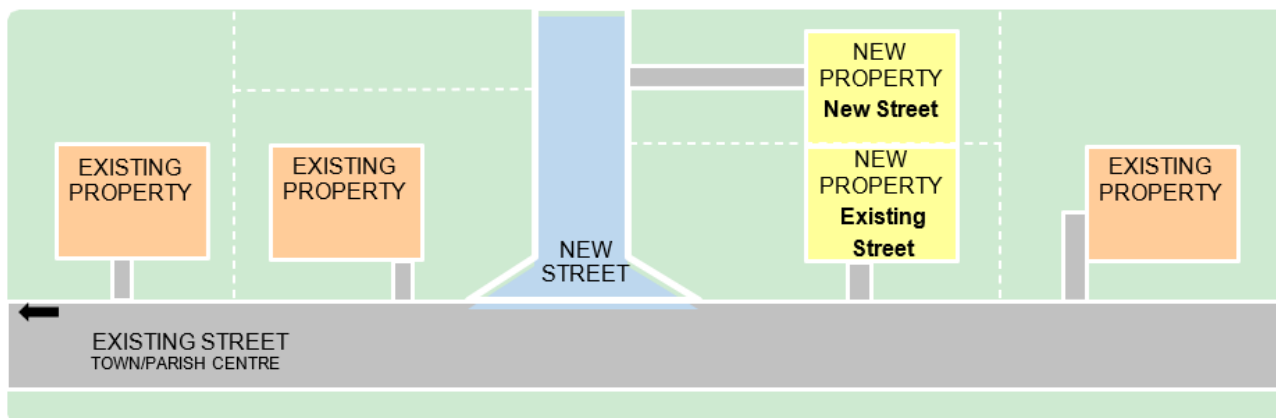


Figure 1 - New plots on both existing and new streets – accessed from existing street

4.5.3 Where the front door of a new plot is accessed from a new street and the alternative / driveway access is from an existing street or vice-versa then the property will be named / numbered on the road that the front door is accessed by:

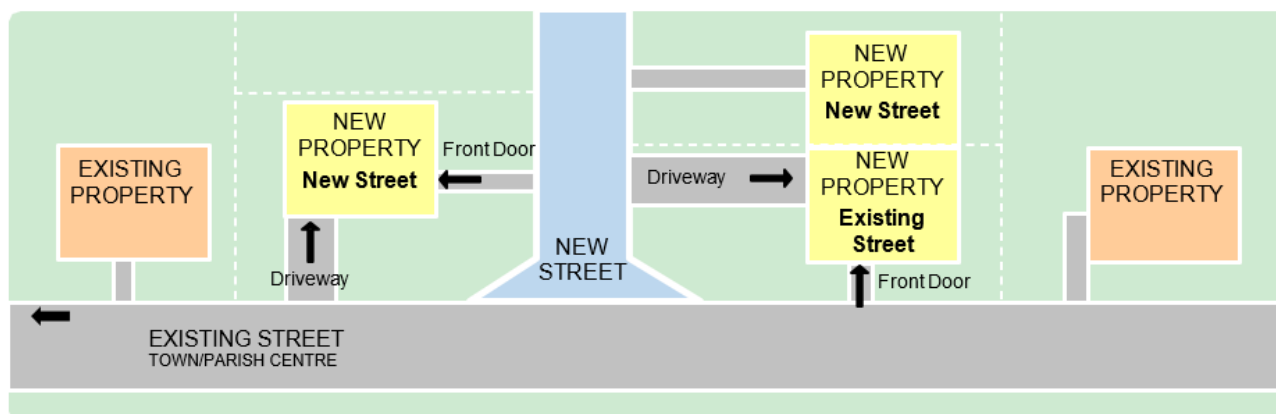


Figure 2 - New plots on both existing and new streets - multiple access on different streets

4.5.4 It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised.

4.5.5 **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.**

4.5.6 As a rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.

4.6 Conventions used for existing streets

Property naming/numbering on an existing street

4.6.1 Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

New plots on an existing numbered street

4.6.2 If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

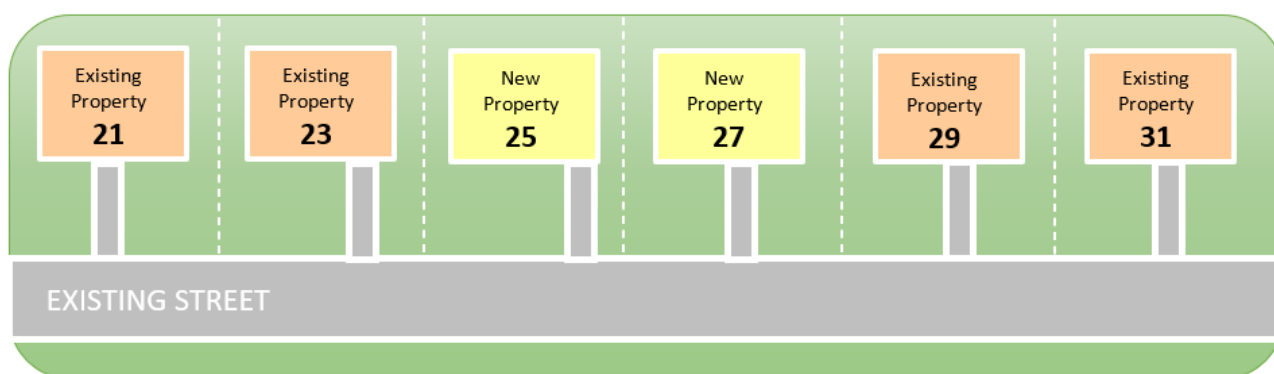


Figure 3 - New plots utilising numbers not used in the existing numbering system

4.6.3 Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

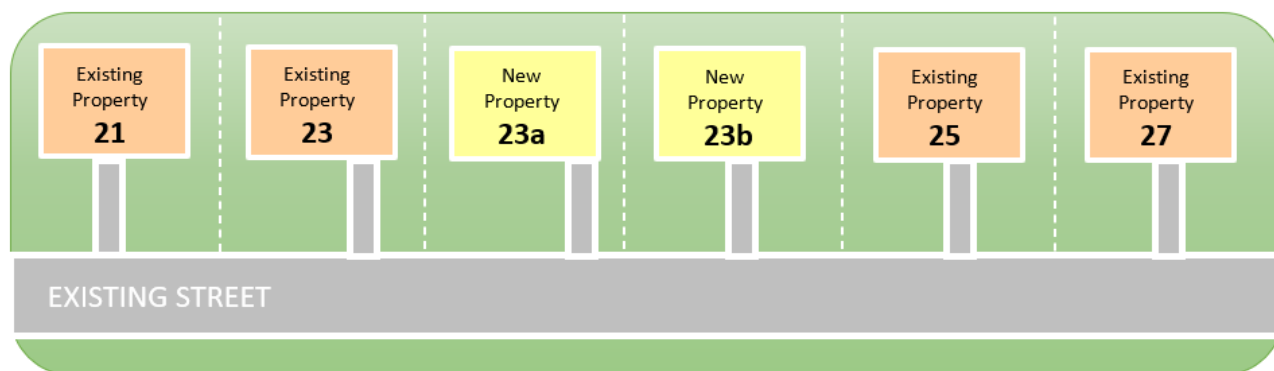


Figure 4 - New plots utilising numbers not used in the existing numbering system

4.6.4 **Infill development** (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (ie: when the infill property precedes No.1 on a numbered street) followed by a suffix of 'A', 'B' etc eg: 3A, 3B.

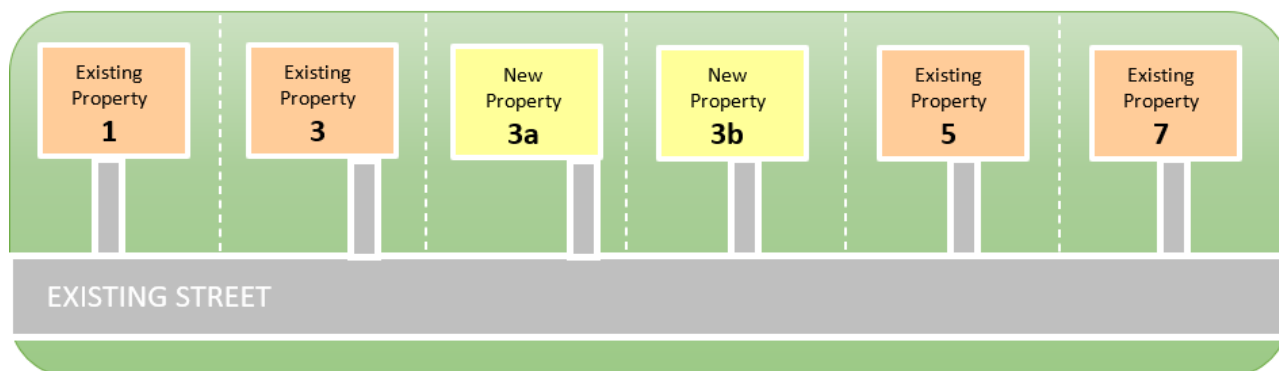


Figure 5 - New plots utilising numbers not used in the existing numbering system

4.6.5 If it is not practical to suffix the number, the Street Naming and Numbering Service will allow house names to be used:

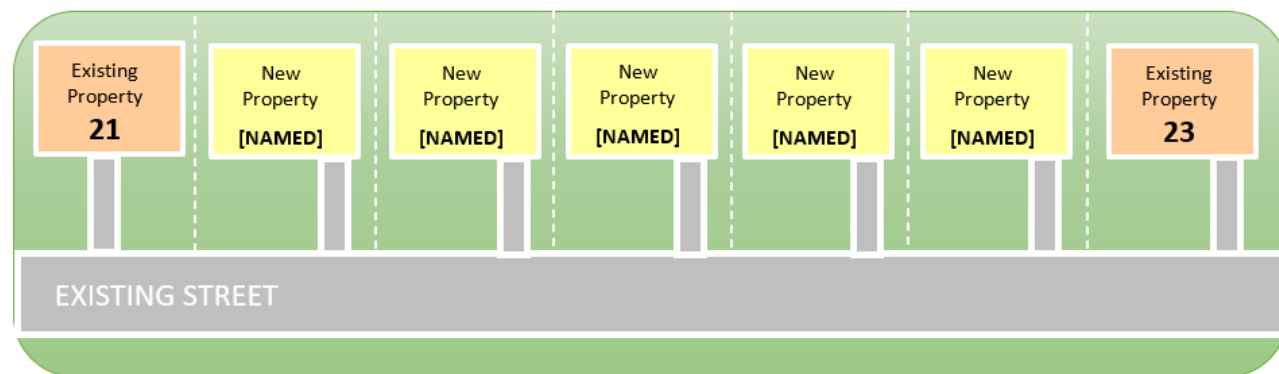


Figure 6 - New plots named on an existing street where numbering is not practical

New plots on an existing named street

4.6.6 If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

4.6.7 Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.

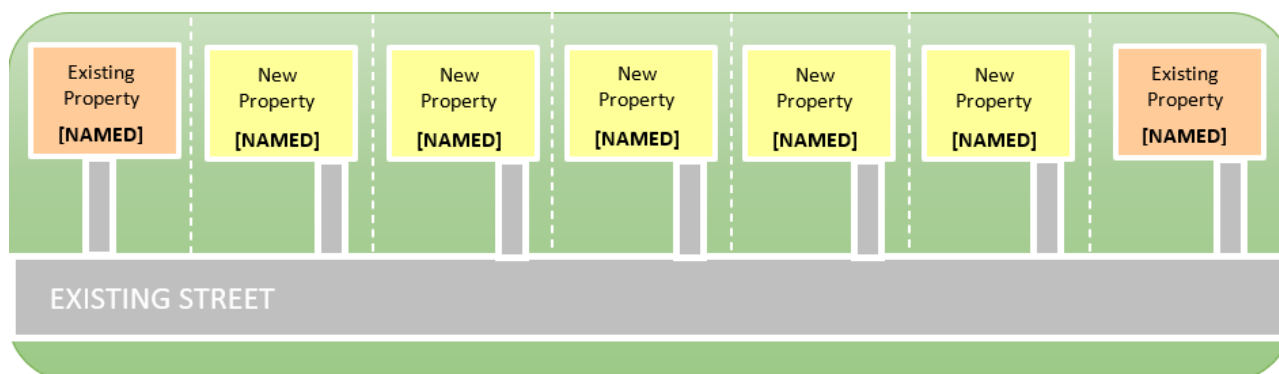


Figure 7 - New plots named on an existing street where no numbering exists

Naming of existing unnamed street

4.6.8 The naming of unnamed streets will only be done when a property owner on the street requests that their street be named (and suggests a name) due to the lack of a name causing a delay in Emergency Services locating the street. The resident will need to put this forward to their Community/Town Council, who will forward the request and completed application form onto us at Street Naming & Numbering.

4.7 Conventions used for new streets

4.7.1. New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.

This convention will also be used if there is a possibility that the site will be extended in the future.



Figure 8 – Numbering along a new street

Side Roads are numbered ascending from the main road:



Figure 9 – Numbering along a side street

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service.

Cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.

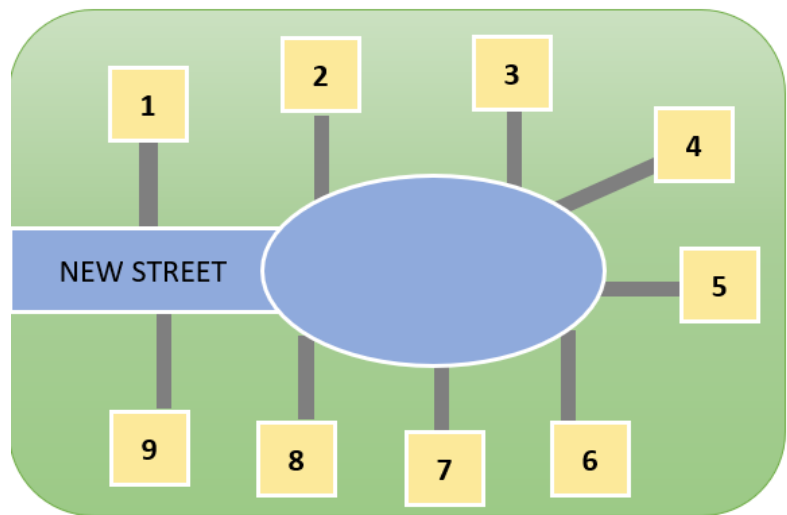


Figure 10 – Consecutive Numbering

5. Application process

5.1 New street name

New Developments: applications that **require a new street name**

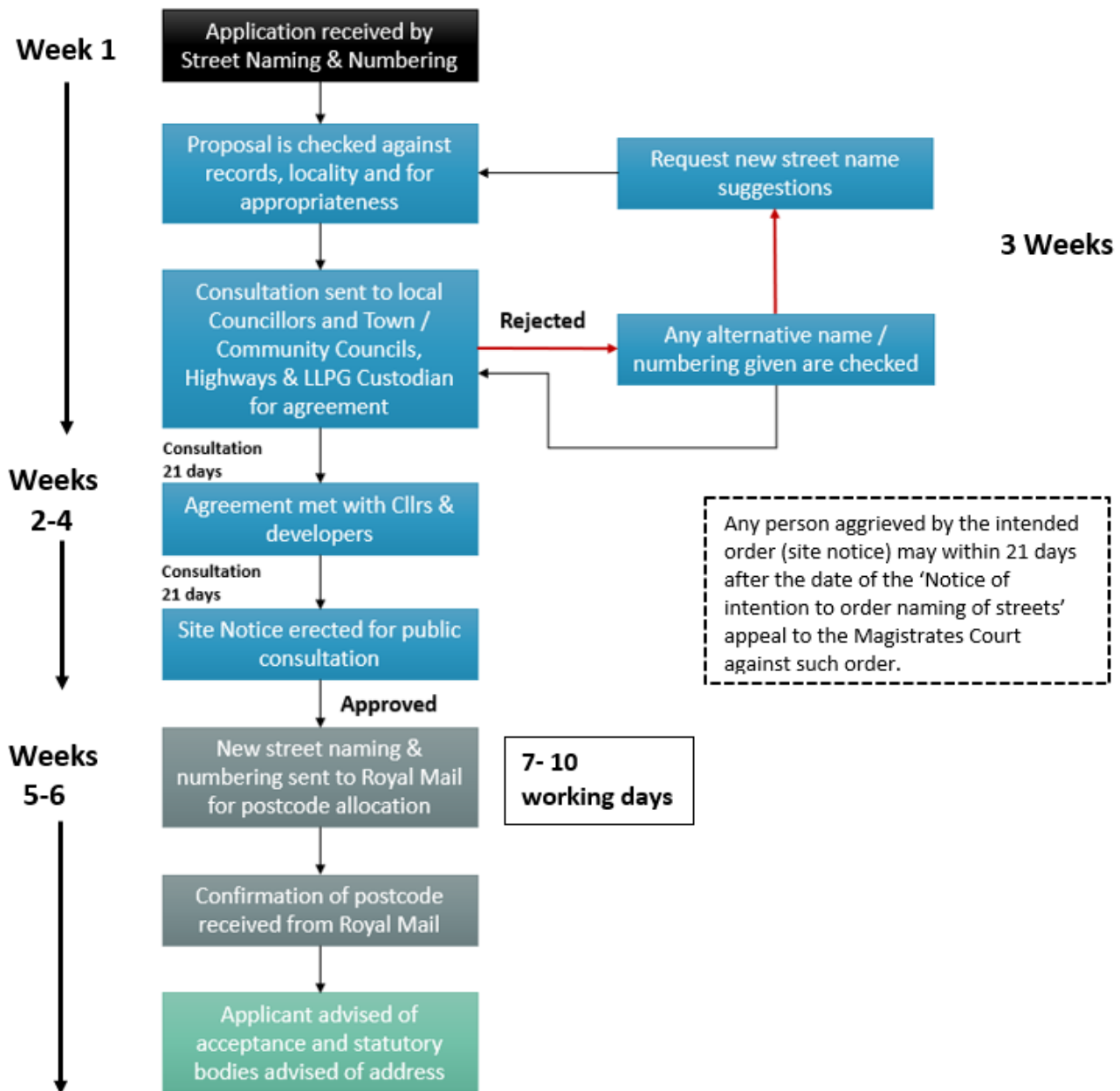


Figure 11 - Process where a **new street name** is created

- 5.1.1 All plots on a new development will require a full official address. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.
- 5.1.2 To make an application you can download the relevant form online at www.carmarthenshire.gov.uk/snn. For a **new development which has NO new street name[s]**, you should complete the **SNN3** form. If the **new development requires a NEW street name[s]** then complete the **SNN4** form and return it to us with the appropriate charge.
- 5.1.3 The **timescale** of an application where a new street name is created, **is approximately 6-9 weeks**, providing the proposal is appropriate and accepted. Please note that the timescale will be prolonged if the initial proposals are rejected or if the public consultation is objected.

5.2 Proposals not relating to a new street name

5.2.1 Applications where NO new street name is created are subject to a different process which does not include consultation with County Councillors or Town and Community Councils. Such proposals may include the change of a house name, name or numbering new properties, conversions etc.

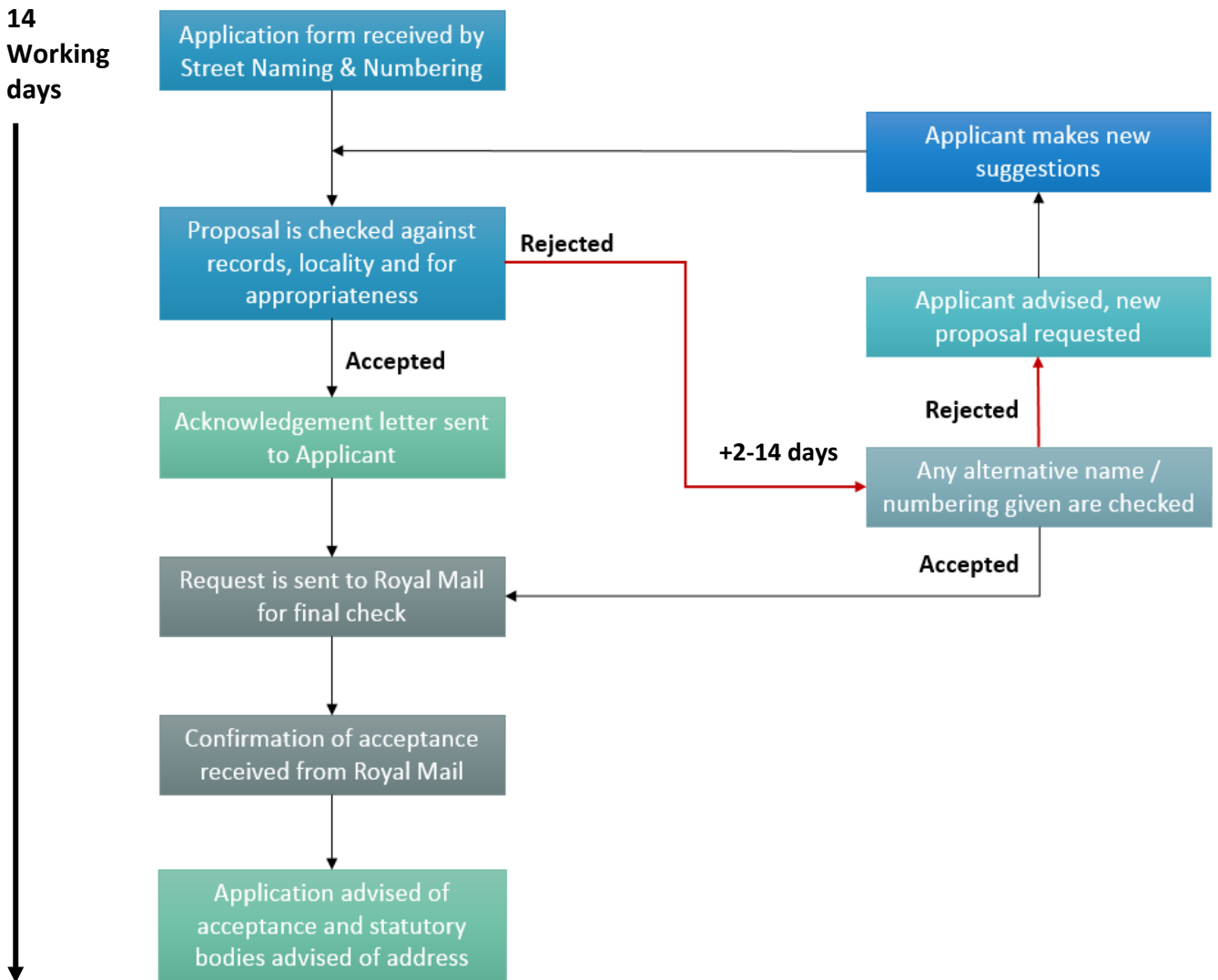


Figure 12 - Process where a NO new street name is created

5.2.2 The timescale of an application where there is NO Street name created, is approximately 14 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name / numbering and provide as many proposals as possible.

5.3 Naming an existing property

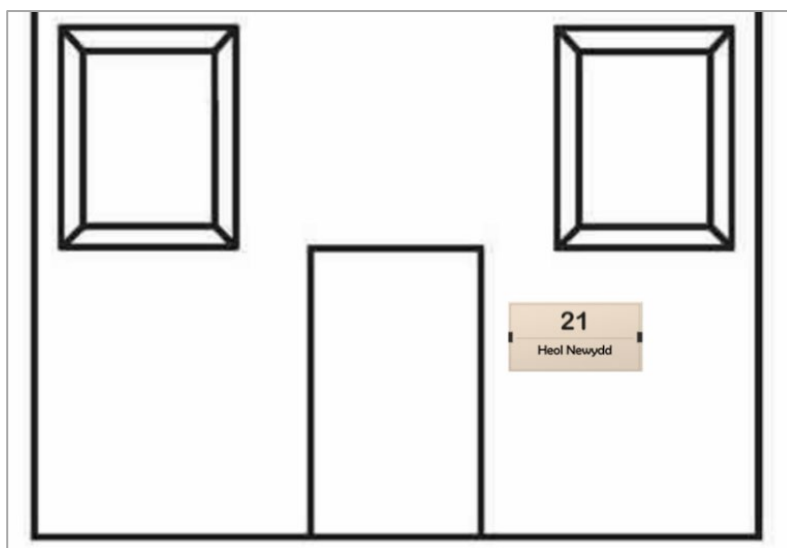
- 5.3.1 To **make an application** for a **change or to add a property name to an existing dwelling**, you should complete the **SNN1** form and return it to us with the appropriate charge. **Please note: to add a new address to a new property please use SNN2**
- 5.3.2 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. A property numbered on a street that has an established numbering scheme cannot change to a name only.

5.4 New address for a single new property

- 5.4.1 To **make an application** for a **new address for a single new property**, you should complete the **SNN2** form and return it to us with the appropriate charge. **Please note: to have a new address created for more than one property, please use form SNN3.**

5.5 Selection of a suitable new name

- 5.5.1 The following types of suggestions will not be accepted by us:
- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
 - Names that are like ones that already exist.
 - Inappropriate, abusive, or offensive names.
 - Names capable of deliberate misinterpretation.
 - New names which result in the removal of an existing name deemed of important historic or cultural significance
- 5.5.2 The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease. We request that, if possible, you provide alternatives to your preferred new name as this will aid the application process.
- 5.5.3 It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.



5.6 Property ownership

- 5.6.1 We will accept applications for re-naming if you are the owner of the property. If you are the leaseholder, tenant, occupant or one of several occupants we will require written confirmation from the owner of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

5.7 Activation of new addresses

- 5.7.1 When a new dwelling has been named or/and numbered, but the property has not yet been completed, the address created is 'provisional'. The details are shared with Royal Mail who keep these addresses on their 'Not Yet Built' (**NYB**) database. This is to avoid the problem of post being sent out to non-existing properties on a building site. We do notify statutory bodies at this stage so they are aware of the new address.
- 5.7.2 Once the property is within 6 weeks of completion, the owners should contact our Street Naming and Numbering section and request that the address is activated for use. Royal Mail will be contacted and asked to move the address from their NYB database onto their 'Postal Address File' (**PAF**) database making it available for general use. The statutory bodies will be notified again to say that the addresses are now active.

5.8 Amendment to a development layout

- 5.8.1 To **make an application** for an **Amendment to a development layout** once a numbering sequence has been agreed, you should complete the **SNN6** form.
- 5.8.2 Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made.
- 5.8.3 The charge will be based on the extent of the revision and the amount of further work to be carried out. Refer to the scale of charges on page 8.

5.9 Conversion of barn, outbuilding or derelict building

- 5.9.1 To **make an application** for converting a **single** barn / outbuilding or derelict building you should complete the **SNN2** form. To convert **multiple** buildings, you should complete the **SNN3** form and return it to us with the appropriate charge.
- 5.9.2 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too like any other property in the area (postal town eg: Ammanford - SA18). A check will be undertaken once the application is submitted. Names that sound racist, obscene or are open to misinterpretation will not be accepted. It is considered good practice to propose names which have a historic or cultural link to the property or locality.

Barn / Outbuilding conversions within a Farm

- 5.9.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.
- 5.9.4 A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.

Derelict buildings

- 5.9.5 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme, then the developed property will slot into that numbering scheme where appropriate.

5.10 Annexes

- 5.10.1 To **make an application** for a new **Annexe** to have their own address, you should complete the **SNN2** form.
- 5.10.2 Annexes to buildings eg: granny flats or ancillary accommodation, will be given the prefix 'Annexe'. The rest of the address will be the same as the parent property eg: Annexe, 1 High Street.

5.11 Land, stables, crofts, allotments, and small holdings with no dwelling

- 5.11.1 Royal Mail do not add a piece of land just for the provision of services or deliveries, even if a post-box is put on site. It either must be a residential address or a business address [with trading name], with business premises on site staffed during normal working hours.
- 5.11.2 The owners will need to take up deliveries / services with the companies involved.

5.12 Property conversion to flats or units

- 5.12.1 To **make an application** for a **new apartment block** or **property conversion into Flats or Units**, you should complete the **SNN5** form. To create a new apartment block or Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.

Naming / Numbering

- 5.12.2 Flats/Units are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the number of flats contained within the building to enable the scheme to be numbered accurately. Individual internal properties within a building should be numbered separately.

