

# Document Pack



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**FRIDAY, 01 SEPTEMBER 2023**

**TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 10.00 AM ON THURSDAY, 7TH SEPTEMBER, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Julie Owens</b>
<b>Telephone (direct line):</b>	<b>01267 224088</b>
<b>E-Mail:</b>	<b>juowens@carmarthenshire.gov.uk</b>
<b>This is a multi-location meeting. Committee members can attend in person at the venue detailed above or remotely via the Zoom link which is provided separately.</b>	
<b>The meeting can be viewed on the Authority's website via the following link:- <a href="https://carmarthenshire.public-i.tv/core/portal/home">https://carmarthenshire.public-i.tv/core/portal/home</a></b>	

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

## DEMOCRATIC SERVICES COMMITTEE

### **PLAID CYMRU GROUP - 2 Members**

Cllr. Hazel Evans  
Cllr. Tyssul Evans (Vice-Chair)

### **LABOUR GROUP - 2 Members**

Cllr. Lewis Davies (Chair)  
Cllr. Philip Warlow

### **INDEPENDENT GROUP - 1 Member**

Cllr. Fiona Walters

# **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PERSONAL INTERESTS**
- 3. TO APPROVE AND SIGN AS A CORRECT RECORD THE  
MINUTES OF THE MEETING HELD ON THE 9TH JUNE 2023** 5 - 8
- 4. DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT  
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- 5. CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY  
FUNCTION - ANNUAL REPORT 2022/23** 23 - 42

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## DEMOCRATIC SERVICES COMMITTEE

**FRIDAY, 9 JUNE 2023**

**PRESENT:** Councillor L. Davies (Chair)

**Councillors (In Person):**

H.A.L. Evans

W.T. Evans

**Councillors (Virtually):**

P.T. Warlow

**Also Present (In Person):**

N. Daniel, Head of ICT and Corporate Policy;

G. Morgan, Head of Democratic Services;

S. Rees, Simultaneous Translator;

R. Morris, Members Support Officer;

M.S. Davies, Democratic Services Officer;

**Also Present (Virtually):**

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

H. Daniels, Lead Business Partner (Future Workforce);

A. Machin, Learning and Development Manager;

D. Neuman, Lead Business Partner (Learning & Development);

S. Hendy, Member Support Officer.

**Chamber, County Hall, Carmarthen and remotely: 10.00 am - 10.30 am**

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor F. Walters.

**2. DECLARATIONS OF PERSONAL INTERESTS**

There were no declarations of personal interest.

**3. MINUTES - 8TH SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting held on 8<sup>th</sup> September, 2022 be signed as a correct record.

**4. MEMBER ENQUIRY REVIEW**

The Committee considered a report on the outcome of a review of the Members enquiries process, undertaken following feedback from elected Members, which had investigated whether the administration and procedures in place were working effectively and whether any improvements could be made. In light of all the evidence gathered via the extensive engagement carried out as part of the review 8 recommendations were proposed as detailed in the report.

**UNANIMOUSLY RESOLVED** that the recommendations detailed in the report to improve the Member Enquiries process be approved.

Note: These minutes are subject to confirmation at the next meeting.

## **5. UPDATE ON MEMBER INDUCTION PROGRAMME & ANNUAL PLAN**

The Committee considered a report which provided an update on the evaluation of the Member Induction programme and sought views on the proposed Annual Development Plan 2023/2024.

The Induction Programme had contained a total of 40 developmental sessions which had been divided into sessions for all members, sessions specifically for Cabinet members and panel members sitting on relevant committees. In order to establish if the Induction Programme had been effective in providing members with sufficient knowledge and understanding, three focus groups had been held during January & February 2023 and a survey had been sent out to all members in February to seek feedback which was detailed in the report.

Comments made by members at the aforementioned focus groups, as well as on the survey, had been considered and had informed the Annual Development Plan 2023-24. As part of the Plan it had been proposed that the introduction of a Mentoring Programme would be an effective form of development.

Disappointment was expressed over the low attendances at some member induction sessions. It was noted that all sessions were available to view online. The Chair suggested that, looking forward, some sessions could possibly be shorter with support material provided to members beforehand. He thanked all officers involved in organising the sessions.

**UNANIMOUSLY RESOLVED to note the evaluation of the Member Induction programme and endorse the proposed Annual Development Plan 2023/2024.**

## **6. COUNCILLORS' ANNUAL REPORTS**

The Committee considered a report which sought endorsement of a template for Councillors' Annual Reports. Under the Local Government (Wales) Measure 2011 local authorities must provide facilities for Councillors to produce and publish an annual report and publicise the fact that Councillors were expected to produce annual reports of their activities. Annual reports were not, however, mandatory and it was a personal matter for Councillors whether they wished to publish an Annual Report.