- 5.12.3 The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
- 5.12.4 Use of the word 'flat' will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors and has its own internal stairs the term 'apartment' will be used.
- 5.12.5 Blocks which only contain flats and apartments may be given a name, but each individual flat or apartment will be numbered consecutively. This name will not require a consultation with Local Councillors or Town/Community Councils.
- 5.12.6 Flat or apartment conversions above commercial premises will not be given a name and will use the numbering from the ground floor premises, see example:
 'Flat 1, 10-12 Y Stryd Fawr' or
 'Apartment 1, 10-12 Y Stryd Fawr'
- 5.12.7 All newly proposed development block names should preferably end with one of the following suffixes:
- Cwrt or Llys [Cwrt]
 - Tŷ [House]
 - Penrhyn or Pwynt [Point]
 - Tŵr [Tower]
 - Porthdy [Lodge]
 - Fflatiau [Apartments]
 - Plastai [Mansions]
 - Bannau [Heights]

5.12.8 For any residence accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type eg: flat. The rest of the address will be the same as the parent property, eg: where a flat above a public house is only accessed internally, its address will be Flat, Name of Public House, Property Number and Street Name.

5.13 Conversion or sub-division of a property

- 5.13.1 Conversion or sub-division of a residential property resulting in **a single point** of entry from which all the flats are accessed will be **numbered** rather than described or lettered ie: Flat 1 rather than First Floor Flat or Flat A.
- 5.13.2 Conversion or sub-division of a residential property resulting in **multiple points of entry** with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).
- 5.13.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

5.14 Commercial properties

- 5.14.1 To **make an application** to create new Commercial units, **without** a new street name, you should complete the **SNN3** form. To create new commercial Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.
- 5.14.2 Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (eg: Suite 1 / Suite 2 etc) and where suitable by its location within the building (e.g. Suite 1, Ground Floor / Suite 5, First Floor etc).
- 5.14.3 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in section 4 above. **It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.**
- 5.14.4 All addresses will have a Welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore, Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
Unit 1A	Uned 1A
Unit 1B	Uned 1B
Unit 1C	Uned 1C
Unit 1D	Uned 1D

Shopping Centres, Retail Parks, and Industrial Estates

- 5.14.5 In order to minimise disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.

Shopping Centres (Arcades or Malls):

- 5.14.6 A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address eg:
- Unit 1 The Arcade, College Street, Ammanford, SA18 2LN
 - Unit 2 The Arcade, College Street, Ammanford, SA18 2LN

Retail Parks (Open Air Shopping Precincts):

- 5.14.7 A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from eg:
- Unit 1 Trostre Retail Park, Llanelli, SA14 9UY
 - Unit 2 Trostre Retail Park, Llanelli, SA14 9UY

Industrial Estates:

- 5.14.8 Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address eg:
- Unit 1 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
 - Unit 2 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
- 5.14.9 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality eg:
- Unit 1, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 2, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 1, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford
 - Unit 2, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford

5.15 Street re-naming upon resident's request

- 5.15.1 To **make an application for Street renaming at a resident's request**, you should complete the **SNN7** form.
- 5.15.2 Carmarthenshire County Council will accommodate reasonable requests for re-naming of streets. However, it is stressed that an application must be made by a community or town council. For residents, the request is to be made to the community or town council in the first instance, and the type of request may initiate a consultation process by Royal Mail.
- 5.15.3 Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and **ALL** agree with the proposed change. Where the change is approved the community/town council will be responsible for the costs of all replacement street name signs and any notifications.
- 5.15.4 Occasionally, the Council may decide that a street requires renaming. In this circumstance the Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

5.16 Other considerations and common queries

- 5.16.1 Where an occupier of a property is **uncertain about the official address**, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. The Street Naming and Numbering Service is the only section of the council that can confirm the official address.
- 5.16.2 **The Street Naming and Numbering Service does not deal with other road related queries and street direction signs.** The maintenance of public highways and highway signage are the responsibility of the highways section of Carmarthenshire County Council and, where applicable, the South Wales Trunk Road Agent (SWTRA).

5.17 Notification of a new or altered address to internal and external partners

5.17.1 The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Carmarthenshire County Council Electoral Registration
- Carmarthenshire County Council Tax & Business Rates
- Carmarthenshire County Council Local Land and Property Gazetteer (LLPG) Custodian
- Carmarthenshire County Council Highways
- Carmarthenshire County Council Recycling & Waste
- Carmarthenshire County Council Waste and Environmental
- British Gas Transco*
- BT Openreach*
- Dŵr Cymru Welsh Water*
- Emergency Services
- Land Registry
- Mid & West Wales Fire Service
- National Health Service
- Ordnance Survey
- Police Authority
- Royal Mail
- Valuation Office
- West Wales Utilities*

* These organisations are notified because they are responsible for network infrastructure.

5.17.2 For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

APPENDIX 1 - Legislation

Street Numbering - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 64 and 65 of the Town Improvement Clauses Act 1847 for Street Numbering.

Street Naming - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 17, 18 and 19 of the Public Health Act 1925 for Street Naming.

APPENDIX 2 - Scheme of Delegation

Under the Council's Scheme of Delegation, the Director of Environment (within the portfolio of the Head of Place and Sustainability) has power to approve the following:

- **Road naming** – providing a road name to a new road or an existing road with no name (sections 17-19 and 76 of the Public Health Act 1925). Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council for suggestions of road names.
- **Property numbering** – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises (sections 64 and 65 Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 for urban areas and wellbeing power under the Local Government Act 2000 for rural areas.

APPENDIX 3 - Street Signs

Under the 1925 Act, Carmarthenshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publicly maintained streets.

Section 19 of the 1925 Act gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and, also alter or renew it if it becomes for any reason illegible.

This section also makes it illegal to pull down or remove a street name, which has been lawfully set up, or to fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements can be liable to a fine imposed by a Magistrates Court

These acts also give us the ability to produce regulations concerning the erection of signs for the names of public streets and, ensure that the names and numbers of all buildings are displayed by their owners in accordance with these regulations.

Street Nameplates

For further details regarding street nameplates please contact our Highways Department.

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CABINET 22nd MAY 2023

COUNCIL'S REVENUE BUDGET MONITORING REPORT

Recommendations / key decisions required:

That the Cabinet receives the Budget Monitoring report and considers the budgetary position and appropriate corrective action.

In respect of significant overspends on specific budget areas, Chief Officers and Heads of Service to critically review options available to them to address the ongoing impact.

Reasons:

To provide the Cabinet with an update on the latest budgetary position as at 28th February 2023, in respect of 2022/23.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Alun Lenny (Resources)

Directorate: Corporate
Services

Designations:

Tel No. 01267 224886
E Mail Addresses:

Name of Director:
Chris Moore

Director of Corporate
Services

CMoore@carmarthenshire.gov.uk

Report Author:
Randal Hemingway

Head of Financial Services

RHemingway@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

Cabinet

22ND May 2023

The revenue budget monitoring reports as at 28th February 2023 are attached and indicate that:

COUNCIL FUND REVENUE ACCOUNT (Appendix A)

Overall, the monitoring report forecasts an overspend for the year at departmental level of £6.159m, with a forecast underspend on the Authority's net revenue budget of £470k.

Across the whole authority, the largest driver remains the effect of nationally negotiated pay offers at much higher levels than budgeted, for which additional governmental funding has not been provided. The effect of the pay award is reflected in departmental budgets, contributing to the significant overspend position. The remaining corporate contingency budget has been held to provide a partial mitigation against this in the current year budget, whilst the full effect of the award has been built into the 2023/24 budget which was approved by County Council in March 2023. The overspend showing for schools incorporates the additional £1.5m which Cabinet agreed to provide to schools at its meeting of 27 March 2023 in respect of unfunded 2022/23 NJC and Teacher pay awards affecting school budgets.

In addition, there remain:

- overspends in service areas driven by increased demand combined with reduced grant funding versus previous years, particularly Learning Disabilities and Children's Service
- a sustained reduction in commercial income, covering car parks, leisure centres and school meals
- capital financing underspends due to scheme delays and reduced need to borrow. The inherent underspend is £3.5m, against which £750k direct has been committed to cover the tendered price increase required to proceed with the Oriel Mryddin project, which attracts c. £1m national lottery match funding.

In line with our existing policies, forecast departmental overspends are met out of departmental reserves, where available.

Chief Executive's Department

The Chief Executive Department is anticipating an underspend of £758k for the year. There are net underspends on Member pay and travelling, Registrars income and staffing savings from vacant posts across the department. This is offset by overspends within People Management due to employing additional staff, mainly to deal with a recruitment backlog, along with prior year efficiencies that have yet to be achieved. Coroners are overspent as a result of a one-off inquest and a high number of post-mortems and mortuary costs. There is also a shortfall in income on Land Charges and County Farms.

Operational budgets

The Chief Executive's section has an anticipated underspend of £139k, primarily due to staff being seconded to other sections.

There is an expected £190k overspend in the People Management section. This consists of a £62k overspend in People Services HR on agency staff costs to deal with the backlog in recruitment, along with unachieved prior year efficiencies, and an overspend of £56k in payroll, due to past year efficiencies not yet being met. There is an anticipated overspend of £66k on Agile Working due to an unfunded post. There is an overspend of £81k in Organisational Development due to an unfunded post, a one off cost for Investors in People Assessment, and a training efficiency target not currently being met. This is offset by an underspend on DBS (£29k), due to fewer checks being undertaken than budgeted for, a £24k underspend on Social Care Workforce Development due to courses not being able to be undertaken before the end of the financial year, along with an underspend of (£28k) in the Transformation team due to vacant posts, along with other smaller variances.

The ICT & Corporate Policy section are reporting a £75k underspend, largely due to part year vacant posts within the division. These have now been filled or are due to be filled imminently.

Admin and Law are showing an underspend of £231k. Members pay and travelling are underspent by £162k, and there is an additional £25k of income for work undertaken on behalf of the HRA. There is also a £34k underspend in Democratic Services Support due to a vacant post and additional income generated for work undertaken for the Police and Crime Commissioner. Legal Services are expecting to be underspent by £45k due to vacancies during the year that are due to be filled imminently. Central Mailing is also underspent by £21k due to a saving on franking machine leasing costs. There are also other small underspends on supplies and services within the division. This is offset by an overspend on Land Charges of £60k due to a reduction in income, following a fall in demand for the service.

The Marketing and Media section are anticipating a £254k net underspend, made up of an overspend of £138k within Marketing and Media on salary costs, pending a staffing review within the whole division (2019/20 saving proposal), and also a loss of income streams from external partners such as ERW. This is offset by an underspend on staffing costs in the Customer Services Centres, Translation Unit, Marketing & Tourism Development and Yr Hwb. These will all form part of the divisional staffing review.

Statutory Services are reporting an underspend of £56k. This is made up of a saving on vacant posts of £31k along with a £79k underspend on Registrars largely due to income generated above the budgeted figure. This is offset by an overspend on Coroners of £68k due to one off costs associated with an inquest (£36k) along with an increase in the number of

post-mortems and undertaker fees in recent month (£39k). This is offset by smaller underspends within supplies and services across the division.

The Regeneration division is anticipating a £193k underspend for the year. This is made up of an overspend of £66k due to a loss of income on farms as there is no scope to increase tenancy agreements currently, along with essential maintenance costs. There is a £13k overspend in Provision Markets due to a shortfall in income, and an overspend of £33k due to cessation of staff time being recharged to projects.

This is offset by an underspend on Industrial Premises (£78k) and Commercial Properties (£86k) due to high occupancy, a saving of premises related costs within depots of (£14k), (£17k) underspend on livestock markets due to additional income being generated, along with savings from vacant posts during the year of £104k.

Communities

The Communities Department is projecting an overspend of £3,798k for the year.

There are significant variances as the department continues to recover and respond to the post-pandemic phase.

Membership and use of our leisure centres declined to near nil in the pandemic and it was anticipated that income targets (attendances and memberships) could not recover fully this year. However, they are on track to return to pre-pandemic levels by the end of the financial year. As a result, there is a projected in year overspend in Leisure and Culture of £896k. Despite the encouraging trends, lost income to the service is likely to be £1,007k for this year. The service is mitigating the overspend by reducing costs on casual staff (£143k). Minor offsetting expenditure / income variances account for the £32k balance.

Social Care services are projecting an overspend of £2,908k. Underspends are largely due to capacity issues in Residential Beds where it remains difficult to recruit staff. Several initiatives have been launched to address this albeit success in recruitment to meet assessed need is likely to worsen the financial position. Overspends are due to increased demand for services e.g. Direct Payments and in areas where budget savings proposals remain difficult to deliver as Social Work teams have prioritised the safe delivery of key services, meaning that the department has been unable to progress some of the planned savings' proposals. In year inflationary pressures, particularly the higher than anticipated pay award, on the sector make the financial position additionally challenging.

Older People's budgets are forecasting an overspend of £309k. The pay award for 2022/23 was significantly higher than budgeted for and has added a substantial challenge. This is especially true for those areas with a large number of staff on lower grades such as Local Authority Residential Homes (£664k) and Local Authority Home Care (£350k). Increased demand for Direct Payments (£172k) additional costs in the Home Care Framework in order to support rural provision (£227) has resulted in an additional overspend. This is offset by significant underspends in other areas as a result of reduced provision of day services due to COVID19 restrictions (£-317k) and on-going staff vacancies due to staff recruitment issues, particularly in Commissioning (£-110k) and Enablement (£-412k).

Physical Disabilities services are underspent by £394k. Demand for residential placements (£-301k) and supported living placements (£-438k) remains lower than pre-pandemic levels. An increased demand for Direct Payments as an alternative to other service provisions (£486k) partially offsets the underspend in this area.

In Learning Disability services, there is an overspend of £2,212k. Budgetary pressure remains on Residential (£1,132k) and Group Homes / Supported Living (£1,894k) as the savings target have been difficult to deliver due to COVID19 restrictions and an under-developed market for care in West Wales. Families of adults with learning disabilities are finding it increasingly challenging to cope resulting in more demand for formal care (£103k). Also, an increased demand for Direct Payments and a lack of availability of alternative provision due to COVID restrictions has added further pressure (£465k). These pressures have been partially offset with savings due to the reduction of Day Services and Community Support (£-1,365k).

The overspend in Mental Health of £257k is due to increased demand with the main budget pressure in Residential Beds (£573k) and Group Homes / Supported Living (£192k) as the savings target are difficult to deliver due to COVID19 restrictions, partly offset by on-going staff recruitment difficulties (£-301k) and reduced Community Support Provision when compared to pre-pandemic levels (£-179k).

Support Services is forecasting an overspend of £76k.

Council Funded Housing and Public Protection Services are reporting a £6k underspend. However there are concerns around income receivable through the court system relating to the work of our financial investigation team and increased pressure on temporary accommodation services which is being supported by additional grant income from WG.

Corporate Services

The Corporate Services Department is anticipating a £1,104k underspend for the year.

There is a £335k underspend on pre LGR pension costs along with a £376k underspend on Council Tax Reduction Scheme and an £84k underspend on Rates Relief due to lower than budgeted take up of both schemes.

There are also underspends on salaries due to vacancies across the department, and staff not yet at the top of their scale, along with a reduction in audit fees and some additional income for work undertaken for external organisations.

These underspends are offset by an overspend of £134k on Rent Allowances. This service is demand led and is subject to fluctuation year on year. There is also an overspend in Revenues, primarily due to an increase in bank charges as a result of a rise in card payments.

Department for Education and Children

The Department for Education and Children is forecasting a net overspend of £3,858k at year end.

The Education Services division is forecasting a net underspend of £182k. A forecast overspend due to increased demand for Additional Learning Needs provision £296k includes a mix of additional support in mainstream and the creation of additional classes in attached units. Education Other Than at School, mainly the PRU settings, also forecast an overspend of £87k due to additional staffing costs for the increased demand and more complex nature of behaviour issues since Covid. Due to few in-year school redundancies there is an underspend of £223k for the EVR budget. Early years provision for 3 year olds in non-maintained settings

is also underspending by £357k as a WG grant funds what would have otherwise utilised core budget.

The Access to Education division is forecasting a net overspend of £741k mainly within the Schools Meals service of £493k for lunch provision and £190k primary breakfast provisions. Workforce pressures, pay award impact and increased food costs contribute to the challenges of providing the service within the meal price across all schools, ranging from providing 15 to 600 meals per site.

Strategy and Learner Support division forecast a net underspend of £407k which will contribute to funding pressures across other areas of the department. This contains part year staffing vacancies and additional grant funding allowing core budget to be released.

Children's Services division forecasts a net overspend of £3,934k with pressures across a number of areas. Commissioning and Social Work £1,013k forecast overspend is a mix of increased agency cover costs £589k and legal related costs (combination of number of cases and support for families in complex cases) of £505k. The Out of County budget is sufficient to cover the expected level of provision but there are currently three highly complex placements creating an overspend of £1,105k. £368k of the fostering & other looked after services forecast of £702k relates to specialist support packages for 2 children with the remaining £334k absorbed by increased fostering allowances and related payments in excess of the existing budget. Residential units £954k overspend is due to ongoing challenges around LHB contribution, staffing pressures generating significant agency expenditure and the new setting not having resolved staffing and funding whilst providing essential complex care. Short breaks and direct payments have all seen an increase in demand generating a forecast overspend of £538k.

These pressures are partially offset by maximisation of grant income and part year vacant posts in other service areas.

Schools Delegated Budgets

Schools working budgets are forecasting a net overspend in year of £6.3m, with a mix of supporting their formula funding to enable appropriate provision, Covid recovery/catch up and some schools utilising their balances for additional maintenance or initiatives that they would not otherwise have had resources to fund. This forecast includes the recently agreed additional funding to meet in-year pay awards in excess of the original budgets.

This level of utilisation of school reserves is forecast to reduce the brought forward balance of £15.2m net surplus to £8.9m by year end.

Place & Infrastructure

The Place & Infrastructure Department is forecasting an overspend of £366k for the financial year.

The Service Improvement & Transformation division is estimating a £228k overspend for the year, mainly due to a £170k additional pressure on Cleaning wages as a result of the actual pay award being more than budget. There is also an increased level of agency expenditure as a result of sickness and also a reduction in income due to closed properties.

The Waste and Environmental Services division is forecasting a £667k overspend. £196k is as a result of sickness absence related agency cover and driver support services in Refuse and there's £180k additional pressure on wages due to actual pay award being more than budget. The planned draw-down from reserves for waste services is not estimated to be required in 22/23 as other divisions within the department are showing underspends. There is also a £58k underachievement of income against budget on the Sustainable Drainage Approval service. These pressures are off-set by staff vacancies and a £47k surplus on Green Waste collections due to an increased customer base.

Highways and Transportation are forecasting a £125k overspend for the year. The two main variances are the loss of income on Parking Services of £239k and a £134k overspend on School Transport. The total estimated additional cost of fuel prices and tender prices is £252k, £170k of which has been funded corporately, £51k is estimated additional staff costs which is the difference between the actual pay award and the budget for Passenger Assistants. There is also a £30k pressure on winter maintenance. These pressures are partly offset by a £36k net increase in Traffic Regulation orders income and a net £274k underspend on pay costs due to vacancies, staff reducing hours or not on top of their grades plus time recharged to grants.

The Property Division is forecasting a £200k underspend for the year due to the £140k underspend on the vacant Property division Head of Service post and a £240k estimated underspend on Property maintenance. This estimated outturn is based on the current works programme and may vary as the year progresses. These savings are offset by £36k of additional costs due to further testing at Llandovery pumping station, £55k from slippage on Retrofit 2.1 scheme and a £87k overspend due to the purchasing of equipment to facilitate hybrid working and increased non chargeable time on the Property Design Business unit.

The Place and Sustainability Division is forecasting a £455k underspend, largely due to vacant posts within the team.

HOUSING REVENUE ACCOUNT (Appendix B)

The HRA is predicting to be underspent by £850k for 2022/23. This will be reviewed as the significant issues identified become clearer from a financial perspective.

Variances in Repairs and Maintenance (R&M) costs (+£518k) reflect the managers' current position. However, given current inflation and the impact on construction industry capacity post-Covid and post-Brexit including significantly increasing pay, energy, fuel, and construction materials costs, there will continue to be upwards pressure on contractor rates and reduced availability as we progress through 2022/23. Future budget monitoring will show this developing scenario linked to industry capacity, which is currently affecting year end predictions.

Nationally negotiated pay offers at much higher levels than budgeted, falls directly on the HRA to fund however with in-year vacancies to offset this will result in £30k overspend. Also, there are other overspends on Supervision and Management taking the total for S&M to £419k. This is offset by additional recharge income of £281k.

The provision for bad debt will not be fully utilised in 2022/23 resulting in £495k underspend.

While interest rates on capital financing costs in the HRA are forecast higher than budget, the capital financing requirement is significantly reduced due to additional grant funding received in 2021/22 and 2022/23. There is also forecast underspend on the current year capital programme reducing the forecast capital financing costs by £746k. Increased interest rates also benefit the HRA due to the level of reserves held. This equates to approximately £363k.

Lists of the main variances are attached to this report.

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: **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

Council Fund

Overall, the Authority is forecasting an underspend of £470k at this point in time.

HRA

The HRA is predicting to be underspent by £850k for 2022/23.

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. Scrutiny Committee request for pre-determination

Not applicable

If yes include the following information: -

Scrutiny Committee

Date the report was considered:

Scrutiny Committee Outcome/Recommendations:

2. Local Member(s) – Not applicable

3. Community / Town Council – Not applicable

4. Relevant Partners – Not applicable

5. Staff Side Representatives and other Organisations – Not applicable

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

NO

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
2022/23 Budget		Corporate Services Department, County Hall, Carmarthen

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

PRE-CABINET 24th APRIL 2023

COUNCIL'S BUDGET MONITORING REPORT 2022/23

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 2023

Department	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year	Dec 2022 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	39,121	-17,764	-4,140	17,218	39,395	-18,796	-4,140	16,459	-758	-683
Communities	177,112	-71,377	13,796	119,531	183,184	-73,652	13,797	123,329	3,798	3,301
Corporate Services	76,552	-46,040	-1,693	28,819	71,744	-42,336	-1,693	27,715	-1,104	-1,022
Education & Children (incl. Schools)	206,983	-42,198	22,906	187,691	231,003	-62,360	22,906	191,549	3,858	4,487
Place and Infrastructure	142,772	-90,182	13,252	65,841	143,685	-90,730	13,252	66,207	366	177
Departmental Expenditure	642,539	-267,561	44,122	419,100	669,012	-287,875	44,123	425,260	6,159	6,259
Unfunded pay offers - Departments				0				0	0	0
Unfunded pay offers - Schools				0				1,500	1,500	1,500
Corporate Contingency				3,000				170	-2,830	-2,800
Capital Charges/Interest/Corporate				-17,694				-20,444	-2,750	-2,250
Levies and Contributions:										
Brecon Beacons National Park				154				152	-2	-2
Mid & West Wales Fire & Rescue Authority				11,170				11,170	0	0
West Wales Corporate Joint Committee				155				155	0	0
Net Expenditure				415,885				417,963	2,077	2,707
Transfers to/from Departmental Reserves										
- Chief Executive				0				379	379	342
- Communities				0				-982	-982	-982
- Corporate Services				0				552	552	511
- Education & Children (incl Schools)				0				-2,131	-2,131	-2,131
- Place and Infrastructure				0				-366	-366	-177
Net Budget				415,885				415,416	-470	270

Chief Executive Department
Budget Monitoring - as at 28th February 2023

PRE-CABINET 24th APRIL 2023

Division	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year £'000	Dec 2022 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	859	0	-845	14	723	-4	-845	-125	-139	-131
People Management	4,687	-1,585	-2,619	484	5,429	-2,136	-2,619	674	190	223
ICT & Corporate Policy	6,500	-964	-4,785	752	6,561	-1,100	-4,785	677	-75	-51
Admin and Law	4,926	-838	703	4,791	4,724	-867	703	4,560	-231	-277
Marketing & Media	2,826	-713	-1,430	683	2,388	-528	-1,430	430	-254	-265
Statutory Services	1,444	-346	281	1,380	1,547	-503	281	1,324	-56	-93
Regeneration	17,878	-13,320	4,555	9,114	18,023	-13,658	4,555	8,920	-193	-89
GRAND TOTAL	39,121	-17,764	-4,140	17,218	39,395	-18,796	-4,140	16,459	-758	-683

Chief Executive Department - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Chief Executive							
Chief Executive-Chief Officer	240	0	208	0	-33	Savings on supplies & services	-26
Chief Executive Business Support Unit	618	0	516	-4	-107	3 staff on secondment, no commitment to year end.	-104
People Management							
TIC Team	242	-61	214	-61	-28	3 vacant posts during year. One currently vacant, not expected to be filled until new financial year	-22
Agile Working Project	0	0	66	0	66	Unfunded post	66
Social Care Workforce Development Programme	724	-417	790	-507	-24	Some planned training courses will not take place before the end of the financial year.	-0
Payroll	872	-365	917	-354	56	Past year staffing efficiencies (£79k) not being met. Partially offset by vacancies during the year.	66
People Services – HR	964	-275	1,075	-324	62	Temporary additional resource to deal with increased recruitment along with past year efficiencies (£48k) not being met.	60
Organisational Development	468	-40	517	-7	81	Training efficiency target not currently being met (£33k). Investors in people assessment one off costs of (£26k), Unfunded Welsh Language post previously funded from Risk Management fund.	74
DBS Checks	137	0	113	-5	-29	Review of DBS checks process & budget to be undertaken	-29
Other variances					6		7
ICT & Corporate Policy							
Welsh Language	125	-11	114	-11	-11	Underspend on projects and activities during the year	-9
Chief Executive-Policy	722	-32	667	-39	-63	Vacant posts in early part of year now filled with the exception of one, not due to be filled until next financial year (£48k). One off income for work undertaken by WLGA (£7k); Underspend on Supplies and Services (£8k).	-41
Other variances					-2		-2

Chief Executive Department - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Admin and Law							
Democratic Services	2,133	-290	1,972	-315	-187	Underspend on members pay and allowances (£147k), travelling costs (£15k), along with an additional (£25k) of income for work undertaken for the HRA.	-189
Democratic Services - Support	526	0	522	-30	-34	Additional income for work undertaken by PCC (£8k), savings on vacant post that won't be filled until 2023/24 (£25k).	-45
Land Charges	103	-275	134	-245	60	Shortfall in income due to low demand for searches	48
Legal Services	2,092	-273	2,033	-259	-45	Vacancies in early part of the year now filled. Additional 3 current vacancies estimated to be filled from April.	-64
Central Mailing	46	0	27	-2	-21	Saving on franking machine leasing costs	-23
Other variances					-4		-3
Marketing & Media							
Marketing and Media	409	-171	402	-25	138	Overspend on salaries pending divisional realignment. Loss of income streams from external partners (e.g. ERW £80k).	158
Translation	595	-53	490	-60	-113	2 vacant posts pending divisional realignment & number of staff working reduced hours, savings on supplies & services.	-120
Customer Services Centres	1,203	-362	1,016	-358	-183	Part year vacancies in Contact Centre and Hwbs. Constantly out to advert due to difficulty in filling posts.	-203
Yr Hwb, Rhydaman a Llanelli	174	-96	71	-53	-60	2 vacant posts pending divisional realignment, offset partly by less income from decreased demand for desk rent space.	-58
Marketing Tourism Development	405	-5	368	-5	-37	Underspend on vacant posts pending divisional realignment	-41
Statutory Services							
Registration Of Electors	176	-3	163	-3	-13	Underspend on supplies and services	0
Registrars	525	-343	585	-482	-79	Increase in anticipated income due to large number of ceremonies taking place	-55
						One off inquest cost of (£36k). Large increase in volume in last quarter on post-mortem fees (£17k overspend), and undertaker fees (£22k overspend). These are offset by smaller underspends on supplies and services.	-9
Coroners	369	0	437	0	68		
Electoral Services - Staff	265	0	234	0	-31	1 post currently vacant, not expected to be filled until the new financial year.	-29

Chief Executive Department - Budget Monitoring - as at 28th February 2023
Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Regeneration & Property							
Regeneration Management	308	0	341	0	33	Overspend due to cessation in staff time recharged to projects	33
Property	1,195	-91	1,025	-25	-104	4 posts currently vacant that will not be filled until next financial year. These vacancies and an underspend on supplies and services are covering a shortfall on income generated from external work undertaken.	-88
Commercial Properties	34	-463	101	-617	-86	High occupancy rates during year	-13
Provision Markets	623	-556	597	-517	13	Net shortfall in income across the portfolio due to low occupancy rates. Partially offset by underspends on premises and supplies and services costs.	33
Operational Depots	356	0	342	0	-14	Underspend on various premises related costs	-28
Industrial Premises	494	-1,519	488	-1,591	-78	High occupancy levels currently	-62
County Farms	79	-351	115	-321	66	Income target not met due to current economic climate as no scope to increase tenancy agreements at the moment (£34k). Additional property maintenance works undertaken £32k).	50
Livestock Markets	62	-114	22	-91	-17	One off additional income from Newcastle Emlyn Mart.	-4
Other variances					-6		-11
Grand Total					-758		-683

Department for Communities
Budget Monitoring - as at 28th February 2023

PRE-CABINET 24th APRIL 2023

Division	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year £'000	Dec 2022 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	71,796	-26,626	3,559	48,728	71,712	-25,785	3,559	49,486	758	309
Physical Disabilities	8,478	-1,909	286	6,855	8,198	-2,023	286	6,461	-394	-376
Learning Disabilities	43,926	-11,741	1,438	33,622	45,690	-11,293	1,438	35,834	2,212	2,171
Mental Health	11,558	-4,301	233	7,491	11,800	-4,286	233	7,748	257	242
Support	11,418	-7,551	1,167	5,034	11,430	-7,487	1,167	5,110	76	42
Homes & Safer Communities										
Public Protection	3,506	-1,384	532	2,655	3,561	-1,306	532	2,787	132	47
Council Fund Housing	9,216	-7,994	798	2,020	13,282	-12,199	798	1,882	-138	-42
Leisure & Recreation										
Leisure & Recreation	17,213	-9,870	5,783	13,126	17,511	-9,272	5,783	14,022	896	907
GRAND TOTAL	177,112	-71,377	13,796	119,531	183,184	-73,652	13,797	123,329	3,798	3,301

Department for Communities - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Adult Services							
Older People							
Older People - Commissioning	4,520	-912	4,298	-800	-110	Recruitment issues re Social Workers. Additional budget has been allocated in 2022/23 and a wide range of initiatives are being launched to increase recruitment.	-129
Older People - LA Homes	9,895	-4,917	9,920	-4,279	664	Recruitment issues in respect of care workers has increased the reliance on Agency staff – currently projected at £501k. Impact of 2022/23 pay award significantly higher than budgeted (approx. £390k)	460
Older People - Private/ Vol Homes	28,188	-13,241	28,636	-13,241	448	Movement due to 1) in-year fee uplift at £30 per bed per week from January 2023, and 2) increase in bed numbers backdated to April 2022 (two packages)	5
Older People - LA Home Care	7,836	0	7,964	0	128	Impact of 2022/23 pay award significantly higher than budgeted (approx. £350k), offset by savings relating to staff vacancies.	274
Older People - Direct Payments	1,285	-313	1,457	-313	172	Demand for Direct Payments remains high as an alternative to other service provision	166
Older People - Private Home Care	9,515	-2,638	9,742	-2,638	227	Additional costs in the Home Care Framework due to supporting rural provision	270
Older People - Enablement	2,060	-485	1,615	-452	-412	Demand for reablement services remains high but capacity to deliver is constrained by staff recruitment issues. A wide range of initiatives have been launched to address this.	-392
Older People - Day Services	895	-84	504	-11	-317	Provision of day services is reduced compared to pre-pandemic levels.	-299
Older People - Other variances					-42		-45
Physical Disabilities							
Phys Dis - Private/Vol Homes	1,574	-313	1,273	-313	-301	Demand for residential placements is lower than pre-pandemic. Demand levels are increasing slowly.	-250
Phys Dis - Group Homes/Supported Living	1,447	-174	1,009	-174	-438	Demand for Supported Living placements is lower than pre-pandemic.	-448
Phys Dis - Direct Payments	3,024	-603	3,510	-603	486	Demand for Direct Payments remains high as an alternative to other service provision	507
Phys Dis - Other variances					-141		-185
Learning Disabilities							
Learn Dis - Employment & Training	1,921	-279	1,513	-59	-188	Provision of LD day services is reduced compared to pre-pandemic levels.	-188
Learn Dis - Private/Vol Homes	12,296	-4,482	13,428	-4,482	1,132	Whilst demand for LD Residential Placements has not increased significantly, the budget has been reduced to reflect efficiency proposals. The delivery of this has been delayed.	1,133

Department for Communities - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Learn Dis - Direct Payments	4,490	-572	4,955	-572	465	Demand for Direct Payments remains high as an alternative to other service provision	459
Learn Dis - Group Homes/Supported Living	10,967	-2,295	12,861	-2,295	1,894	Whilst demand for LD Supported Accommodation has not increased significantly, the budget has been reduced to reflect efficiency proposals. The delivery of this has been delayed.	1,894
Learn Dis - Adult Respite Care	1,086	-812	1,189	-812	103	Recruitment issues in respect of care workers has increased the reliance on Agency staff	118
Learn Dis - Day Services	2,672	-464	2,173	-214	-249	Provision of LD day services is reduced compared to pre-pandemic levels.	-220
Learn Dis - Private Day Services	1,179	-84	817	-84	-362	Provision of LD day services is reduced compared to pre-pandemic levels.	-374
Learn Dis - Adult Placement/Shared Lives	2,940	-1,992	2,399	-2,017	-566	Provision of LD day services which forms part of the Shared Lives Services, is reduced compared to pre-pandemic levels.	-570
Learn Dis - Other variances					-17		-82
Mental Health							
M Health - Commissioning	1,512	-131	1,200	-120	-301	Recruitment issues re Social Workers. Additional budget has been allocated in 2022/23 and a wide range of initiatives are being launched to increase recruitment.	-328
M Health - Private/Vol Homes	6,653	-3,377	7,226	-3,377	573	Whilst demand for MH Residential Placements has not increased significantly, the budget has been reduced to reflect efficiency proposals. The delivery of this has been delayed.	576
M Health - Group Homes/Supported Living	1,648	-466	1,840	-466	192	Accommodation and Efficiency project plans for strategic longer term future accommodation options as well as current client group has experienced delays due to Covid19. The Progression & Review Team will prioritise Rightsizing in Supported Living in 2022/23.	192
M Health - Community Support	851	-78	672	-78	-179	Community Support Provision is reduced compared to pre-pandemic levels.	-167
M Health - Other variances					-29		-30
Support							
Other Variances - Support					76		42
Homes & Safer Communities							
Public Protection							
PP Business Support unit	160	0	135	0	-26	Underspent on Supplies & Services	-18
Public Health	300	-15	339	-14	39	Overspent on salaries and fly tipping costs	17
Noise Control	227	0	174	-0	-53	Under on salaries	-49
Animal Welfare	87	-87	90	-42	48	Under achievement of income, mainly due to reduction in licensed dog breeders	49

Department for Communities - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023 Forecasted Variance for Year £'000	Notes	Dec 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Public Health Services Management	54	-115	114	-115	60	Overspent on salaries	20
Safeguarding, Licensing & Financial Investigation	96	0	45	0	-52	Under on salaries & Supplies & Services	-52
Fair Trading	231	-68	206	-5	39	Under achievement of income	23
Other Variances					77		57
Council Fund Housing							
Independent Living and Affordable Homes	121	-45	71	-25	-30	Savings on supplies & services budget.	-9
Home Improvement (Non HRA)	662	-273	626	-342	-105	Over achievement of Income	-115
Penybryn Traveller Site	182	-132	109	-99	-40	Underspent on Salaries	-27
Landlord Incentive	14	-11	151	-5	143	Improvements made to Social Lets properties, income to be recovered in future years	2
Homelessness	169	-70	20	-15	-94	Most payments relating to Homelessness prevention have been accommodated in the prevention grant.	3
Non HRA Re-Housing (Inc Chr)	175	0	142	0	-33	Underspent on Salaries	1
Other variances					22		103
Leisure & Recreation							
Burry Port Harbour	21	-107	40	-160	-34	Excess income achieved to budget for Parking & Catering	-17
Discovery Centre	6	-90	6	-117	-28	Excess income achieved to budget for Parking	-19
Pembrey Ski Slope	436	-475	514	-586	-34	Forecast to over achieve income to budget	-15
Newcastle Emlyn Sports Centre	337	-192	323	-154	24	Income shortfall (COVID19 recovery) £39k offset by in year vacancies / lower use of casual staff £11k, along with various minor underspends in S & S headings	21
Carmarthen Leisure Centre	1,513	-1,616	1,516	-1,373	245	Income shortfall (COVID19 recovery) £242k offset by in year vacancies / lower use of casual staff £38k, along with various overspends in S & S and Premises headings	206
St Clears Leisure Centre	157	-44	147	-54	-20	£106 income not budgeted £13k along with in year vacancies	6
Amman Valley Leisure Centre	960	-856	1,013	-775	134	Income shortfall (COVID19 recovery) £81k, along with Utilities £26k and R & M £64k, offset in part with in year vacancies / lower use of casual staff £37k	134
Handover Swimming Pool	376	-259	405	-155	133	Income shortfall (COVID19 recovery) £104k along with overspend in Employees due to Pay Award not being fully funded	119
Gwendraeth Sports Centre	0	0	-37	0	-37	Credit relating to backdated NNDR	-37
Actif health, fitness and dryside	213	-135	212	-85	48	Income shortfall (COVID19 recovery)	28

Department for Communities - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023 Forecasted Variance for Year £'000	Notes	Dec 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Catering - Sport Centres	320	-297	280	-206	51	Income shortfall (COVID19 recovery) £91k offset by an underspend in cost of Catering £40k	49
Sport & Leisure General	840	-46	792	-59	-62	In year staff vacancies £31k along with forecast underspend in Promotions / Marketing expenditure	-15
PEN RHOS 3G PITCH	21	-48	10	-50	-13	Numerous minor expenditure underspends	-11
St John Lloyd - 2G Pitch	62	-14	24	-12	-37	Numerous minor expenditure underspends	-35
Llanelli Leisure Centre	1,297	-1,094	1,399	-894	302	Income shortfall (COVID19 recovery) £200k, Premises Mtce £61k and Employee costs due to Pay Award not being fully funded £35k, along with various minor overspends in S & S headings	262
Outdoor Recreation - Staffing costs	423	0	520	0	97	Forecast overspend due to planned installation of transformer to safeguard future Service delivery	49
Pembrey Country Park	873	-1,139	1,035	-1,239	61	Utilities £17k, cost of Agency staff to backfill in year vacant posts £45k	2
Pembrey Country Park Restaurant	519	-382	555	-507	-90	Forecast to over achieve income to budget	-3
Ammanford Library	293	-14	258	-12	-34	In year staff vacancies	-25
Libraries General	1,130	-1	1,172	-6	37	Forecast overspend in Employees due to Pay Award not being fully funded	34
Museums General	158	0	230	0	72	Unable to achieve vacancy factor, a legacy of undelivered PBB's and unfunded post	66
Arts General	16	0	1	0	-15	Vacant post being held pending restructure	-15
St Clears Craft Centre	111	-39	72	-18	-19	Vacant posts being held pending potential community run venture	-22
Cultural Services Management	103	0	84	0	-19	Numerous minor expenditure underspends	-19
Laugharne Boathouse	157	-117	151	-72	40	Income shortfall (COVID19 recovery)	38
Lyric Theatre	417	-315	363	-271	-10	Income shortfall (COVID19 recovery) £44k offset by reduced cost of Performance Fees £27k, utilities £7k, staffing £12k & contracted services £8k	24
Y Ffwrnes	813	-486	672	-368	-23	Income shortfall (COVID19 recovery) £118k, offset by forecast underspend on Utilities £75k, Performance Fees £12k, Employees £25k, Contracted Services £25k and numerous other minor expenditure underspends	-55
Entertainment Centres General	564	-63	559	-23	34	Budgeted grant from ACW not due to fully materialise	32
Attractor - Management	0	0	51	0	51	Forecast cost of Project manager post (11 mths) not funded	51
Attractor - Externals	7	-58	10	-15	46	Parking income budgeted for Attractor site not fully achievable due to delays in contract completion	52
Other Variances					-7		23
Grand Total					3,798		3,301

**Corporate Services Department
Budget Monitoring - as at 28th February 2023**

PRE-CABINET 24th APRIL 2023

Division	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year £'000	Dec 2022 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	12,453	-2,788	-863	8,801	11,640	-2,402	-863	8,374	-427	-444
Revenues & Financial Compliance	64,099	-43,252	-830	20,018	60,105	-39,934	-830	19,341	-677	-578
GRAND TOTAL	76,552	-46,040	-1,693	28,819	71,744	-42,336	-1,693	27,715	-1,104	-1,022

Corporate Services Department - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Financial Services							
Accountancy	1,877	-478	1,896	-466	31	Additional Accountancy support costs	40
Treasury and Pension Investment Section	277	-200	242	-187	-23	Additional income for work undertaken for Wales Pension Partnership £18k, along with other smaller underspends on supplies and services	-51
Grants and Technical	357	-114	275	-50	-18	Staff vacancy during year	-15
Systems and Accounts Payable	581	-79	546	-78	-34	6 Vacant posts during the year. 2 currently vacant.	-34
Audit Fees	325	-96	301	-96	-24	A proportion of audit fees are chargeable directly to grants	-24
Bank Charges	66	0	54	0	-12	Reduced costs following new bank contract	-13
Miscellaneous Services	6,719	-125	6,283	-41	-353	£335k underspend on pre LGR pension costs along with a £18k underspend on Treasury Management expenses.	-350
Other variances					5		4
Revenues & Financial Compliance							
Procurement	638	-36	576	-36	-62	Savings from staff member working reduced hours, maternity leave and a number of posts currently at lowest point on the salary scale	-61
Audit	511	-20	460	-40	-71	3 posts currently vacant, that will not be filled until the new financial year £35k; Additional SLA income from Fire Service and Delta £20k; £16k underspend on supplies and services	-68
Risk Management	158	-1	132	-1	-26	Staff member working reduced hours along with one off income generated.	-17
Corporate Services Training	62	0	13	0	-50	Less planned training during the year	-31
Local Taxation	986	-763	1,014	-842	-50	Savings on 4 vacant posts to date this year. Three are still currently vacant and not going to be filled during this financial year. Some Agency cover has been used during the year following failure to recruit to these posts.	-52
Council Tax Reduction Scheme	17,249	0	16,873	0	-376	Underspend based on latest demand figures.	-349
Rent Allowances	41,323	-41,540	37,206	-37,289	134	Projections on expenditure based on 2021/22 claims	134
Rates Relief	289	0	205	0	-84	Low take-up anticipated in 2022/23. Based on current demand.	-84
Housing Benefits Admin	1,702	-753	1,402	-632	-178	DWP Housing Benefit Admin grant received is £212k less than budget. There is a net £288k underspend on pay costs, due to 12 current vacant posts that will not be filled until the new financial year. These vacancies are offset by the cost of agency staff who have been covering some of these posts due to difficulties in recruiting replacements. We have also received £91k of additional one off grants from DWP during the year to complete specific projects, along with smaller underspends on supplies and services.	-155

Corporate Services Department - Budget Monitoring - as at 28th February 2023
Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Revenues	1,033	-139	1,124	-136	95	£82k increase in bank charges over budget due to increased number of card payments. £77k one off essential software upgrade. Offset by short term vacant posts that are being covered by agency following failure to recruit, along with 4 current vacant posts, which will not be filled until next financial year.	114
Other variances					-8		-8
Grand Total					-1,104		-1,022

Department for Education & Children
Budget Monitoring - as at 28th February 2023

PRE-CABINET 24th APRIL 2023

Division	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year £'000	Dec 2022 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	150,324	-22,289	0	128,035	158,114	-23,789	0	134,325	6,290	7,529
Transfer from Reserves				0		-6,290		-6,290	-6,290	-7,529
Director & Strategic Management	1,561	0	-109	1,452	1,333	0	-109	1,224	-228	-227
Education Services Division	17,438	-7,309	18,289	28,418	18,376	-8,429	18,289	28,237	-182	38
Access to Education	3,850	-159	1,339	5,030	12,864	-8,432	1,339	5,770	741	1,105
Strategy & Learner Support	4,948	-3,141	653	2,460	4,767	-3,368	653	2,052	-407	-361
Children's Services	28,861	-9,299	2,734	22,296	35,548	-12,053	2,734	26,230	3,934	3,931
TOTAL excluding schools	56,659	-19,909	22,906	59,656	72,889	-32,282	22,906	63,514	3,858	4,487
GRAND TOTAL	206,983	-42,198	22,906	187,691	231,003	-62,360	22,906	191,549	3,858	4,487

Department for Education & Children - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023 Forecasted Variance for Year £'000	Notes	Dec 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Director & Strategic Management							
Director & Management Team	1,191	0	955	0	-236	£225k earmarked for 2023/24 efficiency this year reducing the department's in year overspend.	-235
Other variances					8		8
Education Services Division							
School Redundancy & EVR	2,133	0	1,911	0	-223	Low number of school redundancies due to the surpluses brought forward & continuation of RRRS grant	-179
Early Years Non-Maintained Provision	954	-589	836	-828	-357	WG grant funding received where already committed core budget. In year underspend supporting department pressures	-294
Additional Learning Needs	4,120	-2,401	4,460	-2,445	296	New ALN pressures in excess of the already committed budget for school provision	385
Education Other Than At School (EOTAS)	3,751	-470	4,291	-922	87	Increased agency costs due to staff absences across the 4 settings	96
Other variances					15		29
Access to Education							
School Admissions	420	0	349	0	-71	Part year vacant posts recently recruited to	-75
School Modernisation	142	0	427	-156	129	Overspend in relation to costs associated with closed schools following school reorganisations	126
School Meals & Primary Free Breakfast Services	3,288	-159	12,088	-8,276	683	School meals staffing costs increase re actual pay award £493k. Forecast reduced from December due to additional UPFSM grant from WG. Primary breakfast contributions for care element shortfall £90k & increased costs of food & labour £100k	1,055
Strategy & Learner Support							
Welsh Language Support	670	-232	586	-296	-149	Maximisation of grant income supporting priorities the service had already identified and have staff working on, partially offsetting overspends elsewhere within the Department	-46
Youth Support Service & Participation	2,294	-1,272	2,093	-1,261	-190	Number of part year staff vacancies, delays in recruitment and additional short term grants being utilised	-145
Adult & Community Learning	556	-556	960	-853	107	Reduced take up on courses impacting on level of forecast grant income eligible to claim and franchise income due via Coleg Sir Gar	-0

Department for Education & Children - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
European Funded Projects	315	-314	144	-196	-53	Project led by Pembs CC ended in May 2021, final grant income is still outstanding. £53k underspend on the flat rate allowance for indirect costs has been achieved due to the project not fully spending 15% allowance provided to cover any indirect or ineligible items. The project could still be subject to further European audits.	-52
School Information Systems	370	-28	248	-29	-124	Part year vacant posts being reviewed as part of current restructure	-120
Other variances					-0		2
Children's Services							
Commissioning and Social Work	7,694	-109	8,858	-259	1,013	Increased agency staff costs forecast £589k re additional demand & difficulty recruiting permanent staff, legal costs £332k with additional external provision due to increased complexity of cases and increased demand for assistance to clients and their families £173k. This is partly offset by other net savings - £81k - staffing budget due to vacancies as not able to recruit and additional grant income	885
Corporate Parenting & Leaving Care	1,067	-154	952	-285	-245	Maximisation of grant income supporting priorities the service had already identified and have staff working on	-116
Fostering & Other Children Looked After Services	4,276	0	5,040	-62	702	Specialist support (mainly agency) for 2 young people with highly complex needs £368k. Boarded out costs re demand, allowance increases and additional payments due to connected carers £245k. Enhancement costs re more complex children in placements £52k, transport to school costs £66k re demand & increased fuel costs, promotion costs £9k. Increase in Special Guardianship Orders (SGO's) £24k. This is offset by additional WG grant £62k	726
Adoption Services	564	0	1,164	-544	56	Increased staffing costs, including agency staff re ongoing service demands and maternity leave cover required for 3 members of the team	102
Out of County Placements (CS)	446	0	1,582	-31	1,105	3 new highly complex placements in 2022/23	1,142
Residential Units	849	-365	2,568	-1,129	954	£739k Garreglwyd - significant agency staff costs forecast due to difficulty recruiting to vacant posts & sickness cover. This projected outturn position assumes £407k income from Hywel Dda University Health Board. £215k forecast overspend at the new Ty Magu Residential Unit - increased staffing costs re complex placements £385k (including £60k agency staff costs) and other estimated running costs £50k, with no budget for non-staffing costs. This is offset by £220k WG grant	839
Respite Units	1,025	-12	1,063	-9	41	Overspend forecast mainly in relation to back-dated Covid related enhancement payments for residential staff	19
Supporting Childcare	1,646	-1,035	1,642	-1,091	-60	Maximisation of grant income supporting priorities the service had already identified and have staff working on	-60

Department for Education & Children - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023	Notes	Dec 2022
	Expenditure	Income	Expenditure	Income	Forecasted Variance for Year		Forecasted Variance for Year
	£'000	£'000	£'000	£'000	£'000		£'000
Short Breaks and Direct Payments	689	-59	1,471	-304	538	Increased demand for Direct Payments since change in legislation, further pressures linked to covid-19 & lack of commissioned services available £296k. Also increased demand for 1-2-1 support under Short Breaks due to lack of available location based services £414k, partly offset by WG grant - £172k	501
Other Family Services incl Young Carers and ASD	946	-577	1,040	-750	-78	Maximisation of grant income, partially offsetting overspends elsewhere within the division	-78
Children's Services Mgt & Support (inc Eclipse)	1,165	-164	1,604	-627	-24	1 Service Manager reducing their hours and 2 others being on a lower point in the grade with budget held at top of grade.	-36
School Safeguarding & Attendance	778	-474	791	-517	-30	Maximisation of grant income, partially offsetting overspends elsewhere within the division	-17
Educational Psychology	1,388	-320	1,455	-435	-48	Number of part year staff vacancies, delays & difficulty in recruitment and additional grants being utilised	8
Other Variances					10		15
Grand Total					3,858		4,487

**Place and Infrastructure Department
Budget Monitoring - as at 28th February 2023**

PRE-CABINET 24th APRIL 2023

Division	Working Budget				Forecasted				Feb 2023 Forecasted Variance for Year £'000	Dec 2022 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		
Service Improvement & Transformation	4,331	-3,878	492	944	3,796	-3,116	492	1,172	228	220
Waste & Environmental Services	29,178	-5,009	1,399	25,568	30,082	-5,246	1,399	26,235	667	247
Highways & Transportation	56,878	-33,134	10,132	33,875	60,235	-36,366	10,131	34,000	125	204
Property	46,807	-45,832	899	1,874	43,988	-43,213	899	1,674	-200	-124
Place and Sustainability	5,578	-2,329	330	3,579	5,584	-2,789	330	3,125	-455	-369
GRAND TOTAL	142,772	-90,182	13,252	65,841	143,685	-90,730	13,252	66,207	366	177

Place and Infrastructure Department - Budget Monitoring - as at 28th February 2023

Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023 Forecasted Variance for Year £'000	Notes	Dec 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Service Improvement & Transformation							
Facilities Management - Building Cleaning	4,311	-3,783	3,792	-3,059	205	£170k pressure on wages due to actual pay award being more than budget; increased level of agency expenditure as a result of staff sickness and also a reduction in income due to closed properties	192
Business Support	-124	-35	-110	-35	14	Overspend due to actual pay award being more than budget (est £65k), netted off by vacant posts during the year	8
Other variances					9		20
Waste & Environmental Services							
Waste & Environmental Services Unit	-12	0	-107	-0	-96	Interim staffing complement, recruitment will be reviewed once new HOS appointed	-69
SAB - Sustainable Drainage approval Body Unit	132	-134	130	-74	58	Anticipated income not materialised - Dependent on number of submissions and market buoyancy of development projects	69
Environmental Enforcement	589	-19	511	-24	-83	Underspend relates to vacated post and maternity leave. Future needs are being assessed.	-49
Waste Services	19,072	-1,366	19,770	-1,403	661	£180k additional pressure on wages due to actual pay award being more than budget. Planned draw-down from reserves for waste services not estimated to be required in 2022/23 as other divisions within the department are showing underspends.	189
Green Waste Collection	614	-550	621	-605	-47	Increased customer base	-106
Waste services - Covid19 related	0	0	196	0	196	Sickness absence related agency cover and driver support services	199
Closed Landfill Sites	265	0	255	0	-10	Unable to complete all works due to weather conditions.	6
Other variances					-12		7
Highways & Transportation							
Departmental - Transport	43	0	1	0	-43	Vacant post, management review underway	-48
Departmental Pooled Vehicles	0	0	17	0	17	Under-utilisation of pool vehicles	17
School Transport	12,570	-946	12,932	-1,174	134	Total estimated additional cost of fuel prices and tender prices is £252k - £170k of which has been funded corporately; £51k pressure on staffing costs which is the difference between the actual pay award and the budget for Passenger Assistants.	251
Traffic Management	579	-189	971	-616	-36	Net increase in Traffic Regulation orders income	-82
Car Parks	2,113	-3,348	1,863	-2,859	239	Parking income not achieving income targets due to reduced footfall in town centres.	231
Nant y Ci Park & Ride	85	-34	117	-54	13	Reduced demand on the service	13

Place and Infrastructure Department - Budget Monitoring - as at 28th February 2023
Main Variances

PRE-CABINET 24th APRIL 2023

Division	Working Budget		Forecasted		Feb 2023 Forecasted Variance for Year £'000	Notes	Dec 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Road Safety	248	-5	147	-0	-96	Vacant post filled in January, reduced hours for another post and an estimated £66k officers time recharged to grants	-88
School Crossing Patrols	160	0	126	0	-34	Several posts have become vacant and will not be refilled	-34
Highway Maintenance	12,373	-4,327	15,449	-7,373	30	Winter maintenance pressures	0
Highway Lighting	2,608	-1,221	2,104	-771	-54	Vacant Assistant public lighting engineer post estimated to be filled in 2023/24	-50
Public Rights Of Way	1,043	-75	979	-58	-47	Savings on pay due to reduced hours; vacancies during the first and second quarters	-55
Other variances					2		49
Property							
Property Division Business Unit	140	0	0	0	-140	Vacant HOS post, review on-going	-140
Property Maintenance Operational	34,788	-35,749	33,244	-34,445	-240	Estimated sub-contractor costs based on 80% of works programme, this may vary as the year progresses	-190
Pumping Stations	55	0	90	0	36	Additional cost due to further testing at Llandovery pumping station	44
Design Services CHS Works	4,232	-4,437	2,916	-3,067	55	Slippage on Retrofit 2.1 scheme	10
Property Design - Business Unit	2,970	-3,338	3,299	-3,580	87	Purchasing of equipment to facilitate hybrid working and return to the office. Increased non chargeable time due to increased absence as a result of sickness, maternity and paternity leave.	100
Other variances					2		52
Place and Sustainability							
Place & Sustainability Unit	331	-17	399	-133	-48	Due to underspend on supplies & services	-47
Forward Planning	731	0	617	-1	-114	Due to staff vacancies during the year with 1 post estimated to be filled in the new financial year	-114
Development Management	1,839	-948	1,705	-1,073	-259	£289k underspend on vacant posts during the year offset by additional agency, fees & travel costs	-203
Conservation	485	-13	503	-61	-30	Due to underspend on pay & fees budget including £13k WCVA additional funding	-9
Other Variances					-2		3
Grand Total					366		177

Housing Revenue Account - Budget Monitoring as at 28th February 2023

	Working Budget £'000	Forecasted £'000	Feb 23 Variance for Year £'000	Notes	Dec 22 Forecasted Variance for Year £'000
Expenditure					
Repairs & Maintenance					
Responsive	2,551	3,939	1,388	Budget managers are currently predicting a £518k overspend on revenue maintenance budget spend. However, given current inflation and the impact on construction industry capacity post-Covid and post-Brexit including significantly increasing pay, energy, fuel, and construction materials costs, there will continue to be upwards pressure on contractor rates and reduced availability as we progress through 2023 e.g. in January the Minor Works Framework Schedule of Rates was increased by 9.3% in line with CPI for the 12-month period August 2021 to July 2022. As a result, remaining within budget may require delivering less with our allocated financial resources. Budget managers will continue to respond to these fluctuations to ensure that the overall HRA expenditure remains within budget. The review of the 3-year HRA Business Plan for 2023/24 onwards has identified appropriate adjustments to future budget allocations to reflect the anticipated continuing inflation impacts. Some repairs are significant in nature and are being assessed for potential capitalisation.	1,283
Minor Works	3,464	2,179	-1,285		-1,240
Voids	4,512	4,710	197		160
Servicing	1,934	2,036	102		164
Drains & Sewers	157	116	-41		-1
Grounds	849	815	-33		-39
Property & Strategic Projects	408	598	191		224
Unadopted Roads	118	118	0		0
Supervision & Management					
Employee	5,770	5,800	30	Impact of pay award compared to budgeted salary costs and transfers of staff from Place & Infrastructure to Communities with establishment of a distinct Housing Property team offset by in year vacancies.	256
Premises	1,358	1,341	-17	Lower than anticipated spend on water bills offset by additional energy and council tax related project costs (which will generate rental income once projects are occupied.)	26
Transport	35	118	82	Additional staff travelling as officers undertake more visits	4
Supplies	914	1,237	324	Legal costs in housing management £97k, compensation payments £100k, projects and activities £120k & other supplies and services including Office relocation costs	162
Recharges	-453	-733	-281	Additional recharge income to support Affordable Homes capital programme and reduction in recharge expenditure as services/staff transfer from the Place & Infrastructure Department to Communities to become direct costs.	-155
Provision for Bad Debt	594	99	-495	Write offs in year only £69k with potential further £30k and age analysis of debt reduces requirement.	-517
Capital Financing Cost	14,923	14,177	-746	Capital HRA programme is predicting a £24m underspend on the revised budget of £50m. This, in conjunction with increased grant funding in 2021/22 and 2022/23 has decreased the borrowing requirement in year from £17.4m to approximately £1m. The impact on mid-year CFR and therefore interest is significant, reducing capital charges by £746k. This does assume an interest rate of 4.01% which may change if other elements of the capital programme on Council Fund vary.	-666
Central Support Charges	1,811	1,838	27		-32
Direct Revenue Financing	10,000	10,000	0		0
Total Expenditure	48,946	48,388	-557		-372

Housing Revenue Account - Budget Monitoring as at 28th February 2023

	Working Budget £'000	Forecasted £'000	Feb 23	Notes	Dec 22
			Variance for Year £'000		Forecasted Variance for Year £'000
Income					
Rents	-43,608	-43,575	33	Prediction close to target for rent due and voids.	93
Service Charges	-849	-849	0		0
Supporting People	-70	-71	-1		-1
Interest on Cash Balances	-5	-368	-363	Interest rate significantly above 0.05% budgeted, assumed current year average of 1.8%	-367
Grants	-296	-296	0		0
Insurance	-221	-218	3		0
Other Income	-496	-460	35	Reduction in court costs received	-4
Total Income	-45,545	-45,837	-292		-279
Net Expenditure	3,401	2,551	-850		-651

HRA Reserve	£'000
Balance b/f 01/04/2022	21,895
Budgeted movement in year	-3,401
Variance for the year	850
Balance c/f 31/03/2023	19,344

**EXECUTIVE SUMMARY
CABINET
22nd May 2023**

CAPITAL PROGRAMME 2022/23 UPDATE

The current capital programme is based on information available as at the end of February 2023. It was reported as part of the December monitoring cycle that the £56,878k had been slipped to future years and has been incorporated into the new Capital Programme 2023-2028, which brought the general fund working budget more in-line with the projected outturn for the year. HRA budgets remain unchanged.