The report template, if approved, would be circulated to each Elected Member. Those Elected Members who wished to produce an Annual Report could then complete an initial draft of their report for the period 1st May of the previous year until May of the current year.

**UNANIMOUSLY RESOLVED to confirm the Councillors' Annual reports template with effect from 2023-24.**

## **7. THE JO COX COMMISSION ON CIVILITY**

The Committee considered a report which summarised the Jo Cox Commission on Civility's progress in raising awareness of the detrimental impact on individuals, democracy and society, of the current levels of abuse and

Note: These minutes are subject to confirmation at the next meeting.

intimidation in political life. The Commission had been launched on the 28th February 2023 and sought to drive change in British democracy by working to find implementable solutions to make life safer for political representatives and candidates for office.

**UNANIMOUSLY RESOLVED that the report be noted and that a letter be sent by the Chair of the Democratic Services Committee to the Commission confirming the Council's support and its willingness to engage in its work.**

**8. DEMOCRATIC SERVICES FUNCTION**

The Committee considered a report which provided information on the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that services were adequate to deliver the Democratic Process.

Concerns were expressed over the number of staff from the Democratic Services section required to support multi-location meetings on an on-going basis particularly as no additional resources had been made available. The Head of Democratic Services commented that the Welsh Government, which had sanctioned multi-location meetings, had been made aware of the issue which affected all local authorities in Wales but had not allocated any extra funding.

**UNANIMOUSLY RESOLVED that the report be noted and that the concerns raised be conveyed to Welsh Government.**

**9. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PLAN**

The Committee received and considered a suggested Forward Work Programme for the 2023/24 municipal year.

**UNANIMOUSLY RESOLVED that the Democratic Services Committee 2023/24 Forward Work Programme be adopted.**

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**CHAIR**

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**DATE**

Note: These minutes are subject to confirmation at the next meeting.

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## DEMOCRATIC SERVICES COMMITTEE 7<sup>TH</sup> SEPTEMBER 2023

### DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2022-23

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the annual report of the Committee for the period 25<sup>th</sup> May 2022 – 24<sup>th</sup> May 2023 and to make available to members of Council for information.

#### REASONS:

The report outlines the work of the Committee during the 2022-23 municipal year.

<b>Cabinet Decision Required</b>	<b>No</b>
<b>Council Decision Required</b>	<b>No</b>

Relevant portfolio holder:- N/A

<b>Directorate</b>  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author:</b> Gaynor Morgan	<b>Chief Executive's</b>  <b>Designations:</b> Head of Administration & Law  Head of Democratic Services	<b>Tel Nos.</b> 01267 224012 LRJ 01267 224026 GM  <b>E Mail Addresses:</b> <a href="mailto:gmorgan@cararthenshire.gov.uk">gmorgan@cararthenshire.gov.uk</a>
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## EXECUTIVE SUMMARY

### **DEMOCRATIC SERVICES COMMITTEE – ANNUAL REPORT 2022-23**

The Local Government (Wales) Measure 2011 requires each Principal Council to establish a Democratic Services Committee.

The attached report outlines the work of the Committee during the 2022-23 municipal year.

**DETAILED REPORT ATTACHED?**

**YES – Annual Report**

## IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

### Policy, Crime & Disorder and Equalities

The Democratic Services Annual Report outlines how the Committee has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011.

### Legal

There are no legal implications arising from the report. The Annual Report sets out the work of the Committee over the 12 month period and confirms that it has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011.

## CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

**1.Scrutiny Committee** Not applicable

**2.Local Member(s)** Not applicable

**3.Community / Town Council** Not applicable

**4.Relevant Partners** Not applicable

**5.Staff Side Representatives and other Organisations** Not applicable

### 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
Democratic Services Committee information on Carmarthenshire.gov website		<a href="http://democracy.carmarthenshire.gov.wales/mgCommitteeDetails.aspx?ID=152">http://democracy.carmarthenshire.gov.wales/mgCommitteeDetails.aspx?ID=152</a>

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# **Carmarthenshire County Council**

## **Democratic Services Committee**

### **Annual Report 2022-23**



## **Annual Report**

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## **DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2022-23**

### **Foreword by the Chair of the Democratic Services Committee**

As the Chair of the Democratic Services Committee during 2022-23 it is my pleasure to present the Committee's Annual report for this period.

The Local Government Elections in May 2022 and review of the local government boundaries resulted in the number of Councillors elected in Carmarthenshire increasing from 74 to 75. Of the 75 Councillors elected, 28 were new members.