Appendix A shows a forecasted net spend of £54,673k compared with a working net budget of £93,787k, giving a **-£39,115k** variance (£14,848k General Fund and £24,267k HRA).

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, and new grant awards received during the year to date.

Appendix B details the main variances within each department.

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

Place and Infrastructure:

A new ULEV grant relating to part funding for the purchase of three new electric refuse collection vehicles has been awarded from the Welsh Government. It is reflected as part of the Strategic Waste project.

DETAILED REPORT ATTACHED?

YES

CONSULTATIONS

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

Signed: Randal Hemingway Head of Financial Services

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	N/A
If yes include the following information:	
Scrutiny Committee	
Date the report was considered:	
Scrutiny Committee Outcome/Recommendations:	

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

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Include any observations here
NO	

Section 100D Local Government Act, 1972 – Access to Information		
List of Background Papers used in the preparation of this report:		
Title of Document	File Ref No.	Locations that the papers are available for public inspection
2022/23 Capital Programme		Corporate Service Department, County Hall, Carmarthen. On-line via corporate website – Minutes of County Council Meeting 2 nd March 2022.

Capital Programme 2022/23							
Capital Budget Monitoring - Report for February 2023							
	Working Budget			Forecasted			Variance for Year
Department	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	
Public Housing	49,975	-15,330	34,645	26,031	-15,653	10,378	-24,267
Private Housing	3,303	-415	2,888	3,303	-415	2,888	0
Leisure	1,567	-428	1,139	1,020	-248	772	-367
Social Care	2,099	-338	1,761	1,671	-272	1,399	-362
Environment	30,088	-10,981	19,107	27,571	-12,452	15,119	-3,988
Education & Children	24,029	-9,257	14,772	18,173	-6,105	12,068	-2,704
Chief Executive	2,080	0	2,080	553	-68	485	-1,595
Regeneration	33,868	-16,473	17,395	24,815	-13,252	11,563	-5,832
TOTAL	147,009	-53,222	93,787	103,138	-48,465	54,673	-39,115

Capital Programme 2022/23							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for February 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	49,975	-15,330	34,645	26,031	-15,653	10,378	-24,267	
Sewage Treatment Works Upgrading	20	0	20	15	0	15	-5	
Internal and External Works (Property)	19,557	0	19,557	13,958	0	13,958	-5,599	Continuing supply chain and capacity issues.
Environmental Works (Housing Services)	450	0	450	283	0	283	-167	
Adaptations and Equalities Works (Building Services)	2,000	0	2,000	1,778	0	1,778	-222	Owing to limited contractor availability.
Programme Delivery and Strategy	1,056	0	1,056	1,070	0	1,070	14	
Housing Development Programme	25,791	0	25,791	8,927	-323	8,604	-17,187	Main Variances: Continuing supply chain issues with new builds -£6,748k - the purchase of new properties for buyback programme depends on the supply in the market for suitable properties in areas of demand, this will slip to 2023/24. Strategic Regeneration Projects -£1,739 owing to schemes being reprioritised following initial studies, -£6,314 Council New Builds: continuing issues with supply chains, delay with the appointment of delivery partner for Tyisha development -£1,629K, Self Build programme -£480k, and Assisted Living programme -£274k.
Retrofit and Decarbonisation	1,101	0	1,101	0	0	0	-1,101	Delays because of additional costs because of inflationary pressures.
MRA and IHP Grants Income	0	-15,330	-15,330	0	-15,330	-15,330	0	
- Private Housing	3,303	-415	2,888	3,303	-415	2,888	0	
Disabled Facilities Grant (DFG)	2,087	-47	2,040	2,087	-47	2,040	0	
ENABLE - Adaptations to Support Independent Living	594	-368	226	594	-368	226	0	
Empty Properties Initiatives	622	0	622	622	0	622	0	
- Leisure	1,567	-428	1,139	1,020	-248	772	-367	Slip to 2023/24.
Amman Valley Leisure Centre 3G Pitch	180	0	180	131	0	131	-49	Slip to 2023/24.
Oriel Myrddin Redevelopment	140	0	140	39	0	39	-101	Slip to 2023/24.
Libraries & Museums	398	0	398	370	0	370	-28	Slip to 2023/24.
Burry Port Harbour Walls	34	0	34	34	0	34	0	Project complete.
Country Parks	815	-428	387	446	-248	198	-189	Slippage against phase 2 of the Pump Track.
- Social Care	2,099	-338	1,761	1,671	-272	1,399	-362	Slippage on the Learning Disability Accommodation. Projects to be delivered in future years.
ENVIRONMENT	30,088	-10,981	19,107	27,571	-12,452	15,119	-3,988	
Coastal Protection & Flood Defence Works	1,648	-1,379	269	632	-468	164	-105	Slip to 2023/24.
Fleet Replacement	2,173	0	2,173	177	0	177	-1,996	Slip to 2023/24.
Bridge Strengthening & Replacement	1,026	0	1,026	992	0	992	-34	Slip to 2023/24.
Road Safety Improvement Schemes	545	0	545	70	0	70	-475	Retained for future roads programme - Slip to 2023/24.
Highways Infrastructure	4,550	0	4,550	4,413	0	4,413	-137	Slip to 2023/24
Integrated Waste Strategy	1,590	0	1,590	2,158	-600	1,558	-32	Waste Strategy will be delivered in future years.
Cross Hands ELR	1,104	0	1,104	1,911	0	1,911	807	Negative slippage to 2023/24. Overall scheme within original approved value.
Towy Valley Path	756	0	756	911	0	911	155	Budget slipped to 2023/24. Some accelerated expenditure against new profile

Capital Programme 2022/23							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for February 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
Other Infrastructure Projects	12,408	-9,602	2,806	13,417	-11,384	2,033	-773	The main variances include: -£54k against Murray Street Car Park which is needed for future works, -£90k Trebeddrod Reservoir, -£347k Junctions - retained for future roads programme, -£62k Ammanford Infrastructure - slipped to 2023/24, £-£200k walking and Cycling.
Property	4,288	0	4,288	2,890	0	2,890	-1,398	Slippage against the capital maintenance programme - slip to 2023/24.
EDUCATION & CHILDREN	24,029	-9,257	14,772	18,173	-6,105	12,068	-2,704	
Schools: General Projects, including Equality Act Works, Bus Bays, Mobile Class Provision	2,167	0	2,167	2,236	0	2,236	69	Additional costs associated with Dyffryn Taf bus bays.
Sustainable Communities for Learning - Band A - Design Stage Schemes	200	0	200	102	0	102	-98	Delays with acquiring land for Laugharne Primary School.
Sustainable Communities for Learning - Band A - WG FBC Approved Schemes	3,960	-56	3,904	2,890	-56	2,834	-1,070	Slip to 2023/24.
Sustainable Communities for Learning - Band B - Design Stage Schemes	671	0	671	952	0	952	281	Accelerated costs for Heol Goffa
Sustainable Communities for Learning - Band B - WG FBC Approved Schemes	4,831	-4,060	771	4,093	-2,576	1,517	746	Pembrey slip to 2023/24
Infant Class Size	0	0	0	193	0	193	193	Penygroes - negative slippage to be funded by 2023/24 budget.
Welsh Language Immersion Centres	0	0	0	40	0	40	40	Additional costs against Maes y Gwendraeth covered by MEP match funding.
School Buildings - Education Capital Grants - including Capital Maintenance, Rollout of free school meals and Use of facilities by the Community	9,979	-4,711	5,268	6,309	-3,111	3,198	-2,070	Slip to 2023/24.
Carmarthen Community Education Centre	325	0	325	308	0	308	-17	
Flying Start Capital Expansion Programme	253	-253	0	127	-126	1	1	
Childcare Offer Places	0	0	0	237	-237	0	0	
Play Opportunities Grant Projects	10	0	10	10	0	10	0	
Rhydygors Intermediate Care Project	965	0	965	420	0	420	-545	Slip to 2023/24.
Sustainable Communities For Learning - Match Funding Budget	460	-177	283	0	0	0	-283	Programme under development. Funding to slip to future years.
Other Projects with Minor Variances	208	0	208	256	1	257	49	Snagging against Dyffryn Aman.
CHIEF EXECUTIVE	2,080	0	2,080	553	-68	485	-1,595	
IT Strategy Developments	1,670	0	1,670	320	0	320	-1,350	Slip to 2023/24.
Purchase of Grillo Site, Burry Port	27	0	27	27	0	27	0	
Block 3, St David's Park	292	0	292	91	0	91	-201	Slip to 2023/24.
Glanamman Industrial Estate Redevelopment	85	0	85	41	0	41	-44	Slip to 2023/24.
Other Projects with Minor Variances	6	0	6	74	-68	6	0	Covid19 Hospitals.

Capital Programme 2022/23							Variance for Year £'000	Comment
Capital Budget Monitoring - Report for February 2023 - Main Variances								
DEPARTMENT/SCHEMES	Working Budget			Forecasted				
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
REGENERATION	33,868	-16,473	17,395	24,815	-13,252	11,563	-5,832	
Swansea Bay City Region Projects	7,100	-7,100	0	8,494	-8,494	0	0	
County Wide Regeneration Funds	838	0	838	37	0	37	-801	Slip to 2023/24.
Cross Hands East Strategic Employment Site Phase 1	916	0	916	423	0	423	-493	Slip to 2023/24.
Cross Hands East Phase 2	165	-6	159	100	59	159	0	
Cross Hands East Plot 3 Development	7,002	-3,250	3,752	7,666	-3,914	3,752	0	
Carmarthen Town Regeneration - Jacksons Lane	5	0	5	5	0	5	0	
Carmarthen Old Town Quarter	691	0	691	0	0	0	-691	Detailed design to follow Greening Infrastructure masterplan outcome.
Pendine Iconic International Visitors Destination	3,863	0	3,863	4,234	-200	4,034	171	Leisure contribution from Maintenance.
Llandeilo Market Hall	2,242	0	2,242	2,242	0	2,242	0	
Ammanford Regeneration Development Fund	280	0	280	84	0	84	-196	Delays because of changes to State Aid rules.
Town Centre Loan Scheme	144	0	144	144	0	144	0	
TRI Strategic Projects - Market Street North	688	0	688	16	0	16	-672	Project delayed because plans were called in by Welsh Government planning division. Slipped to 2023/24.
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,429	0	1,429	423	0	423	-1,006	Slip to 2023/24.
Transforming Town Centres Strategic Projects	290	0	290	0	0	0	-290	Slip to 2023/24. Some of the budget has been transferred to specific TRI projects.
Business Support for Renewable Energy Initiatives	100	0	100	44	0	44	-56	Forecast grant drawdowns based on expected spend profiles. Balance to slip to 2023/24.
Ten Towns Growth Plan	0	0	0	0	0	0	0	Budget Slipped to future years.
Place Making	1,680	-925	755	7	0	7	-748	Slip to 2023/24.
Levelling Up Fund - Carmarthen Hwb	6,192	-5,142	1,050	503	-503	0	-1,050	Slip to 2023/24.
Other Projects	243	-50	193	393	-200	193	0	Llanelli JV, Brilliant Basics.
TOTAL	147,009	-53,222	93,787	103,138	-48,465	54,673	-39,115	

Cabinet 22 May 2023

Welsh Language Promotion Strategy 2023-28

Purpose: To present the five-year Strategy to promote the Welsh language across Carmarthenshire

Recommendations / key decisions required:

1. To approve the five-year Strategy to increase the number of Welsh speakers and promote the use of the Language across Carmarthenshire.

Reasons:

It is a statutory responsibility for the Council to prepare a Welsh Language Strategy as part of the Welsh Language Standards.

Cabinet Decision Required YES (22 May 2023)

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:-

Cllr. Glynog Davies, Cabinet Member for Education and Welsh Language

Directorate:

Chief Executive

Name of Head of Service:

Noelwyn Daniel

Report Author:

Myfanwy Jones

Designations:

Head of ICT & Corporate Policy

Welsh Language Development Officer

Tel:

Email addresses:

NDaniel@carmarthenshire.gov.uk

MyJones@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Cabinet
22 May 2023

Welsh Language Promotion Strategy 2023-28

The Welsh Language Measure (Wales) 2011 and the subsequent Welsh Language Standards require Carmarthenshire County Council to produce and publish a 5-year strategy that sets out how we propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in our area. Furthermore, we are required to assess to what extent we have followed that strategy and publish that assessment on our website.

The first Promotion Strategy was published in 2016 and ended in 2021 and, after a period of reflection and measuring its impact, a report was completed in 2022, followed by this second Strategy for 2023-28. Both Strategies and the report have been completed in conjunction with the County's Welsh Language Strategic Forum, which has been the main vehicle for its planning as well as its scrutiny.

Despite the recent, further reduction in the number and percentage of Welsh speakers in Carmarthenshire, the Strategy aims to be confident and aspirational with a vision to:
'...see an increase in the proportion of Carmarthenshire residents who can speak Welsh and use their Welsh consistently. We want to see the Welsh language as a working and operating norm in the County's public institutions and increasingly prevalent in County businesses. We want our young people to see a future for them in the County in sustainable and prosperous Welsh communities, economically, culturally and socially. We want everyone to be proud of the Welsh language in Carmarthenshire.'

The Strategy's four main aims are to instigate:

1. An increase in the number of Welsh speakers,
2. The County's residents' pride, use and confidence in the Welsh language
3. The Welsh language as a norm in the workplace and workforce
4. Thriving Welsh speaking communities.

The actions needed to implement these aims are divided into 9 workstreams which will be the focus of the Strategy's action plan which will coincide with the five-year delivery period of the Strategy.

DETAILED REPORT ATTACHED?

YES

Strategy to Promote the Welsh Language in Carmarthenshire 2023-28

IMPLICATIONS

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

Signed: Noelwyn Daniel, Head of ICT & Corporate Policy

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

1. Policy, Crime & Disorder and Equalities

Preparing a Welsh Language Promotion Strategy is a specific requirement under the Welsh Language Standards (Standard 145).

“A Wales of vibrant culture and thriving Welsh language” is one of the seven National Well-being Goals under the Well-being of Future Generations Act.

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT and Corporate Policy

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	YES
If yes include the following information: -	
Scrutiny Committee	Education, Young People & the Welsh Language Scrutiny Committee
Date the report was considered:-	5 May 2023
Scrutiny Committee Outcome/Recommendations:- Agree to amend the wording in paragraph 5 of the Cabinet Member’s Foreword to read as follows in order to accurately reflect the vision. Amends noted in bold : The vision further voices our desire to see Welsh as the norm in all domains of life. Our desire in Carmarthenshire is not only to increase numbers and encourage use but we also want to welcome people into Welsh confidently and without apology:	

2. Local Member(s) Not applicable

3. Community / Town Council Not applicable

4. Relevant Partners The Strategy has been developed in full collaboration with partners through the Carmarthenshire Welsh Language Strategic Forum.

5. Staff Side Representatives and other Organisations Not applicable

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED YES	Cllr. Glynog Davies – member of the Carmarthenshire Welsh Language Strategic Forum
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**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Welsh Language Standards Compliance Notice		Welsh Language Standards (Welsh Language (Wales) Measure 2011) Compliance Notice (gov.wales)

Welsh Language Promotion Strategy

2023-28



sirgar.llyw.cymru
carmarthenshire.gov.wales

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2. Introduction: Policy Context
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4. Aim, Vision and Objectives
5. Delivery of Objectives: The mechanism
6. Objectives, Sub-Objectives, Work Areas and Key Partners

1. Foreword

The recently published 2021 Population Census Results have further increased the importance of the success of this Strategy. As Carmarthenshire experiences the highest percentage loss of Welsh speakers of all the counties of Wales for the second decade running, firm and confident action must be taken to stop this damaging trend.

However, all the planning and action taken since the 2011 results were published and since the Welsh Language Promotion Strategy 2016-21 was produced have not been in vain. Indeed, the careful and cohesive work has contributed to significantly slow the reduction from 6% in the 2011 Census to 4% in the 2021 Census. Furthermore, Carmarthenshire's Welsh speakers' experience of living their lives through the medium of Welsh proves beyond any quantitative data that the Welsh language is alive and viable in our County. Welsh is widely used by our residents in every ward of our County and in every aspect of our residents' lives, from education to leisure and work. The use and continuity of Welsh in Carmarthenshire is vital to the survival of the Welsh language in Wales.

I am confident that, having implemented a purposeful promotion strategy for five-plus years, and with the positive operational cooperation of many partners, we are in a position, to have a significant effect on the viability of the Welsh language in Carmarthenshire during the period of this Strategy. The Strategy benefits from a clear baseline set out in the first Strategy report and benefits, furthermore, from a real practical understanding of what needs to be done and how to achieve it, having implemented the first Strategy so vigorously. Our understanding of the factors affecting the Welsh language within the economic sphere, and within our workplaces is now advanced and this Strategy will develop the Welsh language in those areas. It will also, of course, continue with the vital work of increasing use of Welsh as has been done thus far in the education and community sectors by the Mentrau, the Young Farmers and others.

This Strategy sets an aim, a vision, objectives and a set of sub-objectives. The aim is ambitious and voices our determination that Carmarthenshire should remain a Welsh language heartland.

Aim: To make Welsh the main language of the County. Our aim is to restore Welsh to a language spoken and used by the majority of our inhabitants consistently, and in all aspects of life.

The vision further voices our desire to see Welsh as the norm in all domains of life. Our desire in Carmarthenshire is not only to increase numbers and encourage use but we also want to welcome people into Welsh confidently and without apology:

Vision: We want to see an increase in the proportion of Carmarthenshire residents who can speak Welsh and use their Welsh consistently. We want to see the Welsh language as a working and operating norm in the County's public institutions and increasingly prevalent in the County's businesses. We want our young people to see a future for themselves in the County in sustainable and prosperous Welsh communities, economically, culturally and socially. We want everyone to be proud of the Welsh language in Carmarthenshire.

There are four (4) high-level objectives as well as a set of sub-objectives identified in this Strategy which will enable us to reach our aim, and an Action Plan will be prepared to drive forward its implementation.

Objective 1. An Increase in Welsh speakers

Objective 2. Maintaining the pride, use and confidence of the County's residents in the Welsh language

Objective 3. Welsh as the norm in the workplace and workforce

Objective 4. Thriving Welsh communities

We have identified nine areas of work for the Action Plan which will provide us with a practical framework to implement the objectives of the Strategy.

In conclusion, I would like to thank all the County Council's partners for their willing collaboration on the first-of-its-kind Welsh language Promotion Strategy for which the County Council is statutorily responsible. I look forward to another five-year period of working together for the benefit of the Welsh language in Carmarthenshire.

Cllr. Glynog Davies

Cabinet Member for Education and the Welsh Language, Carmarthenshire County Council

2. Introduction: Policy Context

The Welsh Language Measure (Wales) 2011, regulated by the Welsh Language Commissioner places 174 **Welsh Language Standards** on Carmarthenshire County Council in its 2016 Compliance Notice. The Standards set out expectations of how the language will be treated as the Council:

- 1) delivers Welsh language services,
- 2) formulates policy in a way that promotes the Welsh language,
- 3) operates through the medium of Welsh,
- 4) keeps records about the Welsh language and finally
- 5) promotes the Welsh language.

Within the Promotion Standards, Standard 145 and 146 specifically call on the County Council to produce this Strategy.

Standard 145: You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters):

(a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and

(b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

Standard 146: Five years after publishing a strategy in accordance with standard 145 you must -

(a) assess to what extent you have followed that strategy and have reached the target set by it, and (b) publish that assessment on your website, ensuring that it contains the following information:

(i) the number of Welsh speakers in your area, and the age of those speakers;

(ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

Carmarthenshire County Council's first Promotion Strategy built on the work carried out in response to the results of the 2011 Census. *The Welsh Language in Carmarthenshire* Report, and the work of the task and finish working group set up by the County Council, formed a sound basis for the formulation and implementation of the Promotion Strategy 2016-2001. The efforts undertaken in the first Promotion Strategy are summarised in a comprehensive report which, in turn, has offered firm basis on which to formulate this Strategy.

The wider context in terms of other efforts to plan for the development of the Welsh language at a County and National level has changed significantly since the time of the first Strategy.

In 2017 the Welsh Government published an ambitious Strategy, *Cymraeg 2050. A Million Welsh Speakers*. The Strategy identified two specific targets, namely:

- Number of Welsh speakers to reach 1 million by 2050.
- The percentage of the population who speak Welsh daily, and can speak more than just a few words of Welsh, to increase from 10 per cent (in 2013–15) to 20 per cent by 2050.

The Government intends to use National Census statistics and the Language Use Survey to measure progress against these targets.

At the time this Strategy was formulated, *Cymraeg 2050* still stands as the core of the government's language planning efforts, and in 2022, it was reiterated and strengthened by the vision of the new Minister for the Welsh language, Jeremy Miles MS. He placed an emphasis on using the Welsh language, 'providing and speaking not just creating institutions'. The Minister expressed the need to shift the emphasis away from 'promoting and facilitating' and towards increasing the use of Welsh with the consistent message being that 'the Welsh language belongs to us all'. He set out the intention of encouraging co-operative organisations, which will operate in Welsh, of mainstreaming the Welsh language into all Policy areas within government, of tackling the problem of second homes and housing and of establishing a Commission for Welsh Communities to look at the situation of the Welsh language at community level.

In 2015, **the Well-being of Future Generations Act** was published, which set seven national goals that public bodies must work towards, to ensure they 'consider the long-term impact of their decisions'. One of those aims refers directly to the Welsh language and the need to create 'a Wales with a vibrant culture where the Welsh language thrives'. The significance of having a national goal that comes from outside the traditional field of language planning undoubtedly reinforces our efforts within that field.

The Public Services Board (PSB) and the Well-being Act itself are now established and it is becoming ever clearer how promoting the Welsh language through the Promotion Strategy could combine with these efforts to promote social, economic, environmental, and cultural well-being. The planning timetable of this Strategy and the Public Services Board's Well-being Plan has coincided during 2022-23 and there has been an opportunity for the Welsh County Strategic Forum to have an input to during the consultation period. The Well-being Plan for 2023-28 includes an objective of 'Helping to create bilingual, safe and diverse communities', and one of the key steps over the period of the next Well-being Plan will be to 'Support the implementation, further development and monitoring of the Welsh Language Promotion Strategy'.

We want to ensure that a link has been created between the PSB and the Welsh Language Strategic Forum and that the Forum discusses key issues about the Welsh language with the Board. Similarly, we want to ensure that the officers of the partner bodies sitting on the Forum are supported by the representation of the PSB in order to realise the objectives of the Promotion Strategy.

More than just words, the Welsh Language Development Plan for Health and Social Care, has experienced a period of lull in recent years. Largely as a result of the whole sector being turned upside down by the COVID-19 pandemic, the 'active offer' has not received much attention at a strategic level recently. However, following an independent evaluation of the More than just Words Framework in 2019, a new five-year plan from 2022-2027 has been published.

Despite the positive contribution of all the above policies, a number of factors that most adversely affect the Welsh language in Carmarthenshire remain outside their scope. The affordability of housing for local young people for example is largely influenced by the open market and private sector profits. The same is true with regard to the influx of older people from outside Wales into Welsh-speaking communities. After the first Strategy's efforts to work with estate agents to try to gain useful information to address this problem, it must be recognised that it is only Welsh Government who are in a position to meaningfully influence these factors. We look forward to working together on innovative efforts by the government in this area of work and to explore new law-making forces that could mitigate harmful effects on the Welsh language.

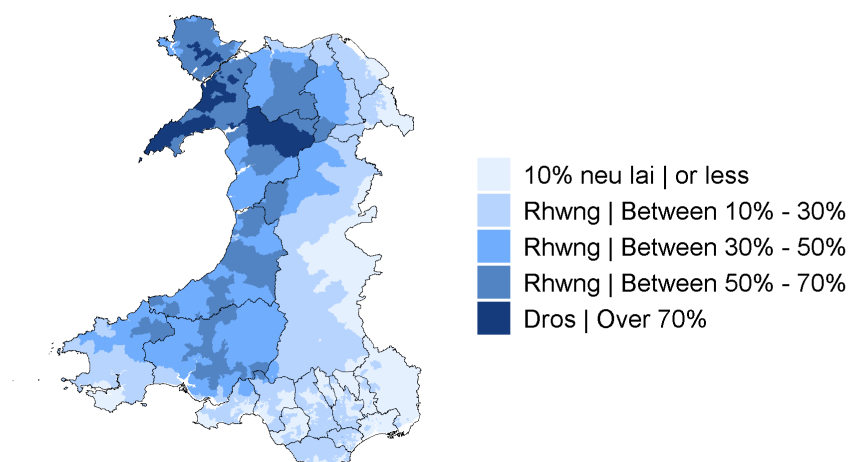
Similarly, the extent of the success of this Strategy is dependent on the commitment of other public bodies outside the control of the Strategy's owner, the County Council. Work remains to be done to ensure that other Strategic Forum organisations commit to implementing the Strategy, at all levels within the organisations. The aim of this Strategy needs to be integrated into the work of the Public Service Board and to ensure that there is full support from those organisations to their representatives on the County Strategic Forum to ensure ownership of the Strategy across the county's public bodies rather than to be limited to the Welsh language element of those organisations. We must remember 'The Welsh language belongs to everyone' and our aim is to 'restore Welsh to a language spoken and used by the majority of our inhabitants consistently, and in all walks of life'. Achieving the aim will not be easy.

Introduction: Linguistic context

While drafting this Strategy, we have just obtained the initial results of the 2021 Census. The number and percentage of Carmarthenshire Welsh speakers has fallen once more. We've lost 6,000 Welsh speakers, which equates to 4 percentage points. The number who consider themselves Welsh speakers now stands at 72,800 which means the county has lost its position of being the local authority with the most Welsh speakers in Wales. Gwynedd has now taken up that mantle.

Although Carmarthenshire has seen the biggest drop in percentage of Welsh speakers compared to other counties in Wales for the second Census running, the percentage drop is smaller than in the last Census. The downturn has slowed and that is encouraging, but there is no doubt that even more vigorous action is needed if we are to hold on to areas within the county where the Welsh language is the natural medium of our relationships with each other.

Canran y bobl tair oed neu'n hŷn sy'n gallu siarad Cymraeg, yn ôl ACEHI, 2021 Percentage of people aged three or older able to speak Welsh, by LSOA, 2021



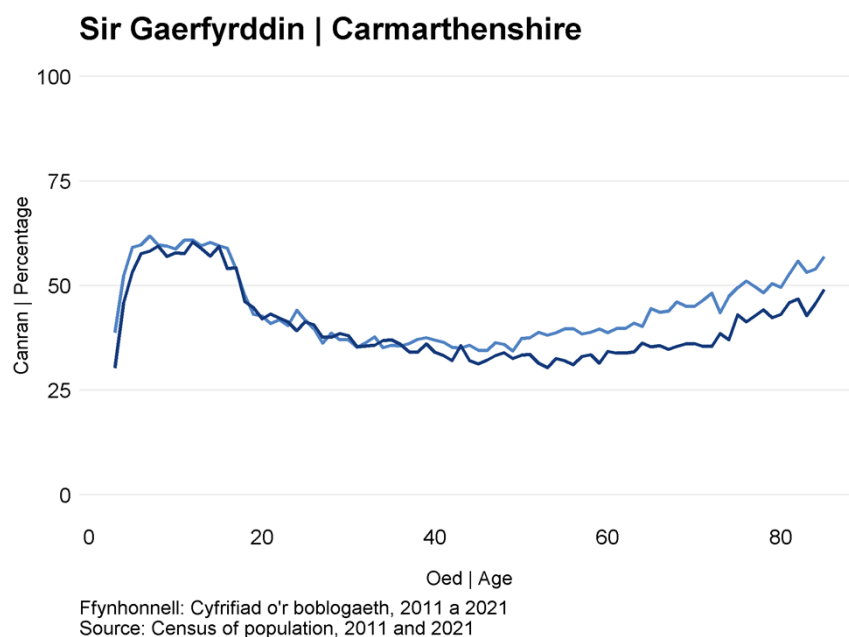
Ffynhonnell: Cyfrifiad o'r boblogaeth 2021
Source: Census of population 2021

Initial results indicate that of the 112 small areas in Carmarthenshire, the percentage of people aged three years or over who were able to speak Welsh ranged from 62.2% (area around Brynaman) to 15.0% (area adjacent to Llanelli). At first glance, some wards have seen a slight increase in the number of Welsh speakers, and it will be interesting to analyse the causes of that growth in areas such as Gorslas. However, it is also true to say that the greatest reduction has happened in the areas which are traditionally considered the natural home of the Welsh language, where there is a high density of Welsh speakers, in areas such as the Amman Valley. The Welsh language is still strong in these areas, but it is losing ground quickly. Analysing the reasons behind this decline will be essential for implementing an effective Promotion Strategy for the county. Identifying the language transmission and

population mobility trends, for example, will help us identify what actions would lead to change in these geographical areas.

Compared to the situation across Wales, the initial results of the Census suggest that the initial conclusions are not as relevant to Carmarthenshire. The significant reduction in the number of the youngest children able to speak Welsh, largely attributed to the COVID-19 era when play groups, childcare and schools were closed, has not happened in Carmarthenshire. The reduction in our numbers has manifested itself in the 45+ age group and the percentage has fallen most in the age 50+ and up to the age of 80. Further analysis of population mobility will shed significant light on this change.

The ability to speak Welsh according to age, 2011 and 2021



Planning for this Strategy was finalised before the Census results were published. And it is acceptable that the planning was based on the last Strategy report, with the statistical and qualitative detail it contains, rather than the bare Census figures. There are limits to the usefulness of census figures, considering the effects of the census being conducted during Covid-19 lockdowns and the significant difference between the figures and other survey figures such as the Annual Population Survey. That said, due attention will be given in the second Strategy to analysing the figures when they become available in their entirety, and to plan some priorities as a result.

The Annual Population Survey Statistics, from the Office for National Statistics gives us a very different picture. As of June 2011, 82,300 (47.2%) Welsh speakers are recorded in Carmarthenshire, placing the county second to Gwynedd in terms of numbers. According to the same source, there are 94,000 Welsh speakers in Carmarthenshire in June 2021, (52.5%), which places us with the highest number of speakers in Wales. Therefore, not only do the mayor figures here significantly exceed the Census figures, but they also show a completely opposite trend to the census of growth in numbers and percentages in Carmarthenshire, as in the other counties.

The importance of data on Welsh *usage* for meaningful language planning is well known. It is key that we maintain communities where Welsh is the community and social norm and the *number* of those who can speak Welsh is only half the picture. According to the Welsh Language Commissioner and the Welsh Government's joint Language Use Surveys, the percentage of Welsh speakers using Welsh every day in Carmarthenshire fell from 80% to 71% between the 2004-6 Survey and the 2013-15 Survey. This was very similar to the national average and matched the percentage losses of the counties similar to us in terms of density of Welsh speakers. Unfortunately, the 2019-20 Language Use Survey was finished early due to the pandemic. This meant that the sample was a third lower than previous surveys and it was not possible to analyse the survey results by local authority as had been done in the previous surveys. The national results suggested however that 'over half (56%) speak the language every day (regardless of their fluency levels) compared to 53% according to the 2013-15 Language Use Survey, and almost one in five speak the language every week (19%, exactly the same percentage as in 2013-15)'. It therefore appears that Welsh is being maintained fairly successfully as a community and social language at this time. Obviously, having meaningful and comparative data on language *use* would be very useful to measure the future impact of a Promotion Strategy like this.

At the beginning of the first Promotion Strategy, an effort was made to find more local data on attitudes and awareness of the Welsh language. A questionnaire was administered mainly through the Mentrau, which gave us some useful information. The report stated that 97% of respondents saw bilingualism as advantageous and that 'work opportunities' were most prominent in people's minds when thinking about those benefits. We found that only half of respondents understood that pupils receiving English medium education in the county were unlikely to be bilingual before leaving school. It was also possible to establish that respondents' awareness of the organisations promoting Welsh in the county was relatively high (between 67 and 82 %). Despite the usefulness of this survey, the sample was too small to be representative and it had to be recognised also that the respondents came from the usual audiences of the Mentrau, rather than providing us with information about the residents of the county more widely. Although it was planned to re-run the survey at the end of the strategy period, it was decided, that there was insufficient resource available to administer it, and while it would have been useful to understand whether our campaign to raise awareness of Welsh language education had had an impact, there was not the necessary infrastructure in place at county level to find meaningful and representative data. There remains, therefore, a gap in empirical evidence that would ascertain the impact of the campaigns and interventions of the Strategy.

3. Foundations: The work achieved in the first Strategy

In the process of drafting the Carmarthenshire Promotion Strategy 2016-2021, regular meetings of the Welsh Language County Strategic Forum were established to assist the local authority in planning, implementing, and scrutinising the Strategy. The significant work of the Mentrau as well as the other bodies promoting Welsh within the county was recognised as the backbone of the Strategy. Then, during the five-year period, 10 meetings were held looking at an area of work for development at each meeting. At each meeting, there were presentations from county council officials and key representatives working in the areas covered. Following the discussions, new action points were formulated for the work area. The actions were laid out in an Action Plan which was updated on a meeting-by-meeting basis. The Action Plan remained a live document throughout the period. In between Forum meetings, meetings were held with various departments within the Council to plan for the Welsh language in preparation to present to the Forum and then following the meeting to propose and commit to new actions.

In September 2019, Meri Huws started to chair the Forum's quarterly meetings, providing stability and astute guidance to the discussions and co-planning. Inevitably, the content of the schedule had to be revised due to Covid-19. The lockdown had hit a large number of service providers and community activity, and scrutiny on some areas had to be delayed as a result. The meetings were not suspended, however. We transitioned straight to a digital platform without losing any of the momentum or commitment of the members.

The objectives identified for the strategy were:

1. Welsh language Skills Acquisition
2. Increasing confidence and use
3. Affecting population movements
4. Geographical areas of priority
5. Marketing and Promotion.

The areas of work that were recognized for reaching these objectives and provided a focal point for the implementation of the Action Plan and for forum meetings were:

- Preschool
- Welsh for Adults and Welsh in the Workplace
- Leisure
- Youth
- Housing
- Planning and assimilating newcomers (and the Moving Rural Carmarthenshire Forward report)
- Regeneration
- Private sector
- Young people and the world of work
- Geographical areas of priority

A detailed report was produced to take stock of the impact of the Strategy in 2022 and came to the following conclusions on progress and lack of progress against the objectives.

Objective 1: Welsh Language skills acquisition

Good Progress	Lack of progress
Promoting Welsh in childcare, language transmission and education: the creation of resources	Insufficient ownership of the promotional resources and no effective and consistent processes to distribute them
Increasing number of Welsh-medium private nurseries	Childcare/pre-school provision. Progress of Welsh medium locations stopped, difficulties in recruiting
Advances in Welsh for Adults learning, including online teaching, the National Centre collecting useful data and a joint online prospectus enabling messaging to be more effective and access to lessons smoother	Numbers of adult Welsh learners living in Carmarthenshire relatively low following Covid-19
A good provision of Welsh courses for teachers and expertise in intensive provision from UWTSD	Insufficient joint planning between community adult learning provision and Welsh language promotion to reinforce the Welsh in Education Strategic Plan (WESP) targets
A good and more cohesive provision of informal opportunities for learners	Not enough of our teachers taking advantage of the learning provision available
Public body policies encourage the development of Welsh language skills in the workplace. Diverse and purposeful provision of Welsh courses in the workplaces	Efforts to collectively promote informal provision not having a positive effect on numbers
Coleg Sir Gâr increased the number of courses students can take through the medium of Welsh. Collaboration between Coleg Sir Gâr and the University on developing pathways from further to higher study through the medium of Welsh	Not enough progress in increasing Welsh language skills in the workplace
	Lack of data on Carmarthenshire young residents in higher and further education studying through the medium of Welsh

Objective 2: To increase the confidence of Welsh speakers and the use of Welsh in all aspects of life

Good Progress	Lack of progress
The Mentrau have adapted their ways of operating to respond to the Pandemic situation. Flexibility and resilience in community delivery bodies, e.g., YFC	Impact of the pandemic on Urdd membership Impact of the pandemic on all organisations providing events for the public
Canolfan Yr Egin is an attractive place to congregate, interact and use Welsh	Impact of the pandemic on the Atom's activity

Good Progress	Lack of progress
The establishing of a contemporary, central and viable new Centre in Llandeilo as a natural space for Welsh language use	The impact of the pandemic and staffing issues on the provision of Menter Gwendraeth Elli, particularly in Llanelli
Informal opportunities to use Welsh in county council and other workforces	A lack of progress in administrating through the medium of Welsh, to create workplaces where the use of Welsh is natural, which allows people to maintain their confidence in their Welsh language skills
Efforts made within leisure, with Theatrau Sir Gâr offering much more Welsh language provision and the county's leisure centres and indoor markets playing Welsh music	Efforts to find ways of jointly promoting Welsh-language community activities have faded
	The development of the capacity of swimming tutors to provide in Welsh and bilingually not resulted in an adequate increase in provision of Welsh swimming lessons. A system that offers and delivers Welsh lessons consistently has not been successfully established
	The work of Language leaders within the departments of our public bodies has not developed further

Objective 3: Positively impact population movements.

Good Progress	Lack of progress
Design and publish the language awareness leaflet, 'Croeso i Sir Gâr'	Lack of use of the leaflet
The coordination of language planning and economic development efforts initiated. A strong start in terms of linguistic expectations and opportunities at Pentre Awel.	Difficulties recruiting Welsh speakers into the workforce. Young people don't appreciate the benefit of their Welsh language skills for the workplace.
Housing policies and actions increasing the provision of affordable housing, engaging local people to housing provision and reducing the number of empty houses in the county creating favourable conditions for local residents to remain in the county.	The Ten Towns project not always maximising the opportunities to develop the Welsh language while developing the economy
Language planning work within the LDP process, particularly the development of a new methodology to measure the impact of land use on the Welsh language.	Lack of national guidance and dependable information on the impact of construction on the Welsh language in terms of numbers of permitted locations for house building and their geographical locations.
Strengthen Council's policy for naming houses and streets.	Lack of cohesion (or lead body) of efforts to prepare the county's young people into the world of work and persuade them to use and develop their language skills for use in the workplace and encourage them to develop careers in areas where Welsh

Good Progress	Lack of progress
	speakers are needed in the workforce within the county.
Establishment and expansion of the Profi project by MGSG.	Lack of Welsh-medium provision within the study and accreditation elements of apprenticeships
Establish the provision of the Urdd's and Meithrin's Welsh-medium apprenticeships and in childcare, sport, and outdoor pursuits	Lack of workplaces that provide and promote Welsh-medium apprenticeships
Work to improve the provision of Welsh-medium apprenticeships in the county initiated.	Lack of a lead body to co-ordinate efforts to improve the position of Welsh-medium apprenticeships in the county.
Coleg Sir Gâr's efforts to build young people's confidence in their Welsh skills within areas of study that lead to work where Welsh language skills are particularly necessary.	Funding <i>Local Hello Blod</i> Officers came to an end.
The design and publishing of the e-resource 'Welsh in Business', and distributed through projects such as those of Menter a Busnes.	
Implementation of a number of specific projects to increase the use of Welsh in the private sector.	
Economic development funding cascaded to specific projects to promote the Welsh language.	

Objective 4: Targeting Geographic Areas of priority

Good Progress	Lack of Progress
Attracting funding to pilot a project in the Priority Areas	Short duration of pilot project
The three Menter collaborating on project delivery and reporting	Difficulty of capacity of Mentraau to work both myopically in specific areas and also provide activity across the area
	Lack of flexibility of national Welsh language promotion bodies to respond to county requirements due to national plans and targets
	Focus on areas specific enough to instigate change
The initial work of Developing the Welsh Language in Llanelli: an effort to operate with a solid evidence base and act strategically and in partnership	

Objective 5: Language Promotion and marketing

Good Progress	Lack of progress
All the new Welsh language promotion resources created and shared	Lack of an effective system to distribute and use the resources created
Some good examples of distributing the materials	Lack of specific campaigns for promoting Welsh

The dedication of all forum bodies to organising activity on national days for the promotion of the Welsh language	Lack of influence on external bodies to distribute Welsh language promotional materials
Efforts to create channels to share promotional resources	Some bodies still miss out on opportunities to distribute resources created by other organisations

It must be recognised that there has also been significant work and progress made since the end of the last Strategy period, particularly in the community provision in the Llanelli area, and in the re-establishment of comprehensive provision to support children and young people's use of Welsh outside of formal education after COVID-19. Effective partnership work has also been undertaken to increase the involvement of county residents at the Carmarthenshire Urdd Eisteddfod 2023. This work will be reflected and developed in this Promotion Strategy 2023-2028.

The Forum also attempted to influence the above areas of work by raising issues with other bodies, to try to make an impact on the elements of policy that were outside the reach of the bodies on the county forum at county level. Correspondence has been shared with the Government and the Welsh Language Commissioner about Welsh-medium apprenticeships, about the consultation procedures of the Welsh in education Strategic Plans, about advertising regulations and, more recently, the Carmarthenshire Public Service Board was corresponded with about the Welsh language in the draft Well-being Plan. The Forum has matured and now seeks to influence issues affecting the Welsh language at a strategic level and will continue to do this in the Promotion Strategy 2023-28, as issues arise.

4. Aim and vision

Aim: To make Welsh the main language of the County. Our aim is to restore Welsh to a language spoken and used by the majority of our inhabitants consistently, and in all aspects of life.

While members of the Forum were in agreement about continuing with the same aim into the next five-year period, a desire was also expressed to change gears in terms of this aim. Following all the co-planning, influencing and collaboration that has taken place over the last five years and before, we feel there is now a basis and need to be more confident in discussing the Welsh language in the county. We believe that we have reached a point in the history of Welsh in Carmarthenshire where we should move away from 'encouraging its use' and towards declaring that Welsh is at the core of the county's identity and welcoming everyone to the language and to the community of the language, without apology. We want to plan and deliver in a way that accepts that Welsh *is* the norm in the county and does not need to be 'normalised' anymore. To reflect this, we agreed on the following vision to inform the approach we will take in implementing this Strategy.

Vision: We want to see an increase in the proportion of Carmarthenshire residents who can speak Welsh and use their Welsh consistently. We want to see the Welsh language as a working and operating norm in the County's public institutions and increasingly prevalent in the County's businesses. We want our young people to see a future for themselves in the County in sustainable and prosperous Welsh communities, economically, culturally and socially. We want everyone to be proud of the Welsh language in Carmarthenshire.

We also recognise that the 2023 Census results will highlight geographical areas within the county that have not yet reached this state of linguistic confidence, and the new Census figures will drive our response to these challenges. At first glance, it appears that 'language transmission' and 'population movement' will be areas that this Strategy will explore in more detail when analysing Census results.

The fundamental objectives of the first Strategy, such as creating more confident speakers, and maintaining the use of Welsh as a whole will obviously continue in this Strategy, but there will be a more focused emphasis on the Welsh language and the economy, workforce and workplace as these are themes in which, as a forum, we have developed a clearer understanding of how action is needed to improve the position of the Welsh language in the county.

The Forum also feels that 'Marketing the Welsh language' has progressed in the period of this strategy. It now seems better suited to be actioned intertwined with the activity of the other objectives, as a feature of all the work of this Strategy. The work of raising the status of the Welsh language and raising awareness of specific elements of the Welsh language (such as Welsh language education, and the need for Welsh language skills in the workforce) will be undertaken as a core part of achieving all the objectives. There will also be an

attempt, during the next five-year period to identify audiences within the county who do not understand the significance and benefits of bilingualism and of the Welsh language as a fundamental and unique aspect of our county's identity and culture. We will seek to convey these messages in new and innovative ways.

The Forum will also prioritise the 2021 Census data. We will analyse the most significant trends at community level and respond through planning at a geographical level. Time will tell what the new geographical priorities will be, and it will have to be carefully prioritised to be realistic about what can be achieved with the resources available.

This Strategy categorises the sub-objectives as ones that should be addressed in the short, medium and long term. This will enable us to give clearer direction to the work of the action plan whilst recognising that it is not realistic to try to achieve everything at the same time. The Strategy also identifies an Area of Work to match each sub-objective, in order to set a clear operational direction.

Approaches to implementing and monitoring the Objectives: The Mechanism

Planning:

Most of the planning of this second Promotion Strategy was carried out at meetings of the County Strategic Forum. Having done detailed work on assessing the success of the first Strategy, there were discussions on objectives and priorities. The planning also took input from the partnerships and documents below into account, and space has been allowed for analysing and finalising the implications of the 2021 Census data in the Strategy as well, as the timing of the data did not allow for full consideration of them while drafting this Second Strategy.



Implementation:

In the same way as in the first Strategy, all the organisations on the Forum implement the Strategy by promoting the Welsh language and providing opportunities for county residents to use the Welsh language. The detail of their provision is in their annual plans and strategies as independent organisations. The national bodies that are members of the Forum generally operate according to national targets, and while their objectives align precisely with the objectives of this Strategy, there is little way to get input into their provision at a county level. However, meetings of this Forum and Promotion Strategy provide a valuable opportunity to ensure that we co-plan at county level within the confines of those national targets. It must be recognised that there are voluntary, community organisations and partnerships that contribute indirectly to this Strategy. A number of chapels and choirs, village halls and various clubs provide key Welsh language social opportunities without being a direct contributor to any wider strategy.



* Statutory partners - Hywel Dda University Health Board, Natural Resources Wales, West and Mid Wales Fire and Rescue Service and Carmarthenshire County Council

While the core work of promoting the Welsh language in the county is progresses continuously in line with the individual organisations' plans, there will be an Action Plan for this Strategy, which will identify actions for addressing the objectives of the Strategy. It will provide a vehicle to drive the work forward and the forum will receive updates from the contributing bodies to these action points on a quarterly basis.

Monitoring:

We will develop an impact measurement framework, which sets out measures for the objectives of the Strategy.

Each work area will be timetabled to Forum meetings in turn and as the work areas are addressed at Forum meetings. Each area of work will be discussed twice in the Strategy period and the data will therefore be updated twice. This will enable the Forum to track progress in line with the objectives as the five-year period progresses.

At the end of the five years, a detailed analysis of the Welsh language situation in the County will be prepared, which will provide us with detailed information on the impact of the Strategy and action plan. This report will also include statistical information from national censuses and surveys.



*The impact measurement Framework includes PLASC data, data from National Well-being Indicators, data from providers etc.

5. Objectives, Sub-objectives, work areas and main partners

Objective 1. An Increase in Welsh speakers

Objective 2. Maintaining the pride, use and confidence of the County's residents in the Welsh language

Objective 3. Welsh as the norm in the workplace and workforce

Objective 4. Thriving Welsh communities

Short Term

Medium Term

Long term

Objective	Sub-objective	Work Area	Main partners
An Increase in Welsh speakers	Making Welsh the norm in pre-school age	Preschool: Childcare, Pre-school education, Promoting Welsh medium Education, Post 16: early years education and professional training,	<ul style="list-style-type: none"> - Family information services (CCC) - Mudiad Meithrin - Cymraeg i Blant - Welsh for Adults - private nurseries Flying Start (CCC) - Parent and toddler groups - Early Years Department Welsh Government - Cwlwm - Children and Education Services CCC - UWTSD, - Coleg Sir Gâr - Hywel Dda
	Increasing the proportion of families who successfully transmit the language at home	Language transmission, Community / social opportunities	<ul style="list-style-type: none"> - Mentrau Iaith - Children and Education Services CCC - Cymraeg i Blant - Cylchoedd Meithrin - Welsh books and resources shops - S4C - Yr Egin - Health Board - Yr Atom

Objective	Sub-objective	Work Area	Main partners
			- Welsh Government Welsh language Unit - Village Halls
	To support the WESP objective of improving the progression of pupils in Welsh language education from one foundation stage to another	Promoting Welsh medium education	- Children and Education Department CCC - Carmarthenshire Schools - Mentrau
	Ensure Carmarthenshire residents understand about the Welsh language and identity of the county and know that Welsh courses are available to all	Welsh for adults Integrating communities	- Aberystwyth University - Welsh language development Team (CCC) - Community and town councils - Mentrau - Hywel Dda - Public Bodies - Village Halls - Housing Services CCC - Housing Associations - Tourism Businesses - Schools
	Support young latecomers and their families to integrate into Welsh medium education	Promoting Welsh medium Education Social / Community opportunities	- Mentrau - Schools - Welsh language development Team (CCC) - Urdd
	Support pupils in English medium schools to identify with and take ownership of the Welsh language	Integrating communities Social / community opportunities	- Mentrau - Welsh language development Team (CCC) - Schools - Urdd
	Supporting older newcomers to integrate into rural communities without adversely affecting the use of the Welsh language within the community	Welsh for Adults Social / Community opportunities	- Aberystwyth University - CCC Welsh for adults - Mentrau - Merched y Wawr - village and community halls
	Increase the number of Carmarthenshire residents learning Welsh	Welsh for Adults	- Aberystwyth University - Children and Education Services CCC

Objective	Sub-objective	Work Area	Main partners
			<ul style="list-style-type: none"> - National Centre for learning Welsh - UWTSD - Public Bodies
Maintaining the pride, confidence and use of the county's residents in the Welsh language	<p>Ensure there are opportunities for all pupils receiving Welsh medium education in the county to use their Welsh outside of school</p> <p>Provide and promote recreational opportunities for children and young people: initiatives, the Urdd, YFC, sports clubs, county recreation department</p>	Social / community opportunities	<ul style="list-style-type: none"> - Mentrau Iaith - Urdd - YFC - Actif Carmarthenshire - Coleg Sir Gâr - UWTSD branch of Coleg Cymraeg - sports clubs - leisure businesses - Language Charter
	Ensure a sense of Welsh identity and increase the use of Welsh outside of their Welsh lessons, amongst pupils in English medium education	<p>Social / community opportunities</p> <p>Language Awareness</p>	<ul style="list-style-type: none"> - Mentrau - Urdd - Yr Egin - Yr Atom - Language Charter - Actif Carmarthenshire
	Create a seamless continuum from statutory Welsh medium education to Welsh medium further education for the county's young people	Post 16	<ul style="list-style-type: none"> - Coleg Cymraeg - UWTSD - Coleg Sir Gâr - Schools
	Ensure that all our young people continue to develop and use their Welsh language skills in moving from statutory to further and higher education within the county	Post 16	<ul style="list-style-type: none"> - Coleg Cymraeg - UWTSD - Coleg Sir Gâr - Schools
	Ensure that our young people understand the benefits of continuing to study through the medium of Welsh, and that they are able to do so	Post 16	<ul style="list-style-type: none"> - Coleg Cymraeg - UWTSD - Coleg Sir Gâr - Schools
	Ensure the widespread awareness of the	Social / community opportunities	Theatrau sir Gâr, Yr Egin,

Objective	Sub-objective	Work Area	Main partners
	county's residents of all the county's cultural and social, Welsh-language opportunities Marketing and promotion		Yr Atom, Village/community Halls, Choirs, Welsh and heritage centres, Mentrau
	Increase private and third sector use of Welsh through the promotion of Helo Blod, guidance and various support	Private Sector	- Mentrau Iaith - Economic Development dept CCC - Menter a Busnes - Antur Cymru
	Ensure a vibrant digital use of Welsh among county residents Social media: -Welsh and Welsh language presence on social media, -reaching new audiences with Welsh language content, -new digital Welsh material, -Welsh digital networking, - Sharing successes about Welsh and in Welsh on social media	Social / community opportunities	- S4C - Mentrau - National Centre for Learning Welsh - UWTSD - Yr Egin - Schools - Welsh Government
	Increasing Carmarthenshire residents' use of Welsh-medium public services. Promoting services, raising expectations and awareness	Public Sector	- Public Bodies - Welsh Language Commissioner - PSB
Welsh as the norm in the workplace and workforce	Ensure an annual increase in the Welsh language skills of public sector workforces	Public Sector	- CCC - Hywel Dda - Dyfed Powys Police - Police and Crime Commissioner - MAWWFRS - UWTSD - Coleg Sir Gâr - PSB
	Increasing the amount of administration is carried out through the medium of Welsh and the number	Public Sector	As above

Objective	Sub-objective	Work Area	Main partners
	of workplaces administering in Welsh		
	Increasing use of Welsh informally in the workplace	Public Sector	As above
	Recruiting Welsh speakers into workforces of priority Promoting job opportunities where Welsh is needed as a skill	Post 16	- Work and skills Partnership, - Mentrau, - Coleg Sir Gâr, - Pentre Awel, - Cwllwm, - Careers Cymru, - UWTSD
	Increasing Welsh further and higher education provision within the county Promoting the Welsh language provision of Coleg Sir Gâr and Trinity University	Post 16	- Coleg Cymraeg - UWTSD - Coleg Sir Gâr - secondary schools
	Improving access to Welsh-medium professional training	Post 16	- Colleges and universities, - accreditation boards, - Coleg Cymraeg
	Increase the number of Welsh-medium work experience and apprenticeship places provided in the county's workplaces	Post 16	- Profi, - Public sector workplaces, - colleges, - Examination and accrediting boards, - national apprenticeship programmes
	Promoting Welsh as a valuable skill in the world of work, particularly for young people	post 16	- Careers Wales, - Profi, - Mentrau - Language awareness - career advisors - PSB
Thriving Welsh communities	Ensure that strategic and economic developments have a positive impact on the prosperity of the Welsh language in the county	- Economic Development	- CCC economy portfolio holder - CCC economic development department - Arfor partnership - UWTSD Pentre Awel,

Objective	Sub-objective	Work Area	Main partners
			<ul style="list-style-type: none"> - Ten Towns Project, - Shared Prosperity Fund, - Community initiatives, - WG
	Ensuring that the LDP's policies drive the prosperity of the Welsh language in the community and in the economy	Planning Housing	<ul style="list-style-type: none"> - Forward Planning Dept CCC - CJC
	Ensuring that legislative developments about housing and land use are used for the benefit of the Welsh language in the county		<ul style="list-style-type: none"> - CCC - Welsh Government
	Analyse census data and respond with interventions and plans	Census Data	<ul style="list-style-type: none"> - County Forum - Data insight team, CCC, - Mentrau
	Support the sustainability of Welsh-language centres and heritage and community centres operating in Welsh. Market, promote and increase capacity of Centres that encourage the use of Welsh	Economic Development	<ul style="list-style-type: none"> - Mentrau - CCC
	Influence county and national economic and strategic programs to have a positive impact on the sustainability of rural communities	Economic Development	<ul style="list-style-type: none"> - County Forum - Economic Development CCC - Policy Team CCC - Welsh language Unit, Hywel Dda - Sustainable Food Partnership
	Increasing housing availability for young people, especially young people who come from the county	Housing	<ul style="list-style-type: none"> - Housing Services CCC - Housing Associations

Cabinet 22nd May 2023

POLICY ON AWARDING GRANTS AND THE WELSH LANGUAGE

Purpose:

To agree the Policy on Awarding Grants and the Welsh Language for the Council, in order to ensure consistency across grant schemes and compliance with the Welsh Language Standards.