Following the election, a comprehensive member induction programme for both new and returning members was provided. The programme ensured that members had the training and support needed to undertake the role of County Councillor, the programme included :-

- Training for allocated IT equipment, the Modern.gov paperless working app, and remote platforms for joining multi-location meetings remotely;
- An outline of the main functions of the Council, the Council Constitution and the responsibilities of each service;
- An overview of the organisation and its key functions;
- An understanding of the principal strategies and the vision for service delivery for Carmarthenshire.

Whilst the Democratic Services Committee met only once, members of the Committee did meet informally to view and input into a revised and updated Member portal for Elected Member enquiries, with our feedback forming the final report being placed before the Committee in June 2023.

I would like to extend my thanks and appreciation to the Committee members for their invaluable contributions and their support during the past year and also to the officers who support the Committee in its work.

**Cllr Lewis Davies**

**Chair of the Democratic Services Committee**

## **The Committee's Remit**

The Local Government (Wales) Measure 2011 requires each County and County Borough Council to establish a Democratic Services Committee and the remit of the Committee is set out in Section 11 of this measure namely to:-

- exercise the function of the Local Authority under section 8(1)(a) (designation of Head of Democratic Services),
- review the adequacy of provision by the Authority of staff, accommodation, and other resources to discharge democratic services functions, and
- make reports and recommendations to the Authority in relation to such provision.

The Council, at its meeting held on the 17<sup>th</sup> April 2013, agreed to a recommendation of the Democratic Services Committee to include the following additional responsibilities within the Committee's functions/terms of reference:-

- To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;
- To appoint the Council's Member Development Champion;
- To be consulted on the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc.
- To promote and support good governance by the Council.

The Local Government (Democracy)(Wales) Act 2013 added section 11A which provides that the Democratic Services Committee may, at the request of the Authority, review any matter relevant to :

- (a) the support and advice available to members of that Authority, and
- (b) the terms and conditions of office of those members.



### Membership of the Democratic Services Committee 2022-2023

The membership of the Democratic Services Committee for the period 25<sup>th</sup> May 2022 - 24<sup>th</sup> May 2023 comprised of 5 members on a politically balanced basis:-

Councillor Lewis Davies (Chair)



Councillor Tyssul Evans (Vice-Chair).



Councillor Hazel Evans



CLlr Fiona Walters



CLlr Philip Warlow



## Democratic Services Committee Meetings held during 2022-23

8<sup>th</sup> September 2022

### Attendance by the Members of the Democratic Services Committee

The attendance figures for the formal meeting of the Committee is set out below.

Councillor	Meetings attended
Lewis Davies	1
Hazel Evans	0
Tyssul Evans	1
Fiona Walters	1
Philip Warlow	1
Kim Broom	1 (substitute)

## **KEY ISSUES AND OUTCOMES 2022-23**

During the year the Democratic Services Committee discussed the following reports, and a brief synopsis is included for each topic and includes outcomes as appropriate:-

### **Democratic Services Function and the Authority's Member Development Champion.**

The Committee considered the role and function of the Committee and framework within which the Committee had been established under the Local Government (Wales) Measure 2011.

#### **Outcome:-**

The Committee reaffirmed the appointment of the Chair of the Committee as the Authority's Member Development Champion.

### **Update on the Member Induction Programme**

The Committee received a report on the member induction programme which had been launched on the 18<sup>th</sup> May 2022 and contained a total of 40 development sessions for both returning and newly elected members. Members had the opportunity to attend the majority of sessions either remotely via Zoom and/or physically in County Hall, Carmarthen and where some sessions had been recorded these were available via the eLearning Platform following the session.

#### **Outcome:-**

The Committee considered the breakdown of the attendance to each development session and supported holding Focus Groups to obtain member feedback.

### **Multi location meeting policy**

The Committee considered a Multi-location Meeting Policy which had been recommended by the Authority's Constitutional Review Working Group. It was noted that since the introduction of the Local Government and Elections (Wales) Act 2021 the Welsh Government had provided Councils with the power and freedom to convene multi-location meetings (hybrid – a mix of physical & remote) enabling greater accessibility and public participation in local government decision making. The multi-location meeting policy provided guidance to Councillors, Officers and the public as to how the Authority managed and conducted its multi-location meetings and was meant to be considered alongside the existing arrangements for meetings as detailed within the Council Constitution, but would not be included in the Constitution itself.

#### **Outcome:-**

The Chair on behalf of the Committee presented the Multi location meeting policy to Council on the 12<sup>th</sup> October 2022 and Council resolved to approve the policy. A copy of the [Multi location policy](#) is available on the website.