Recommendations / key decisions required:

1. To approve the Policy on Awarding Grants and the Welsh Language.

Reasons:

It is a statutory duty on the Council to implement the Welsh Language Standards. As part of those Standards, we are required to publish a grant awarding policy which ensures that we have a positive impact on people's opportunities to use the Welsh language when we make decisions about awarding grants.

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:

Cllr. Glynog Davies (Education and the Welsh Language) and
Cllr. Gareth Jones (Regeneration, Leisure, Culture and Tourism)

Directorate: Chief Executive Name of Head of Service: Noelwyn Daniel & Jason Jones Report Author: Myfanwy Jones	Designations: Head of ICT & Corporate Policy Head of Regeneration Welsh Language Development Officer	Tel: Email addresses: NDaniel@cararthenshire.gov.uk JaJones@cararthenshire.gov.uk MyJones@cararthenshire.gov.uk
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EXECUTIVE SUMMARY

Cabinet

22ND May 2023

Policy on awarding grants and the Welsh Language

This Policy has been prepared in order to comply with the Welsh Language Standards (The Welsh Language (Wales) Measure 2011). Carmarthenshire County Council's compliance notice states that we must 'produce and publish a policy on awarding grants' that requires us to consider the effects that awarding a grant will have on 'opportunities for persons to use Welsh', and on 'not treating Welsh less favourably than English'.

The Policy has been developed in full discussion between the Corporate Policy Team (who lead on the Welsh language standards) and Economic Development Team (who lead on grant administration).

Although there have been arrangements in place previously to ensure that grant awarded bodies comply with the Welsh Language Standards, there has not been a Policy in place, nor a formal consideration of the impact that awarding the grant would have on residents' use of Welsh.

The Policy details the Council's commitment to administering Grants in accordance with the Standards and explains the way in which the Council will pass on these duties to the applicants. The procedures detailed have been formulated in order to guide the applicants towards ensuring a positive impact of their activities on the Welsh Language. The Policy outlines the expectations that need to be applied in the grant awarding process from the initial information given to potential applicants, through to the application form and the information given to successful applicants.

There is a practical set of exemplary commitments provided in the information given to potential applicants which will guide the applicant to planning a positive impact on the Welsh Language through the administration and application of their proposed activities. These commitments will then be transferred from the application form to the information given to successful applicants. From there, the Policy explains that the commitments to the Welsh Language will be reported upon and monitored.

Finally, the Policy includes an appendix of information on support for candidates working bilingually, and a checklist for officers to ensure the correct application of the Policy in practical terms.

The Policy will align with the Council's Welsh Language Promotion Strategy 2023-28 and the Well-being of Future Generations Act (Wales) 2015.

DETAILED REPORT ATTACHED?

YES

1. Policy on awarding grants and the Welsh Language

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
Jason Jones, Head of Regeneration

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

Policy, Crime & Disorder and Equalities

The introduction of the Policy on Awarding Grants and the Welsh Language fulfils a requirement as part of the Standards set upon the Council under the Compliance Notice received from the Welsh Language Commissioner on 30 September 2015.

Legal

The Welsh Language Standards Regulations 2015 came into force on 31 March 2015. These Regulations replace the responsibilities placed on Carmarthenshire County Council under the Welsh Language Act 1993 and were imposed on the Authority on 31 March 2016.

Finance

The policy introduces a new way of working amongst our key grant opportunities as a Council.

CONSULTATIONS

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

Signed: Noelwyn Daniel, Head of ICT and Corporate Policy
Jason Jones, Head of Regeneration

1. Scrutiny Committee request for pre-determination	YES
Scrutiny Committee	Education, Young People & Welsh Language Scrutiny Committee
Date the report was considered:-	5 May 2023
Scrutiny Committee Outcome/Recommendations:-	
2. Local Member(s) N/A	
3. Community / Town Council N/A	
4. Relevant Partners N/A	
5. Staff Side Representatives and other Organisations N/A	

CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED	Cllr. Glynog Davies & Cllr. Gareth John
YES	

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

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Welsh Language (Wales) Measure 2011		Welsh version http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_we.pdf English version http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_en.pdf
Carmarthenshire County Council's Welsh Language Standards – Compliance Notice		Welsh version hysbysiad-cydymffurfio44-cyngor-sir-gâr.pdf (gov.wales) English version compliance-notice44-carmarthenshire-county-council.pdf (gov.wales)



Policy on Awarding Grants and the Welsh language



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- Assessing applications,	
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Introduction

The Welsh [Language \(Wales\) Measure 2011](#) requires Carmarthenshire County Council to produce and publish a policy on awarding grants that ensures that Council-funded organisations operate in a way that is in line with the Council's principles regarding the Welsh language. The Council is expected to pass on to these third party organisations the premiss and principles of the Welsh Language Standards, which is not to treat the Welsh language less favourably than the English language when delivering services, operating, when making policy and keeping records.

Furthermore, adopting and implementing a Policy on Allocating Grants and the Welsh Language is key as Carmarthenshire County Council works to promote the Welsh language in line with the Welsh Language Promotion Strategy 2023-28 and the Well-being of future Generations Act (Wales) 2015. Carmarthenshire County Council will strive to ensure the viability of the Welsh language through its influence on other organisations, through the grant allocation process, across all departments of the County Council.

This policy will ensure consistency in the handling of the Welsh language across the Council's various grants, ensure that we comply with the Standards in the allocation of grants and also equip Council staff to be able to assist third party bodies to promote the Welsh language in their operations effectively.

The policy will align with the well-being of future generations Act, contributing towards achieving a national well-being goal, 'Wales with a vibrant culture where the Welsh language thrives' and Carmarthenshire's Corporate Strategy. It will also be a useful vehicle for implementing the 'More than words' (the government's strategic framework for Welsh in health and social services), as well as elements of the WESP. Finally, it will contribute towards reaching the government's objective of reaching one million Welsh speakers and doubling the use of the Welsh language by 2050.

Policy Context

Welsh Language (Wales) Measure 2011: The Welsh Language Standards

The fundamental principle behind the Welsh Language Standards imposed on Carmarthenshire County Council in September 2015, states that,

references to any activity being carried out by a body, or to any service being provided by a body, are to be read as including a reference to that activity being carried out on the body's behalf or to that service being provided on the body's behalf by a third party under arrangements made between the third party and the body;

Furthermore, the Standards Regulations state that it is the responsibility of the body subject to those Standards to ensure that the third party acts in accordance with the Standards. To this end, the Standards specifically state that the body must consider the impact of awarding grants on the Welsh language:

Standard 94

You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant –

(a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse 30/03/2016 effects, or so that it would have decreased adverse effects on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language.

When implementing the grant awarding process, as well as complying with the Service Delivery Standards relating to communication, the council must also comply with Standards 71-75, which specifically apply to the grant-awarding process,

71 Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.

72 When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.

73 You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).

74 If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - 30/03/2016 (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).

75 When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.

Administering the Grant-awarding Process in accordance with the Standards

Raising awareness of a fund or grant program

When promoting a new grant fund, or raising awareness of new closing dates or new rounds of grant funding, we will ensure that we promote through the medium of in Welsh, to the same standard and the same time as in English. In all communication channels, including social media, a Welsh language publicity will be released at the same time as in English. Similarly, when communicating by mass email or letter, we do so bilingually, with Welsh appearing first.

When advertising for applications, we will state that we welcome Welsh applications and that any Welsh applications will be treated the same as English applications, using this statement, 'An application form may be submitted in Welsh and any application submitted in Welsh shall not be treated less favourably than a request submitted in English'.

Process administration: Paperwork

We will offer Welsh versions of all paperwork related to a grant application process to all organisations at the first point of contact, to encourage people to apply through the medium of Welsh. We will ensure that grant details, application forms and any additional information are available in Welsh and there will be a statement on the English paperwork to state 'This document is also available in Welsh'. At the initial contact, we will establish the organisations' preferred language and ensure that we provide them with everything in Welsh unless we know that they do not wish to receive a Welsh version.

Process administration: communication

We will communicate bilingually on first contact with each organisation. Following the first contact, we will offer to communicate in Welsh at every opportunity when discussing verbally with staff or volunteers of the organisations. We will communicate in writing bilingually, unless we know that they do not wish to receive communication in Welsh. This sentence will be included on each email or letter 'You are welcome to communicate with us in Welsh'.

When communicating with organisations, we will explain the context of this policy and the support available to them in terms of the Welsh language when applying for any grants. We can refer potential applicants to the bodies and resources indicated on page 13 and tailor the support according to the applicants' situation.

Process Administration: assessment and monitoring

We will offer a Welsh-medium interview if there is to be an interview, and a Welsh-medium interview with simultaneous translation service if it cannot be conducted with a Welsh-language panel. We will provide a decision in Welsh on paper or verbally unless we know that the organisation does not require it. We will arrange monitoring visits in Welsh if visits are part of the process, unless we know that the organisation does not require it.

Expectations regarding Welsh language to be passed on to the applicants.

Carmarthenshire County Council will pass on the requirements of the Welsh Language Standards to the applicant bodies by ensuring that they:

- Administer
- Plan Services
- Deliver Services

in a way that treats Welsh as favourably as English.

- Ensuring that they instigate positive effects on people's opportunities to use Welsh and on not treating the Welsh language less favourably than English in Carmarthenshire.
 - We will provide suggestions on how to achieve the above in the guidance documents to potential candidates,
 - We will ask for applicants' commitments to fulfil the above on the application form,
 - We will transfer the agreed commitments to the successful applicants in the 'Grant Offer Letter' or 'Terms and conditions'.

*The wording to be included in the candidate paperwork is in blue.

Information for potential applicants

The Guidance we will provide applicants before they submit an application, will state:

The Welsh Language Standards Compliance Notice places a statutory requirement on the Council to ensure that the grants it awards have a positive effects on opportunities for persons to use Welsh, and on not treating Welsh less favourably than English; To meet these requirements you must make every effort to do the following:

- Operate bilingually publicly, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- Communicate bilingually with the public (emails, press releases, phone call letters)
- Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for Adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)
- Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards
- Provide services in person or online in Welsh
- Demonstrate consideration of the linguistic nature of the geographical area in which it is intended to serve, and of how the work is going to have a positive impact on the number of speakers or the use of Welsh*.

*This means that the applicant has a knowledge of the communities of Welsh speakers who may be affected by the provision; positively or negatively. The applicant will need to be aware of opportunities to increase the visibility of the Welsh language and promote everyone's use of Welsh; confident speakers as well as those who can speak only a little Welsh.

Examples of provision in accordance with the Standards:

Here is a list of examples of commitments that the applicant could make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate may suggest other commitments. They will be expected to consider the relevance of the below to the work they want to achieve through the grant and commit to as much as possible in line with the size of the turnover of the organisation, and the size of the funding application. Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list

below. Every situation will be considered individually, and advice and support will be available to candidates.

1. The organisation

We will map the organisation's current capacity to deliver in Welsh
We will strive to increase the organisation's capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh
We will ensure that we have arrangements in place to provide materials in Welsh
We will consider Welsh language provision from the outset, when planning the provision
We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do / We are working with the Welsh Language Commissioner on the Welsh Offer
We are a Welsh medium organisation that administer and deliver through the medium of Welsh

2. Public engagement

We will communicate general message with the public bilingually
We will offer to communicate in Welsh with individuals and then communicate with them in the language they require
We will provide our activity in Welsh
We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English
If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations
We will promote the Welsh elements of our provision

3. Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language
We will offer Welsh language provision rather than waiting for someone to request it
We will be engaging with Welsh-speaking communities (geographical or otherwise)

We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision

We will ensure the use of Welsh in all our provision including by those who are less fluent

Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills

We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)

4.Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first

We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available

We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh

We will promote the Welsh language in all activity

Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh

We will create and maintain a Welsh or bilingual identity for my project / service.

Applicants will be expected to set out their commitments to the Welsh language when answering the questions about Welsh on the application form and, once agreed with the grant officer, they will be set out as terms and conditions for the successful applicant.

Application form

Our application form will state:

The Welsh Language Standards Compliance Notice places a statutory requirement on the Council to ensure that the grants it awards have a positive effects on opportunities for persons to use Welsh, and on not treating Welsh less favourably than English

We will include the following questions, as mandatory, on all application forms, to ensure that the Council and the body being funded comply with the Welsh Language Standards

1a. How are you going to ensure that you and any third party or partner do everything possible to ensure that the Welsh language is treated as favourably as the English language in the planning and administration of the project*?

(*The applicant can use examples from boxes 1 and 2 in the guidance document given to potential candidates)

1b. What evidence can you provide to prove this?

2a. How are you going to ensure that your work and that of any third party or partner has a positive impact on opportunities to use Welsh*?

(*The applicant can use examples from box 3 in the guidance document given to potential candidates)

2b. What evidence can you provide to prove this?

3. How will you and any third party or partner promote your Welsh medium provision to the county's communities? *

(*The applicant can use examples from box 4 in the guidance document given to potential candidates)

Information for successful candidates

When awarding a grant to successful candidates, we will include the following as terms and conditions.

This grant is awarded in accordance with the requirements of our *Policy on the Awarding Grants and the Welsh Language*, published to comply with the Welsh

Language Standards Compliance Notice, under the Welsh Language (Wales) Measure 2011.

Any successful projects or organisations are expected to comply with the Guidance document for potential applicants.

Officers should check the list of examples in the 'Information for potential applicants' to determine whether the organisation has committed to suitable conditions regarding the Welsh language in the application form. Discussions should be had with the organisation if commitments need to be added. (The Policy and Involvement Team can be consulted for assistance). The commitments included by the applicant in the application form should be transferred to the 'grant offer letter' or 'terms and conditions'.

The Policy and Involvement Team should be contacted at WelshLanguage@carmarthenshire.gov.uk for support in agreeing commitments on the Welsh language.

Assessing applications

We will consider whether the organisation has committed to sensible conditions regarding the Welsh language in the application form. Discussions should be held with the organisation if commitments need to be added or enhanced. (The Policy and Involvement Team can be consulted for assistance).

Reporting and monitoring

The organisation should be asked for evidence of the fulfilment of these conditions in the Progress Monitoring Report and at the end of the project.

The fulfilment of these conditions should be checked in monitoring visits if such visits are part of the grant awarding process.

Support for Applicants: useful links

For Businesses – [Cymraeg mewn Busnes](#), [Helo Blod](#), [Comisiynydd y Gymraeg](#), [Llwybrau Celtaidd](#), [Cynnig Cymraeg](#),

For third sector organisations – [Y Mentrau Iaith](#), [Croeso i'r Gymraeg](#), [fidio hyfforddi'n ddwyieithog](#), [Comisiynydd y Gymraeg](#),

For the Education and childcare sectors – [Caneuon a rhigymau](#), [Gwaith Cartref](#). [Dim Problem](#). [Bod yn Ddwyieithog](#), [apiau i blant](#),

[Safonau'r Gymraeg Cyngor Sir Gaerfyrddin](#)

Dates used for celebrating and promoting the Welsh language:

- [Dydd Miwsig Cymru](#),
- [Mae gen i Hawl](#)
- [Diwrnod Shwmae](#),
- [Dydd Gŵyl Dewi](#),
- [Santes Dwynwen](#).
- [Wythnos Dysgu Cymraeg](#).

Checklist

Publicity and promotion

Have you ensured that the following are **published** bilingually, both versions receiving the same attention, and both versions appearing at the same time.

Adverts for the grant fund/program	
Posts about the fund on social media	
General emails / invitations for grant applications	
Application forms	
Information or guidance notes for potential candidates	
Terms and conditions or grant awarding letter	
Paperwork for target reporting	
Have you ensured the inclusion of this statement on the application form and on any information given to potential applicants, 'An application form may be submitted in Welsh and any application submitted in Welsh shall not be treated less favourably than a request submitted in English'.	

Dealing with applicants

If you offer the following, have you ensured **that you offer** them in Welsh to all applicants and provide them in Welsh if need be?

Initial advice	
Interview	
Comments or information on an application	
Paperwork for applying for a grant	
Paperwork for reporting	
Paperwork on grant decision	

Have you ensured that all applicants **understand** the fund's requirements regarding

Welsh language implementation in project delivery	
Promoting the Welsh language when delivering the project	
Engaging with the public or customers in Welsh	
Ensuring a positive impact on the Welsh language	
Providing evidence of delivering in Welsh	
Providing evidence of promoting the Welsh language	
Providing evidence of engaging with the public or customers in Welsh	
Providing evidence of having a positive impact on the Welsh language	
The Support available to implement and deliver in Welsh (see useful links)	

Assessing Applications

Have you checked that the Welsh language commitments in the application form are sufficient	
Have you consulted with the Policy and Involvement Team if you are unsure	
Have you transferred those commitments to the 'terms and conditions' if awarding grant	

Monitoring delivery

Have you received satisfactory evidence of the delivery of commitments regarding the Welsh language?	
Have you consulted with the Policy and Involvement Team if you are unsure	
If you offer a monitoring visit, have you offered a Welsh medium visit?	

Cabinet 22.05.23

CORPORATE ASSET MANAGEMENT PLAN 2023-2028

Purpose: To approve the Corporate Asset Management Plan & Summary 2023 - 2028

Recommendations / key decisions required:

To approve and adopt the Corporate Asset Management Plan and Summary 2023-2028

Reasons:

To ensure that the Council's property aims align with Corporate Strategy and Well-being objectives.

Demonstrates best practice in property management.

To take forward recommendations identified in the recent Audit Wales – Springing Forward – Asset Management Report.

Cabinet Decision Required YES Cabinet 22nd May 2023

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER:- Cllr. Alun Lenny (Cabinet Member for Resources)

Directorate:

Name of Head of Service:
Jason Jones

Report Author: Stephen
Morgan

Designations:

Head of Regeneration

Strategic Asset Manager

Email addresses:

jajones@sirgar.gov.uk

smmorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
CABINET
22.05.23

Corporate Asset Management Plan 2023-2028

The Council undertakes a comprehensive review of its Corporate Asset Management Plan (AMP) every 5 years, setting out its property priorities to meet the aims highlighted in its Corporate Strategy. As the 2019 review of the plan was nearing completion, the Pandemic struck and the process was placed in abeyance to allow the Council's various services to reflect on the effects of matters such as hybrid working, alternative methods of delivery and resulting property implications.

The aim of the Corporate AMP is to capture at a high level the asset implications of property issues experienced by services, brought about by various factors such as changes in local and national agendas, financial pressures, shifts in client needs and so on. Where appropriate, the detailed property requirements of various services are captured in Service Asset Management Plans. An example would be Carmarthenshire's Sustainable Communities for Learning Programme (formerly MEP) which would contain detailed assessments of the relevant portfolio's suitability, sufficiency, and condition in light of future anticipated demands, providing an evidenced based review of the options available, aligning to Corporate and Well Being objectives.

The nature of each service's portfolios, anticipated challenges and reliance on its assets will determine the level of detail in each service AMP.

The Corporate AMP also provides an overview of the Council's non housing asset portfolio in terms of running costs, sustainability, and maintenance matters, culminating in an action plan to cover the significant property related schemes. In addition, the action plan responds to recommendations in a recent Audit Wales – Springing Forward – Asset Management Report

relating to performance monitoring and applying the sustainable development principle in the way we plan, deliver and monitor the management of our assets.

We will focus our performance monitoring on 3 key areas, namely Condition of the Corporate Estate, Carbon Emissions/Consumption, and the utilisation of our Administrative Estate

In relation to applying the sustainable development principle, a strategic land use group has been set up to review the Council's Estate focusing on energy generation, tree planting, enhancing biodiversity and Phosphate mitigation among other matters.

The key priorities for property related matters over the next 5 years are:

- Investment in strategic sites to promote economic growth.
- Ensuring our assets contribute to our commitment of being a net zero carbon local authority by 2030.
- Supporting the regeneration of our rural communities.
- Sustaining community assets.
- Ensuring our retained assets are fit for purpose.
- Generating capital receipts to support the Council's capital programme.
- Reducing revenue costs.
- Greater Collaborative working on property matters.

Recommendation:

To approve the revised Corporate Asset Management Plan & Summary 2023 - 2028

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: Jason Jones

Head of Regeneration

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

Policy, Crime & Disorder and Equalities

Maintenance of a Corporate AMP meets Industry and Welsh Government good practice and supports the Council's objective of making better use of resources.

2. Legal

The Corporate AMP highlights the aim to review alternative ways of holding assets and the focus on sustaining community assets which can involve asset transfers. Current practice is to grant long term leases so that the Council reserves an element of control should there be a future requirement to step in.

Finance

The AMP highlights the continuing strategy of reducing the present estate to reduce revenue expenditure and invest in retained core premises together with generating capital receipts to support the Council's capital programme.

ICT

Rationalisation will in some cases produce revised requirements for ICT services and linkages between sites.

5. Risk Management Issues

Directing resources strategically in relation to meeting Corporate objectives for property assets complies with Wales Audit Office best practice and will lead to more effective resource allocation. Planning property changes well in advance will reduce risk to the Authority

6. Physical Assets

Implications are set out in the attached reports.

CONSULTATIONS

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

Signed: Jason Jones

Head of Regeneration

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	NO
If yes include the following information: -	
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s) Consulted prior to any disposal of property

3. Community / Town Council

Consulted on Review of Community Asset Transfer Procedures with Sustaining community assets being of the Corporate AMP key aims

4. Relevant Partners

Adopted Corporate Asset Management Plan is shared with other public sector partners to promote and identify opportunities for collaboration.

5. 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**

Corporate Asset Management Plan

2023-2028



CONTENTS

FOREWORD

1. INTRODUCTION
2. CORPORATE STRATEGY (INCORPORATING WELL-BEING OBJECTIVES)
3. CORPORATE PROPERTY AIMS
4. CHALLENGES & KEY PRIORITIES
5. SERVICE REQUIREMENTS
6. SUMMARY OF EXISTING PORTFOLIO AND CURRENT PERFORMANCE
7. ACTION PLAN

APPENDICES

- A. PERFORMANCE DATA

FOREWORD BY COUNCILLOR ALUN LENNY, EXECUTIVE BOARD MEMBER FOR RESOURCES

We are facing a challenging environment, with increasing demands for our services against a background of funding pressures and rising costs.

Integral to dealing with the current challenges is the way we use and manage our diverse range of property assets.

A substantial amount of development has taken place in various areas around the County in recent years. We are committed to continue with this investment, with significant capital allocated to schemes to improve educational, social and health related facilities along with generating economic growth. We are determined to use our assets to work with partners to support the regeneration of our Town Centres. We will also continue to identify opportunities for major land-based development to attract significant investment to the County, whether through our own land ownership or joint venture agreements that we have with Welsh Government.

In accordance with the Well-being of Future Generations (Wales) Act, we are looking at the long-term and how to work better with communities and partners to prevent problems by taking a more joined up approach. Along with our partners in the Public Services Board (PSB) we continue to work towards the future collective needs. As an Authority we have committed to become carbon neutral by 2030. Our assets will play a significant part in achieving this aim by reducing our administrative estate and therefore our emissions and improving the performance of our retained assets. We will also be working on opportunities to generate power and sequester carbon on our land and buildings.

Exploring the potential to share services, enter partnering arrangements with the third sector and transfers of management will continue to be essential in dealing with the ever changing landscape of local government. Innovative ways of delivering strategic functions for local communities will demand we continually review the way we use our assets.

Whatever service we deliver, property assets invariably play a significant role in that provision. This plan highlights the changes we face and how service delivery over the coming years will affect our assets, in both the way they are used and managed.

1. INTRODUCTION

The Corporate Asset Management Plan sets out the Council's broad strategy for its property assets over the next 5 years. It builds upon previous work to ensure that what we have identified as our main property related aims, align with the Corporate Strategy and Well-being objectives.

We will ensure that when making any decisions we consider the impact these decisions or actions could have on people living their lives in the County and on their future. We will do this in a manner which seeks to carry out sustainable development, improving the economic, social, environmental and cultural well-being of Carmarthenshire. We want to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. In order to do so we will need to consider the following:

- Long term - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
- Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
- Collaboration - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
- Involvement -The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

2. CORPORATE STRATEGY 2022-2027 Developing Carmarthenshire together: One Council, One Vision, One Voice

Following Local Government elections in May 2022, the administration published a vision statement setting out its priorities over the next 5 years. Our Corporate Strategy and service delivery plans set out how we will deliver this vision: -

The Corporate strategy identifies 4 Well – being objectives. These are set out below aligned with our key asset aims & implications

No	Well-being Objective	Asset Aims & Implications
1	Enabling our children and young people to have the best possible start in life.	<ul style="list-style-type: none"> • Continued review & implementation of Modernising Education Programme • Investment required to facilitate the implementation of Universal Primary Free School Meals • Integrated community learning provision & support within schools • Safeguarding facilities & services through Community Asset Transfers.
2	Enabling our residents to live and age well	<ul style="list-style-type: none"> • Further investment in existing and new facilities to provide extra care and specialised services • Investment in strategic leisure sites and collaboration with community groups to safeguard facilities & services. • Investment in Housing provision including buy back of former Council Homes.
3	Enabling our communities and environment to be healthy, safe and prosperous	<ul style="list-style-type: none"> • Investment in strategic sites across the County to promote economic growth. • Continue to provide retail, commercial and rural business opportunities through the Council's property portfolio. • Purchasing town centre assets for residential & commercial provision • Review of Council's estate to meet its net zero carbon commitment by 2030. Further investment in technology to make better use of present resources and off set carbon footprint. • Land acquisitions to allow further investment and improvement to highway and cycling infrastructure across the County.

4	<p>To further modernise and develop as a resilient and efficient Council.</p>	<ul style="list-style-type: none"> • Implementing opportunities from Hybrid Working. • Sharing accommodation. • Rationalising offices & generating revenue or capital receipts.
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3. PROPERTY AIMS

Our Corporate Property objectives are:

- to provide and support investment in infrastructure and premises to meet the aim of promoting regeneration and economic growth in strategic locations, e.g., Town Centres
- to ensure that the authority's asset portfolio supports the delivery of its services and objectives, with specific reference to suitability, sufficiency and condition.
- to ensure that all assets deliver value for money.
- to ensure that all assets are managed in the most economic, efficient and effective manner.
- to actively pursue a programme of disposal in relation to underperforming or surplus properties

These complement how we measure our progress within the Corporate Strategy and annual performance report under the objective of using our resources economically, efficiently and effectively.

4. CHALLENGES / KEY PRIORITIES 2023 –2028

- **Investment in strategic sites to promote economic growth.**

We will continue with substantial infrastructure and premises related investment and associated property work. Linking with the key aims of the Swansea Bay City region and the Council's Economic recovery and delivery plan, we will focus on the County's strategic regeneration sites such as the Cross Hands growth zone, its primary towns of Ammanford, Carmarthen and Llanelli, the rural economy and coastal belt.

- **Ensuring our assets contribute to our commitment of being a net zero carbon local authority by 2030.**

Buildings and land, form an essential element in meeting our climate related aims. We will continue to review our portfolios to deliver carbon savings and

generate innovative solutions to sequestration, enhancing biodiversity, energy generation and tree planting.

- **Securing the benefits of Hybrid Working in relation to reducing corporate revenue costs and focusing on Town Centre Regeneration**

We will continue to review portfolios with emphasis of rationalisation, sharing accommodation, agile working and increasing potential for revenue generation. Better use of space has allowed various disposals or vacancies since the last plan including No's 1, 2 and 5-8 Spilman Street, Pibwrlwyd, Crown Precinct, No's 2 & 4 Coleshill, Ty'r Nant and Parc Amanwy, providing both revenue savings and contributing to the Capital Programme by raising capital receipts. Greater focus on hybrid working across the administrative estate will allow the potential for further savings through income generation.

A programme of consolidation across our office estate has commenced with a series of relocations in Llanelli. Ty Elwyn has accommodated several additional teams under hybrid working and improved use of space. This has led to vacant space in other parts of our estate being available for other public sector or private use.

Carmarthen Town will be the focus of attention in 2023 with a series of moves to consolidate our administrative presence in the Town to align with regeneration aims. St David's Park will be vacated and offered for sale, with staff relocating primarily to County Hall and 3 Spilman Street.

Work is underway to review Ammanford Town Centre and the potential for office accommodation to align with other developments for regeneration purposes.

- **Supporting the regeneration of our rural communities**

Through the work of the Rural Affairs task Group and ten towns initiative we will focus on supporting the improvement of the digital infrastructure and ensuring sustainability in our rural communities. Our Rural Estate has recently been the subject of a review to highlight the issues and opportunities within the portfolio and the sector generally. This will culminate in a revised strategy to support and align with the Council's regeneration aims for our rural communities.

- **Ensuring retained assets are fit for purpose.**

We will continue to review portfolios and requirements to assess fitness for purpose and disposal of underperforming assets to allow investment in core / new stock. Examples include the Modernising Education Programme where significant investment has been made over recent years to bring our portfolio up to the required standard in various locations across the County in relation to Primary and Secondary school provision. Further investment is programmed to ensure that all parts of the County benefit from the best educational facilities available.

The condition of our assets is integral to delivering our aims and objectives. Our condition team within Place and Infrastructure continue to roll out a programme of detailed inspections in order that it can advise services of current and future liabilities in order to take a planned approach to maintenance and renewal, aligned to future delivery needs.

- **Sustaining Community Assets**

We have achieved significant progress in Community Asset Transfers, with parks, playgrounds and amenity assets. Following consultation with relevant stakeholders we updated our Community Asset Transfer procedures. We took on board feedback from Town & Community Councils and third sector parties involved in numerous transfers over the past ten years in renewing our CAT procedures. We will continue to help interested parties in maximizing the benefits of local management.

- **Greater collaborative working on property related matters.**

We will continue to work with Public Service Board and other partners to highlight areas for joint working and sharing accommodation and services.

- **Generating Capital Receipts**

We will continue with our 5-year disposal programme, highlighting additional sales via rationalisation to maintain contribution towards the Capital programme. Receipts for the last two years have amounted to around £2.78m, with further disposals planned. This Details of performance against disposal targets are contained in Appendix A

- **Explore alternative ways of holding and managing property assets for service delivery.**

We will continue to consider the potential for assets to be held and managed via alternative delivery models as part of service reviews to ensure the effectiveness and efficiency of our delivery. This supports our transformation strategy and opportunities for commercialisation and different models of operation.

5. SERVICE REQUIREMENTS

Section 2 summarised the high-level implications from our strategic aims. This section sets out a summary of the individual needs of our various services. The Council's services have either reviewed their Service Asset Management plans or are

under review in order to facilitate the review of this Corporate AMP. This plan is reviewed annually at a high level to reflect any substantial changes in legislation or policy which would have significant property implications.

Whilst not exhaustive nor exclusive, the current and anticipated future service property implications are summarised below:

Directorate / Property Category	Core Drivers for Change	Property Implications
Chief Executive		
Regeneration	Carmarthenshire Economic Recovery & Delivery Plan Review of land use	Investment in infrastructure, Site development & premises to encourage and support business growth / economy Investigate and revise potential use of various portfolios for carbon sequestration, phosphate mitigation, enhancing biodiversity, generation of power, food production etc leading to potential implications for proposed disposals and acquisitions.
Administrative Buildings	Hybrid working Office accommodation strategy Inter-agency working (e.g., Social Care & Health) Changes in service delivery Net Zero Carbon Commitment Condition of stock	Rationalise, undertake improvements to core stock, and reduced running costs Enhance utilisation of existing office accommodation Sale or letting of vacant space to generate additional capital and /or revenue receipts Reduce Carbon Emissions through rationalisation and investment in core sites
Industrial Property	Promoting and facilitating expansion of business opportunities. Condition / Age of present stock	Investment in infrastructure and new developments e.g., Cross Hands Refurbishment of portfolio e.g., Glanamman units.

Directorate / Property Category	Core Drivers for Change	Property Implications
Depots	<p>Condition and Investment in current portfolio</p> <p>Changes in service delivery e.g., waste collection</p> <p>Opportunity to further rationalise depot provision and centralise in strategic areas</p>	<p>Capital investment required to make fit for purpose</p> <p>Additional land and property acquisition</p> <p>Revenue / capital generation to allow investment in retained stock</p>
County Farms	<p>Investment to meet Pollution Regulations</p> <p>Condition of Estate</p> <p>Adoption of Rural Estate Policy</p> <p>Moving Rural Carmarthenshire Forward June 2019 – Report & recommendations of the Carmarthenshire Rural Affairs Task Group</p> <p>Current challenging financial climate in rural sector and post Brexit concerns.</p> <p>Making effective use of portfolio to support farming initiatives</p>	<p>Consideration to be given to issues such as Retention</p> <p>Diversification restructuring of the present portfolio.</p>
Livestock Markets	<p>Reconfiguration of Landlord & Tenant relationship</p> <p>Changing demands leading to challenging financial climate</p>	<p>Review & monitoring of responsibilities on servicing & maintaining significant plant and machinery.</p> <p>Longer term implication on revenue generation & appropriateness of ownership.</p>
Provision Markets	<p>Challenging financial climate and impact on retail sector</p> <p>Competition from other retail Centres</p>	<p>Continued investment / enhancement to ensure assets promote town centre vitality e.g., Llanelli Market</p>
Commercial Property	<p>Challenging financial climate and impact on retail sector</p>	<p>Utilisation of assets to promote town centre regeneration</p>
Customer Service Centres	<p>Alternative provision Channel shift</p>	<p>Investment in new Hub in in Carmarthen</p>
Electoral & Civil Registration	<p>Office Accommodation Strategy</p>	<p>Potential impact on office rationalisation and revenue savings</p>

Directorate / Property Category	Core Drivers for Change	Property Implications
Education & Children		
Community Education Centres / Learning	<p>Integration with other Services</p> <p>Drive to enhance partnership working and widen participation through the Carmarthenshire Adult Community Learning Partnership</p> <p>Changes in the WG grant funding methodology and non-statutory nature of service</p>	<p>Potential to enter into agreements to share accommodation.</p> <p>Greater space requirements. Additional space in Llanelli potentially provided via Goods Shed development, however town centre will continue to be the focus corporately.</p> <p>Requirement for similar solution in Ammanford.</p> <p>Increased pressure on funding premises maintenance due to review of grant conditions</p>
Children's Services	Efficiency savings and Capital Receipt requirements following hybrid working review on the Administrative Estate	Potential relocations to alternative accommodation and co-location
Youth Support Services	Delivering access to opportunities & support for young people across the County	Continue to work with partner organisations in integrating youth provision within multi use premises and explore external funding opportunities for expansion.
<p>Schools</p> <ul style="list-style-type: none"> - primary - secondary - nursery - special <p>-Pupil Referral Units (PRUs)</p>	<p>National Sustainable Communities for Learning Programme (Formerly 21st Century Schools Programme) as part of the Education in Wales: Our national mission agenda commitment to deliver schools fit for the 21st century</p> <p>Carmarthenshire's Welsh in Education Strategic Plan (WESP)</p> <p>Rapidly changing demography of Carmarthenshire resulting in volatility of secondary and primary school roles, and changing patterns of demand</p> <p>Education Act 1996 – provision of school places</p> <p>Corporate objectives to support the development of coherent early years education and childcare programmes</p>	<p>Requirement to improve the overall stock of buildings, ensuring that ongoing repairs and maintenance costs are minimised</p> <p>Need to plan for school places to match supply with demand – reducing surplus places in the primary sector and address accommodation pressures where they exist across all sectors</p> <p>Support the WEST and provide additional investment / places to facilitate the growth in demand for Welsh Medium education</p> <p>School rationalisation programme to free capital and release revenue</p> <p>Property review and options appraisal in line with review of MEP</p>

Directorate / Property Category	Core Drivers for Change	Property Implications
	<p>School Standards and Framework Act 1998 – efficient and effective use of scarce resources</p> <p>Drivers encapsulated in Carmarthenshire’s Sustainable Communities for Learning Programme (Formerly Modernising Education Programme) for development of schools as community assets</p> <p>Food Safety, Hygiene and Allergen / Specialist Diets Standards</p>	<p>Provision of accommodation in the right location, of the right size and offering the right number of school places with the appropriate facilities to foster improved educational standards</p> <p>Review design of existing schools to allow greater use by community and partner organisations</p> <p>Investment required in school kitchens to meet current standards and facilitate the implementation of the Universal Primary Free School Meals (UPFSM) offer</p>
Environment		
Parks Playgrounds and amenity areas	Concluding Community Asset Transfers	Financial Contributions to facilitate transfers
Waste transfer Stations/ Depots	Delivery of national recycling targets. Circular Economy	Service / facilities currently under review. Investment in restructuring the present portfolio with potential acquisition of additional land and new premises. Interim arrangements include leasing in temporary additional space.
Communities		
Day Centres for older people	<p>Changing demography of County - ageing population.</p> <p>Review of service to determine provision of future accommodation to deliver against legislative requirements and Council’s vision.</p> <p>Potential to develop Community Hubs</p>	<p>Incorporating provision within extra care scheme developments where appropriate.</p> <p>Review of current portfolio. Investment in core premises.</p> <p>Sharing accommodation with public sector partners the 3rd sector & community organisations</p>
Day Centres for People with Learning Disabilities	Review of service to determine provision of future accommodation to deliver against legislative requirements and Council’s vision	Future requirements will be met around small strategically placed existing community based facilities and community hubs, involving refurbishments & relocations

Directorate / Property Category	Core Drivers for Change	Property Implications
Care Homes for the Elderly	Service currently under review to determine provision of future accommodation to deliver against legislative requirements and Council's vision	consider options for expansion on existing sites
Physical Disability Service	Legislative requirements Partnership working	Sharing accommodation with partner organisations. Investment in storage requirements to meet service needs.
Leisure, Cultural & Outdoor Recreation General	<p>Financially efficient and Sustainable</p> <p>Making best use of indoor and outdoor assets</p> <p>Access for all (Socially / geographically)</p> <p>Meeting and driven by customer needs</p> <p>Working with partners to provide facilities</p> <p>Net Zero & circular economy principles, minimising waste</p> <p>Supporting and driving economic growth and tourism</p> <p>Well-being of Future Generations</p> <p>Evidence Social value of services</p> <p>Supporting the voluntary sector as providers of many 'grass-roots' facilities</p> <p>Demographics: ageing population; health inequality; and childhood obesity specifically</p>	<p>Ensuring buildings operate efficiently, reducing energy costs and maximising occupation</p> <p>24/7 operating</p> <p>Hybrid delivery (physical / virtual)</p> <p>Range of delivery models: direct; lease; license; co-locations; partnerships and integration with other services (Health / Schools etc).</p> <p>Adaptive spaces</p> <p>Protecting our environment and promoting bio-diversity</p> <p>Accessing potential Shared Prosperity and other external funding streams to support investment</p>

Directorate / Property Category	Core Drivers for Change	Property Implications
Leisure Facilities (Leisure Centres and Swimming Pools)	<p>Integrate and mainstream service to deliver on economic, educational and health outcomes</p> <p>Support Town Centre Regeneration</p> <p>Support Community Hubs</p>	<p>Deliver, integrate and operate new Leisure and wellness facility at Pentre Awel, Llanelli. Consider options for alternative use of existing Llanelli Leisure Centre</p> <p>Support Town Centre Regeneration in Carmarthen, integrating health and fitness offer with Health</p> <p>Complete site school / club infrastructure upgrades at Amman Valley Leisure Centre (Tack and All-weather pitch)</p> <p>Support Town Centre Regeneration in Ammanford with potential commercial leisure to help drive footfall and revenues</p> <p>Develop a new natural and artificial pitch provision strategy for the County</p>
Theatres	<p>Maintain current level provision for CCC operated Theatres at: Y Ffwrnes, Llanelli; Lyric, Carmarthen; and Miners, Ammanford</p> <p>Provide improvements in service delivery through innovative partnership arrangements</p>	<p>Ongoing investment in maintenance; technology and digital streaming capabilities</p> <p>Support investment (through external funding) in voluntary amateur companies and venues, including village halls</p>
Archives	National standards to protect and conserve important archive collections	Fully integrate the new Archive building at the rear of Carmarthen Library and maximise its potential for educational social and health related benefits.
Libraries	<p>Desire to meet National Public Library Standards.</p> <p>Aim to improve access and increase participation across the community</p> <p>Hybrid offer: physical; mobile; online; 24/7 vending kiosks</p>	<p>Review outreach services to include: Mobile; housebound; rural provision and kiosk / vending offer.</p> <p>Where possible consider co-location opportunities/asset transfer to reduce asset costs</p> <p>Develop themes of: Connect; Engage; Evolve; Partner; and Anchor (regenerating town / rural locations)</p>

Directorate / Property Category	Core Drivers for Change	Property Implications
Museums (including Dylan Thomas Boat House) & Art Galleries	<p>National Standards for museum provision</p> <p>Growth in tourism and in user Expectations</p> <p>Promoting and strengthening the unique Culture of Carmarthenshire</p> <p>Growing collections</p> <p>Co-location and multi-purpose sites</p>	<p>Continued development and maintenance of: County Museum in Abergwili (linking with Tywi Gateway Trust for gardens, and integrating with Tywi Valley Cycle path); Parc Howard (working alongside Town Council and friends groups to develop a new café offer)</p> <p>Completion of new Museum of Land Speed, Pendine (as part of wider attractor project) from 2023.</p> <p>Develop a long-term plan for the future of Kidwelly Industrial Museum</p> <p>Develop an accessible Museum storage facility as part of Carmarthen Town Centre Regeneration project, working in partnership with the National Museum for Wales</p> <p>Delivery of Oriol Myrddin re-furbishment and expansion project, supporting independent trust through transition to opening summer 2024</p>
Outdoor Recreation	<p>Outdoor education and learning as part of curriculum in Wales.</p> <p>Driving inwards investment, through regeneration and tourism</p> <p>Environment (Wales) Act 2016</p>	<p>Continued investment in strategic facilities such as Country Parks and the MCP to drive income and help cross-subsidise non-statutory elements of service.</p> <p>Enhancing facilities along our Carmarthenshire Coastline to include motorhome provision</p> <p>Delivery and management of Pendine attractor site working with Pendine Community Council to include 42-bed hotel; F&B offer; outdoor play facilities; enhanced parking and motorhome provision</p> <p>Coastal protection and environmental enhancement works.</p> <p>Alternative model of provision for Outdoor Education Centre and service.</p>

6. THE EXISTING PORTFOLIO AND CURRENT PERFORMANCE

We have highlighted above our key priorities together with a high-level summary of service property requirements. This section summarises our current portfolio and how well it meets current and future needs. A detailed analysis is contained in Appendix A

WHAT DO WE OWN AND OCCUPY?

The Council owns a varied portfolio of land and property occupied by itself and its tenants. The operational portfolio includes schools (primary, secondary, nursery, special schools), libraries, museums, galleries, community centres, leisure centres and swimming pools, parks and open spaces, residential homes, day and social activity centres, depots, car parks, public conveniences, Provision and livestock markets, farms, industrial units and administrative buildings.

There are 252 stalls / shops in the Provisions Markets and some 412 industrial units. The non-operational (investment) portfolio comprises some 108 commercial properties, made up of a mixture of ground rents and primarily retail units together with land holdings awaiting development. In addition, the Authority manages over 9,000 Council houses which are subject to a separate asset management plan.

A programme of reconciliation is undertaken between the records held by individual service departments and the council's asset register. There is a five-year rolling programme of valuations with 20% of the portfolio valued each year. The non-housing portfolio has an estimated value of £891 million. Due to market fluctuations in relation to construction costs and material increases in the housing market the relevant asset valuations were indexed linked as at March 31, 2022. It should be noted that due to the nature of our portfolio and accounting requirements the valuation in the accounts does not represent the market value.

Department	Main Category	No. in Portfolio
Chief Executives	Admin Building/Office	14
	Commercial Estate Property	108
	County Farm	24
	Depot	7
	Industrial Estate	20
	Market	2
	Mart	4
Communities	Care Home	7
	Country Park	3
	Day Centre	5
	Gallery	1
	Leisure Centre	6
	Library	14
	Museum	3
	Theatre	3

Education & Children		
	Community Centre	2
	Primary School (incl Church Schools)	95
	Secondary Schools	12
	Special Schools	2
Place and Infrastructure		
	Car Parks	55
	Parks	12
	Public Convenience	9

*Some of the asset categories are split between departments in relation to operational and budgetary responsibility, however, the above table places the category under the principle provider.

WHAT'S THE CONDITION OF OUR ASSETS?

A desktop review of condition data highlighted no change in properties assessed as satisfactory and a slight reduction in good performing assets. A similar small reduction in poor performing assets was found alongside an increase in assets assessed as bad. It is important to note however that these assessments are primarily desktop exercises based on building inspectors' knowledge with an average applied for sites with more than one establishment.

A team of four property condition surveyors has been established within Place and Infrastructure to undertake detailed inspections, scheduling works required and associated costs. The team has just finished its first year of a five-year programme where the aim will be to complete surveys on all our non-housing portfolio. The first year focused primarily on our rural estate together with an element of our administrative portfolio. The remaining assets have been prioritised with the educational portfolio being the focus of surveys over the coming year. Progress of the 5-year programme of surveys will be monitored and reviewed on a 6 monthly basis.

A more detailed survey of our estate is likely to identify additional issues which could bring assets currently viewed as satisfactory into a lower grade of poor or worse in condition terms. A recent example would be Town Hall Kidwelly which was classed as poor, but subsequent detailed surveys highlighted major structural issues with the premises with significant remedial costs.

By improving its information on the Council's buildings, the Maintenance Division will be able to produce a planned programme improving strategic decisions on service review and future funding pressures. It will be essential in delivering future property rationalisation and reinvestment programmes to continue the drive for further improvements required in this area.

Condition surveys of our rural estate have recently been completed and has been the subject of a report to Cabinet on maintenance and other matters affecting the portfolio. The condition survey team is now looking at a prioritised approach across the remaining administrative, depot, educational Leisure and social care portfolios.

HOW MUCH DO WE NEED TO SPEND TO DEAL WITH BACKLOG MAINTENANCE?

The current capital maintenance programme shows a three-year requirement of over £35 million. This estimate mainly covers essential issues known to service providers and property inspectors. The total scale of the backlog to bring about the required uplift in condition category is anticipated to be significantly higher.

The maintenance budget in the 5-year Draft Capital programme has been set at approx. £2.8m for 2023/24, around £3.25m for 2024/25 and approx. £3m for the remaining 3 yrs.

WHAT DOES THE ESTATE COST TO RUN?

The total premises related costs for 2021/22 was approx. £19.5m covering repairs & maintenance, energy, business & water rates, rents, cleaning and insurance costs. In comparison with the 2019/2020 financial year (approx. £18.4 m) there was an increase of around £1.1m. Whilst the Council has been able to mitigate the effect of some of the utility increases through its procurement process in this period, the general increase in energy on new acquisitions together with other factors such as inflation on construction related activities has brought about additional costs.

The increase has had a greater impact across certain portfolios such as leisure and Education.

Unsurprisingly, the premises related costs fell for the majority of sites during the 2020/2021 period to approx. £16.7m with less use or closure of certain asset categories during the Pandemic.

Whilst the Council has benefitted from lower fixed tariffs with energy suppliers, the review of contracts for 2023 onwards will inevitably increase costs and add to the financial pressures. It's currently estimated that the increased tariffs on gas and electricity across our non-housing portfolio will result in a requirement for an additional £8 million.

HOW SUITABLE IS THE ESTATE TO THE USERS AND SERVICES?

In comparison with previous assessments, the outcome of recent suitability and sufficiency surveys has not highlighted significant changes in the views of services. These assessments cover a range of criteria such as location, connectivity, parking etc. depending on the use being made.

They should not be confused with condition surveys and results, which has been referred to previously and is undertaken by building inspectors.

Approximately 86 % of the portfolio is seen by the services operating the assets as either good or satisfactory in terms of suitability and the criteria mentioned above. In terms of space requirements (sufficiency) approximately 90% of the Council's stock is seen as good or adequate. Services will need to continue to challenge property

suitability in order to strengthen service asset management plans as part of business planning and ensuring robust linkages with capital requirements and the Corporate Strategy.

HOW SUSTAINABLE IS THE ESTATE?

We approved a [Net Zero Carbon \(NZC\) Plan](#) on 12th February 2020 following the declaration of a Climate Emergency and our commitment to become a NZC local authority by 2030.

The Plan is a living document that consciously adopts a pragmatic approach by focusing on measurable, operational issues within our control. The scope includes carbon emissions (tCO₂e) from our non-domestic buildings including schools.

The Plan requires performance reports on progress towards becoming a net zero carbon local authority by 2030 to be published annually.

The [first NZC Plan Progress Report](#) (March 2021) reflected on our 2019/20 carbon emissions.

The [second NZC Plan Progress Report](#) was approved by Cabinet in October 2022 and reflects on our 2020/21 carbon emissions.

Below is a summary of our property related achievements from the above plans towards becoming a net zero carbon local authority -

- Our [Re:Fit Cymru Phase 1 project](#) was completed in 2022 and is projected to save £315,726 and 675 tonnes of carbon equivalent (tCO₂e) each year – these savings being guaranteed by Ameresco, our Re:Fit Cymru service provider, under an Energy Performance Contract. We are currently in discussions with Ameresco to develop a new and significant larger Phase 2 project for approval in 2023. We have recently secured Welsh Government Low Carbon Heating feasibility funding for six primary schools that are currently heated by oil
- We are developing a 'Fabric First' methodology to new build construction projects to ensure a high level of energy efficiency for new facilities entering our building portfolio. This is underpinned by a commitment to incorporate the quality assured 'Passivhaus' Standard. Several of our new building, including schools, have achieved Passivhaus Standard certification and thus deliver enhanced performance in terms of energy usage and internal environment:
- We are currently rolling out of a comprehensive programme of 'smart' meter installations for our gas, electricity, and water meters. This will enable consumption data to be automatically imported daily to our SystemsLink energy management software system to provide enhanced data accuracy that enables us to better identify opportunities for savings.

- We have engaged GEP Environmental to produce a bespoke emissions trajectory tool which will enable us to develop various reduction scenarios to establish milestone targets. These scenarios will be costed to address the recent Audit Wales Public Sector Readiness for Net Zero Carbon by 2030 recommendation for all Welsh public bodies to fully cost their NZC Plans. This work will feature in our revised NZC Plan to be published in 2023.
- A strategic cross departmental group has been set up to review the Councils Land holdings to highlight opportunities for energy generation, tree planting, enhancing biodiversity and Phosphate mitigation among other matters.
- To date our rural and bare land holdings has provided tree planting opportunities on 5.71ha. This area will be used to provide native broadleaved woodland and will be planted over winter 2022 to 2023 under the Welsh Government Glastir Woodland Creation (GWC) scheme. The area comprises three fields in Tregib, Llandeilo; Pendre, Kidwelly and Maesdewi, Llandybie previously used for grazing purposes.
- The Council's Energy team has reviewed our land holdings to identify 5 priority sites to take forward with the WG Energy Service. With the assistance of the Energy Service, feasibility work will be undertaken in relation to the potential for energy generation across these candidate sites.

Aligning with our keys aims and priorities, and the recommendations of the Audit Wales Springing Forward (Asset Management) review summarised below-

R1- The Council needs to apply and embed the sustainable development principle in the way it plans, delivers and monitors the management of its assets

R2- The Council needs to improve the performance management of its assets

The focus for our Land and buildings in connection with NZC 2030 will be

- **The reduction of our administrative estate through hybrid working**
- **Investment in the retained stock to make it as efficient as possible**
- **Ensuring through the design process that the effect of new developments, acquisitions and refurbishments are mitigated in relation to our present current carbon footprint**
- **Ensuring that we make the best use of our land holdings to meet Energy generation, bio diversity, carbon sequestration ,food production and phosphate mitigation aims.**
- **Reporting on a programme of acquiring Display Energy Certificates, condition reports and desk monitoring for all relevant premises for the purposes of future performance monitoring. (See action plan below)**

7. ACTION PLAN 2023 – 2028

Below are the Council's key actions relating to its property portfolio and related matters. Our achievements on key aims highlighted in the previous corporate AMP are in the performance summary in appendix A.

ACTION	PRIORITIES	WHEN	BY WHOM
Investment in strategic sites to promote economic growth.	<ul style="list-style-type: none"> • Complete Pendine Attractor Project • Deliver refurbishment of Market Hall Llandeilo • Develop plot 3 Cross Hands working in partnership with Welsh Government and the Active Building Centre • Complete delivery of mixed-use scheme on former YMCA Llanelli • Deliver Carmarthen Hwb Project • Complete Phase 1 Pentre Awel • Complete delivery of mixed-use scheme in Market Street North Llanelli • Deliver Tywi Valley Cycle track 	<p>Jan 2023</p> <p>March 2023</p> <p>Summer 2023</p> <p>Sept 2023</p> <p>Spring 2024</p> <p>Autumn 2024</p> <p>Dec 2024</p> <p>Spring 2025</p>	Chief Executives-Regeneration & Property

Ensuring our assets contribute to our commitment of being a net zero carbon local authority by 2030	<ul style="list-style-type: none"> Rationalise Administrative Estate to reduce CCC Carbon Emissions 	2023-2025	Chief Executives-Regeneration& Property
	<ul style="list-style-type: none"> Review landholdings to highlight opportunities for energy production, tree planting, enhancing bio diversity 	2023-2024	Land Use-Strategic Review Group
	<ul style="list-style-type: none"> Review current stock and deliver second phase of salix funded investment 	2023-2024	Place and Infrastructure - Energy
	<ul style="list-style-type: none"> Energy team to provide programme of acquiring display Energy Certificates for all relevant CCC portfolios 	March 2023	Place and Infrastructure - Energy
	<ul style="list-style-type: none"> Baseline data from Current Display Energy Certificates to be supplied by Energy Team 	April 2023	Place and Infrastructure – Energy
Supporting the regeneration of our rural communities	<ul style="list-style-type: none"> Review Rural Estate for opportunities to diversify Deliver rural regeneration via Ten Towns scheme 	2023-2025 2023+	Chief Executives-Regeneration
Ensure our assets are fit for purpose	<ul style="list-style-type: none"> Review of Carmarthenshire’s MEP Programme Redevelopment of Oriel Myrddin Gallery Complete infrastructure upgrades at Amman Valley Leisure Centre 	Autumn 2023 June 2024	Education and Children’s Services Communities Communities

	<ul style="list-style-type: none"> • Undertake prioritised programme of condition surveys • Improve Performance monitoring and reporting on Condition, space usage and energy performance. (Springing Forward Asset Management Audit Wales) • Baseline data set for portfolios subject to condition reports • Outline programme of remaining Condition Surveys • Delivery of new depot – Waste Strategy • Review of Care Homes 	<p>Sept 2023</p> <p>2022-2027</p> <p>2023+</p> <p>March 2023</p> <p>April 2023</p> <p>2023-2025</p> <p>2023+</p>	<p>Place and Infrastructure – Design and Maintenance</p> <p>Chief Executives-Regeneration & Property/ Place and Infrastructure</p> <p>Place and Infrastructure – Design and Maintenance</p> <p>Place and Infrastructure – Design and Maintenance</p> <p>Place and Infrastructure - Waste</p> <p>Communities</p>
Supporting Community Assets	<ul style="list-style-type: none"> • Continue to support request to transfer assets to continue service delivery • Transfer of Y Gat St Clears to Town Council • Review of St Clears Leisure Centre 	<p>Ongoing</p> <p>April 2023</p> <p>Ongoing</p>	<p>Chief Executives-Regeneration</p> <p>Communities</p> <p>Communities</p>
Promote and build on collaborative working	<ul style="list-style-type: none"> • Monitor & review use of Llandeilo Public Sector Hub 	<p>2023-2024</p>	<p>Chief Executives-</p>

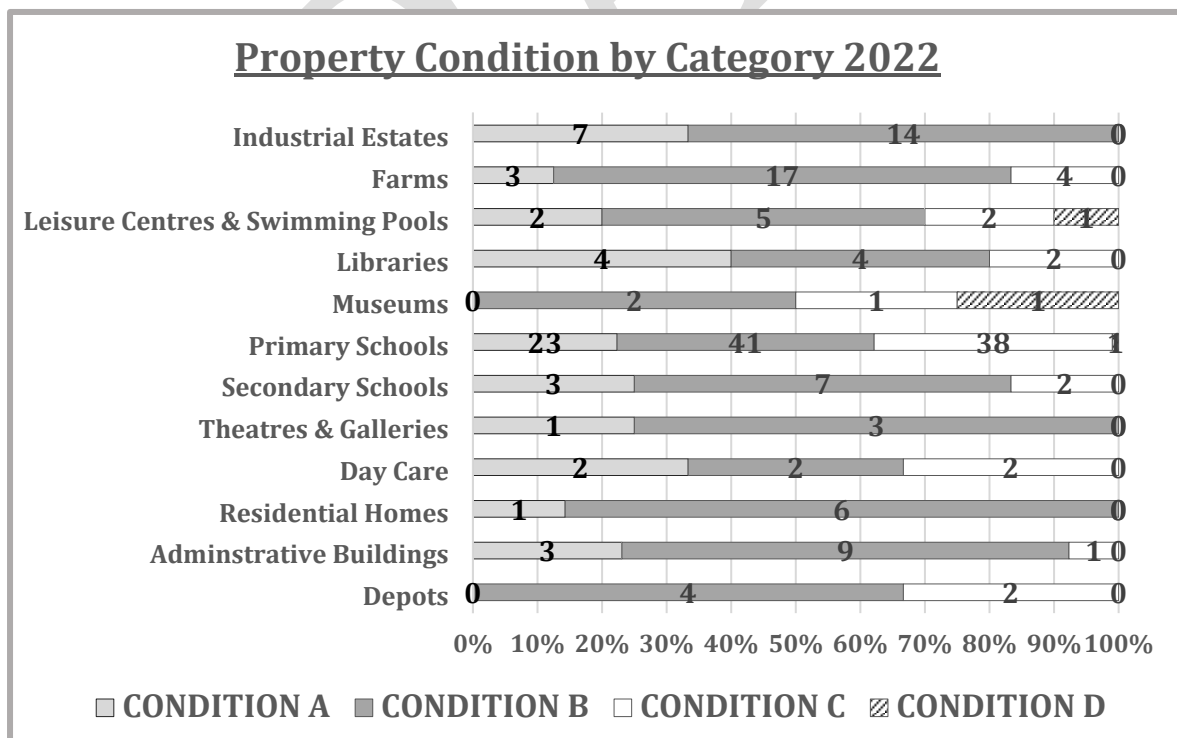
with public sector partners	<ul style="list-style-type: none"> • Pentre Awel Phase 1 • Carmarthen Hwb redevelopment 	October 2024 Autumn 2024	Regeneration & Property
Reducing corporate revenue costs	<ul style="list-style-type: none"> • Utilise hybrid working to rationalise Administrative Estate and associated premises related costs • Occupeye Desk monitor system to be installed post BWoW programme across various sites June – Dec 2023 	2023 - 2025 June – Dec 2023	Chief Executives-Regeneration & Property / Transformation property Workstream
Generating capital receipts	<ul style="list-style-type: none"> • Deliver 5 year Capital Receipt Programme to support front line services 	2023-2028	Chief Executives-Regeneration & Property

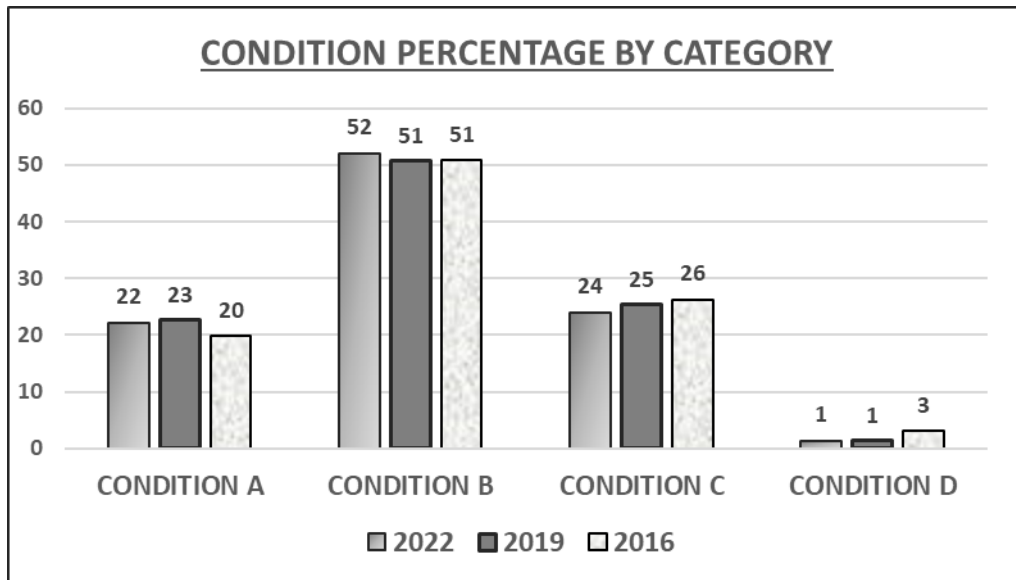
APPENDIX A – PERFORMANCE / OUTCOMES

Property Condition by Category

The diagram below provides a summary of our preliminary assessment of the condition of core elements of our operational portfolio, where:

- Category A refers to properties which are performing as intended and which are considered to be operating efficiently
- Category B refers to properties which are in satisfactory condition, performing as intended but with minor defects
- Category C refers to properties in poor condition, which are not operating as intended and exhibiting major defects
- Category D refers to properties which are in bad condition, and in serious risk of imminent failure. The assessment has been based in the main upon a desktop review of the condition of individual properties by the Property Services Division, drawing upon discussions with individual building inspectors and based upon formal condition survey data where available. It has specific limitations in relation to properties that are not visited frequently and in relation to larger properties where an 'average' score has been allocated.





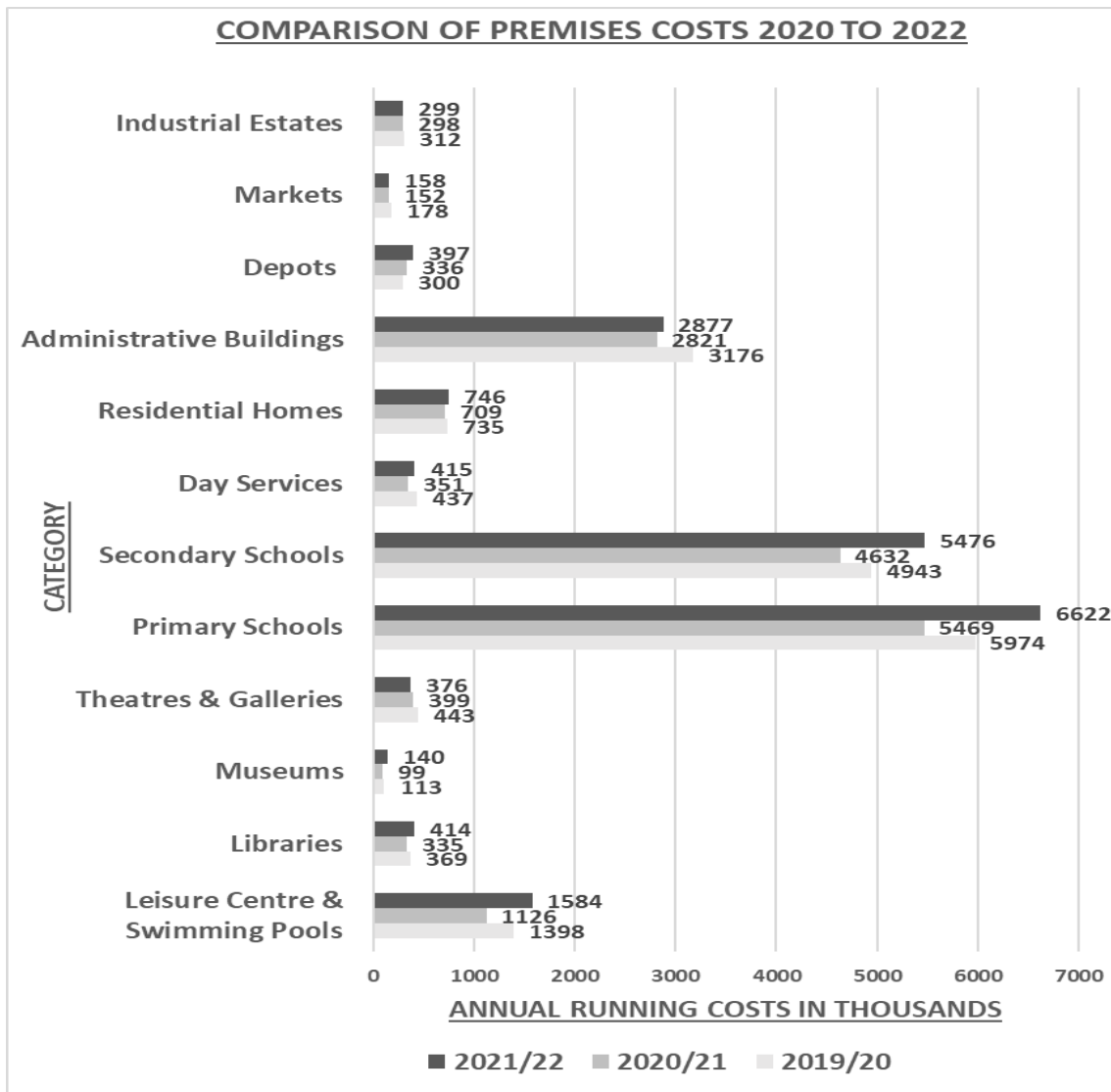
The desktop review of condition data highlighted no change in properties assessed as satisfactory (B) and a slight reduction in good performing assets (A). A similar small reduction in poor performing assets was found alongside an increase in assets assessed as bad (D)

The data is however primarily based on desktop assessments, and as referred to in the main report, a team of property condition surveyors has been established to undertake detailed inspections. These inspections will allow us to have a far better understanding of any works required together with associated costs.

The detailed inspections may well highlight unknown issues which could move certain assets into lower condition grades as the programme of inspections progress. The information will improve strategic decisions on service review and future funding pressures.

Running Costs

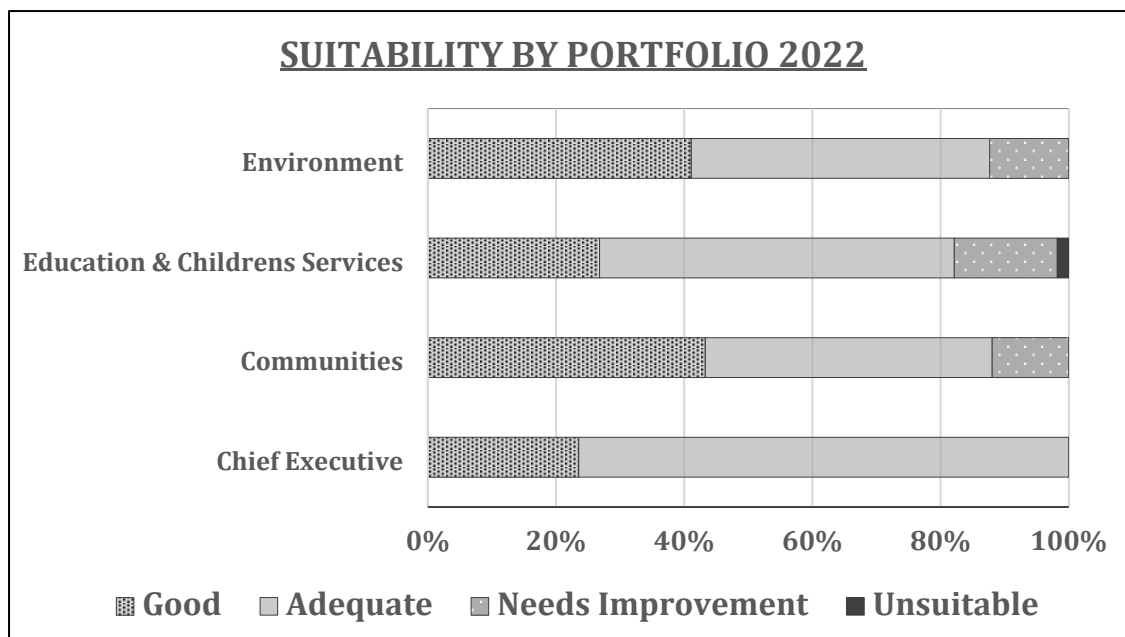
The table below shows the data on premises related costs for the main portfolios within the operational portfolio. As with previous years the Authority's schools show the highest running costs followed by administrative buildings and leisure facilities.



Suitability of Properties

An assessment of the suitability of the operational portfolio has been undertaken by individual services relating to their portfolios. Properties were scored against a host of factors including location, image, layout and design, security (for users and contents), suitability for ICT, and associated land (e.g. car parking, playing fields etc).

The scoring of the various factors led to an overall assessment classifying the asset as being either excellent, satisfactory, requiring improvement or unsuitable for the use required.



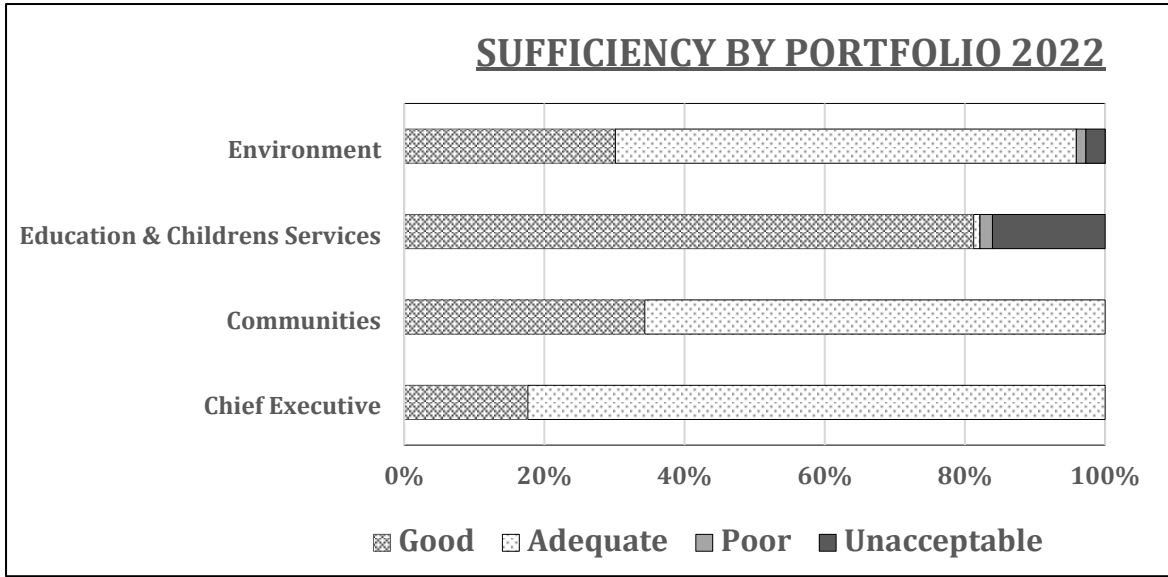
A comparison with previous suitability assessments has not shown significant changes in outcomes. This is not surprising as the assessment criteria do not normally produce major variations unless services find location requirements have altered in terms of the client base or building layouts and IT infrastructure for example require significant alterations to render the asset unsuitable.

In addition to suitability, the current emphasis on condition surveys, coupled with the sufficiency data below (i.e., does the asset provide enough space for current and future needs) will allow an opportunity for services to robustly challenge whether their portfolios continue to be fit for purpose and what options are available.

Sufficiency of Properties

Services also required to produce a preliminary assessment of the sufficiency of the operational portfolio in the short, medium and long term, by identifying whether they anticipated an increase, decrease or no change in their space requirements. The chart below gives a snapshot of the overall results obtained by directorate.

In addition, information was requested on opening hours and visitor numbers where applicable, to provide a broad overview on the utilisation of the assets. Services were asked to give a final assessment as to whether in space terms the assets were good, adequate, poor or totally unacceptable.



A comparison with previous sufficiency assessments has not shown significant changes in results. Education and Children’s Services has the greater number of unacceptable assets, primarily due to pressures on pupil numbers and capacity issues in certain locations. Several Depots in Place and Infrastructure are at capacity, however, the portfolio is currently under review in order to try and address these matters.

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PREVIOUS AMP KEY AIMS AND OUTCOMES TO DATE

KEY AIM	BY WHEN	BY WHOM	OUTCOME
<p>Undertake substantial infrastructure and premises related investment & continue to support the capital investment programme with strategic land acquisitions and disposals</p>	<p>Ongoing</p>	<p>Chief Executives-Regeneration</p>	<p>Phase 2 of the Cross Hands East Strategic Employment site has been completed. Property Development fund assisted development has been assisted on plot 4 of phase 1. A further site is under construction on plot 7. There is a current property development fund application being progressed through Welsh Government for plot 5. The County council is developing its own office and industrial provision on plot 3 working in partnership with Welsh Government and the Active Building Centre to seek a net zero carbon facility in operation</p> <p>The Pendine Attractor project is nearing completion which will result in the development of new all year-round tourism facilities including, Caban 44 bed hostel, Land Speed Museum, Sands sports area, event area, exhibition space, playground, overnight motor-home site and improved car parking provision.</p> <p>Works to bring Llandeilo Market Hall back into economic use are also nearing completion. The grade 2 listed building will on completion provide, a cafeteria, lettable office / retail space, commercial units and a multi- purpose events area.</p>
			<p>We have supported the Council’s Regeneration Masterplan for Llanelli town centre by acquiring 15 properties and 1 development site that were vacant and underutilised, with a view to bringing these properties back into beneficial use to support the town centre economy. These property acquisitions have enabled three strategic town centre commercial development opportunities to be assembled. Two of these opportunities former YMCA and Market Street North have been successful in obtaining Welsh Government and Housing</p>

funding to redevelop mixed use properties which will include commercial and residential space.

We have supported the delivery of Carmarthen Town Centres Economic Recovery Plan by acquiring the former Debenhams store to enable the development of a public services hub facility that will see Health, Education, Leisure and Customer Services facilities all co-located in one building within the town centre.

We have assisted with increasing the Council's housing stock by acquiring privately owned houses that have been upgraded where required and then made available for much needed affordable housing. To date we have purchased 192 properties, with a value of approximately of £16.5m. In 2022/3 we have so far purchased 5 properties (total cost of just over £800k) with terms agreed and/or solicitors instructed on a further 12 properties (total cost just under £2.3m). This is against the original scheme target of 187 acquisitions.'

The original target under the 5-year Housing plan was to acquire 187 homes by 31st March 2021. This target was met a year early on 20th March 2020. The scheme was suspended throughout the Pandemic and restarted in February 2022.

Land and property acquisitions were undertaken to enable the delivery of several significant highway schemes, including a new £10m link road between Cross hands and Maesybont road and a £1.8m improvement at Tirydail lane roundabout Ammanford. Negotiations continue with various landowners to acquire the necessary sites in order to deliver the £8m Towy Valley Cycle path scheme.

Ensuring our assets contribute to our commitment of being a net zero carbon local authority by 2030	2019-2030	Environment – Energy Chief Executives-Regeneration	Phase 1 of the re-fit project has been completed. This involved a £2.5m interest-free loan secured from Welsh Government's Wales SALIX Funding Programme to deliver energy and water efficiency opportunities in non-domestic buildings including schools. Scoping opportunities for a second phase is already underway.
Ensuring properties are fit for purpose	Ongoing	Environment - Maintenance	A condition survey team has been set up in the Property Maintenance Section which is undertaking a rolling programme of surveys. These surveys will be integral to improving data on backlog maintenance and moving to a planned programme of maintenance. The Councils Farms have recently been surveyed along with elements of the administrative estate. Remaining portfolios are being prioritised based on service requirements and plans.
Sustaining Community Assets	2019 -2022	Chief Executives-Regeneration	95% of park and playground facilities have now been transferred or nearing completion under Carmarthenshire County Council's asset transfer programme with Town and Community Councils and numerous other organisations now managing and maintaining these assets under long leases.
Promote and build on collaborative working with public sector partners	Ongoing	Chief Executives-Regeneration	A Public Sector Hub has been opened in Llandeilo Municipal Offices. The offices will be shared with partners and usage monitored to inform future strategy on vacant space identified as a result of implementing the above office accommodation plan and the opportunities to expand such facilities.
Support premises related revenue savings	Ongoing	Chief Executives-Regeneration	The Regeneration section is co-ordinating the Council's Office Accommodation Plan as part of the Transformations BWoW workstream to deliver the benefits of Hybrid Working. It will allow a greater use of our resources to meet net zero carbon commitments and deal with revenue pressures stemming from significant increases in premises related costs and enable greater joint working with Public Sector Partners.

<p>Meet Capital Receipt targets of £3.141 m (2019-20); £2.1m (2020-21); £2.126m (2021-22)</p>	<p>2019 -2022</p>	<p>Chief Executives-Regeneration</p>	<p>Capital receipts achieved from the sale of surplus Council property are an important funding source for the Council's capital programme. In 2019/20 £2,74 million of capital receipts were generated against a target of £3,141 million. The target for 2020/21 was £2.1m. however the effect of the pandemic on marketing and sales resulted in £260k being achieved. The target of £2.126m in 2021/22 was exceeded with £2.126m being received.</p>
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Cabinet 22nd May 2023

SALARY SACRIFICE (CYCLE TO WORK) AND CAR LOANS

Purpose:

To provide an update following a review of the Authority's current Cycle to Work and Car Loans scheme.

Recommendations / key decisions required:

For comments and approval.

Reasons:

That the cabinet considers and approves the report. To provide members with an update on Cycle to Work and Car Loans scheme.

Relevant scrutiny committee to be consulted NO

Cabinet Decision Required YES

Council Decision Required NO

CABINET MEMBER PORTFOLIO HOLDER: - Cllr. A. Lenny

Directorate: Corporate Services

Name of Director: Chris Moore

Name of Head of Service: Randal Hemingway

Report Author: Anthony Parnell

Designations:

Director of Corporate Services

Head of Financial Services

Treasury and Pension Investments Manager

Tel/ Email address:

Tel: 01267 224120 E Mail: CMoore@carmarthenshire.gov.uk

Tel: 01267 224886 E Mail: RHemingway@carmarthenshire.gov.uk

Tel: 01267 224180 E Mail: AParnell@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Cabinet
22nd May 2023

Salary Sacrifice (Cycle to Work) and Car Loans

• **BRIEF SUMMARY OF PURPOSE OF REPORT.**

This report provides Members with an update following a review of the Authority's current Cycle to Work and Car Loans scheme.

The key decisions that are required are:

Cycle to Work scheme:

- 1) Increasing the limit for bike and accessory purchases from £1,000 to £3,500. The current scheme has a limit of £1,000 being the maximum purchase price including any accessories over a twelve-month period.
- 2) To extend the term of the agreement to twenty-four months for purchases more than £1,000 instead of the current twelve months. One of the considerations taken when setting the initial limit was eligibility due to affordability. Cycle to Work schemes provide the option to offer an increase to the term of the agreements making this more affordable.

Car Loans scheme:

- 1) Increase the maximum loan advance to £9,999 from £7,350 with an effective date of 1st July 2023. If the loan amount was to exceed £9,999 this would incur Benefit in Kind charges on the employee and Class 1A National Insurance contributions on the Authority.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: C Moore

Director of: Corporate Services

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

Cycle to Work scheme:

- Increasing the limit for bike and accessory purchases from £1,000 to £3,500.
- To extend the term of the agreement to twenty-four months for purchases more than £1,000 instead of the current twelve months.

Car Loans scheme:

- To increase the maximum advance to £9,999 from £7,350.

CONSULTATIONS

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

Signed: C Moore

Director of: Corporate Services

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee request for pre-determination	N/A
Scrutiny Committee	
Date the report was considered:-	
Scrutiny Committee Outcome/Recommendations:-	

2. Local Member(s) N/A

3. Community / Town Council N/A

4. Relevant Partners N/A

5. Staff Side Representatives and other Organisations N/A

**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
Salary Sacrifice Schemes and Car Loans		County Hall, Carmarthen

Report of the Director of Corporate Services

May 2023

Salary Sacrifice (Cycle to Work) and Car Loans

Name of Director: Chris Moore	Designation: Director of Corporate Services	Tel/Email address: 01267 224120 CMoore@carmarthenshire.gov.uk
Name of Head of Service: Randal Hemingway	Head of Financial Services	01267 224886 RHemingway@carmarthenshire.gov.uk
Report Author: Anthony Parnell	Treasury and Pension Investments Manager	01267 228644 AParnell@carmarthenshire.gov.uk

1. PURPOSE OF REPORT

The purpose of this report is to provide an update following a review of the Authority's current Cycle to Work and Car Loans scheme.

2. KEY DECISIONS REQUIRED

Cycle to Work scheme:

Given that the Cycle to Work scheme was set up eleven years ago it is now considered to be out of date. With enhanced technology within the cycling industry, it has led to increased purchase cost of traditional road bikes and the option to purchase new electric bikes has become more attractive. Not only does the Cycle to Work scheme support employee's health and wellbeing but it also complies with the Authority's Prosiect Zero Sir Gar by reducing carbon footprint and encouraging travel by bicycle where possible. Implementation of new scheme is proposed to commence July 2023. The Cycle to Work scheme is to be provided by a named supplier following a mini competition. The following decision are required:

- 1) Increasing the limit for bike and accessory purchases from £1,000 to £3,500. The current scheme has a limit of £1,000 being the maximum purchase price including any accessories over a twelve-month period.

- 2) To extend the term of the agreement to twenty-four months for purchases more than £1,000 instead of the current twelve months. One of the considerations taken when setting the initial limit was eligibility due to affordability. Cycle to Work schemes provide the option to offer an increase to the term of the agreements making this more affordable.

Car Loans scheme:

The current Car Loans (Assisted Car Purchase) scheme has been operating since 1998 and was introduced following re-organisation. It is contained within the Council's Conditions of Service and any change to the current scheme or consideration of removal would require consultation with the recognised Trade Unions.

All employees who require a vehicle to complete the duties of their role and whose posts were previously designated casual/essential car users are eligible to apply for a loan up to a maximum of £7,350. The eligibility criteria states employees who complete more than 1,000 business miles per annum are eligible to apply for a loan. The loan advanced will not exceed 90% of the value of the car or the difference between the price paid for the car and the allowance offered in part-exchange for the employees' old car (if any). The loan is repayable over a maximum period of 5 years for cars under 3 years old and 4 years for cars over 3 years old. Employees can continue to claim business mileage at the AMAP rate for any work-related journeys.

The current scheme is not Consumer Credit Act compliant, therefore the rate of interest applied cannot exceed more than 1% above the base rate of interest set by the Bank of England.

Due to the increasing costs and inflation a decision is required to:

- 1) Increase the maximum loan advance to £9,999 from £7,350 with an effective date of 1st July 2023. If the loan amount was to exceed £9,999 this would incur Benefit in Kind charges on the employee and Class 1A National Insurance contributions on the Authority.

Agenda Item 16

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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