### **Timing of Meetings Survey**

In accordance with the Local Government (Wales) Measure 2011, the Committee, following the local government election in May 2022 considered the results of a survey seeking Members preference in respect of the times and intervals at which meetings of a local authority were to be held. The Committee noted that 53 members out of 75 had responded to the survey and the majority of members had expressed a preference that meeting arrangements remained as per the arrangements in place in the previous Council.

#### Outcome:-

The Chair, on behalf of the Committee, presented the findings of the survey to Council on the 12<sup>th</sup> October 2022 and recommended that there be no change to the current meeting arrangements. Council resolved to approve the recommendation. The Chief Executive being mindful that new members may not have been aware of the demands on their time and attendance at Council meetings agreed at the meeting that a further survey could be undertaken after 12 months.

### **Forward Work Programme**

The Committee agreed its Forward Work Programme for the forthcoming 12 month period.

## General Information

The Democratic Services Committee meetings are public meetings and with the exception of confidential items, all business is held in public. All public papers are published online at <http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?Committeeld=152>

The Council is keen to see members of the public attend Democratic Services Committee meetings and all other Council meetings, including Council, Cabinet, Scrutiny and Regulatory meetings. More information can be found in our [Public Participation Strategy](#).

Further information can be provided by contacting Democratic Services:

[DemocraticServices@carmarthenshire.gov.uk](mailto:DemocraticServices@carmarthenshire.gov.uk) or on 01267 224028.

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## DEMOCRATIC SERVICES COMMITTEE 7 SEPTEMBER 2023

### CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION – ANNUAL REPORT 2022/23

#### Recommendations / Key decisions required:

- That the Democratic Services Committee considers the Scrutiny Function's Annual Report for 2022/23.

#### Reasons:

- To provide the Democratic Services Committee with an overview of the Council's Scrutiny Function and the respective Scrutiny Committees' work during the 2022/23 municipal year.

Cabinet Decision Required: NO

Council Decision Required: NO

Relevant Cabinet Member Portfolio Holder(s): N/A

Cllr. Giles Morgan (Chair of the Chairs & Vice-Chairs of Scrutiny Forum / Chair of the Corporate Performance & Resources Scrutiny Committee)

**Directorate:**  
Chief Executive's

**Name of Head of Service:**  
Linda Rees Jones

**Report Author:**  
Michelle Evans Thomas

#### Designations:

Head of Administration & Law

Principal Democratic Services  
Officer (Committee Support)

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## EXECUTIVE SUMMARY

### DEMOCRATIC SERVICES COMMITTEE

#### CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION – ANNUAL REPORT 2022/23

Scrutiny plays a key role in promoting accountability in the decision making process of Local Authorities. It is also useful in ensuring that council policies reflect current priorities, as well as promoting efficiency and encouraging partnership working with external agencies.

Carmarthenshire County Council has five Scrutiny Committees who normally meet on a six weekly basis.

The Scrutiny Committee remits were update by the Council following the May 2022 elections and each Scrutiny Committee became responsible for the overview and scrutiny of specific Cabinet Portfolios and their respective services.

In order for Scrutiny Committees to take on greater ownership of their own work programmes, a pre-decision method of scrutiny was introduced which allowed Scrutiny Committees to decide which reports from the Forward Plan they wish ed to come before them and as per normal process Committees were also able to identify their own topics and Cabinet could still invite a Scrutiny Committee to scrutinise a decision which was in the pipeline.

The attached report provides an overview of the Council's Scrutiny Function and makes specific reference to the work of the 5 Scrutiny Committees:-

- Corporate Performance and Resources
- Communities, Homes and Regeneration
- Education, Young People and the Welsh Language
- Place, Sustainability and Climate Change
- Health and Social Services

**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: Linda Rees Jones

Head of Administration and Law

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

## 1. Policy, Crime & Disorder and Equalities

The Scrutiny function has an important role in helping the Council to achieve its expressed aims:

- People in Carmarthenshire are healthier
- People in Carmarthenshire fulfil their learning potential
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire's communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy

## 2. Legal

Article 6.2 of the County Council's Constitution states that a scrutiny committee must:

*"Prepare an annual report giving an account of the Committee's activities over the previous year."*

Each Committee has prepared individual annual reports which have been combined in this report of scrutiny activity during 2022/23 to the Democratic Services Committee.

## 3. Risk Management

- An ineffective scrutiny function could undermine the Council's corporate governance arrangements and lead to poor quality decision making.
- Lack of progress in enhancing the role of scrutiny will impact on its effectiveness and esteem within the Council.

# CONSULTATIONS

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

Signed: Linda Rees Jones

Head of Administration & Law

**1. Scrutiny Committee(s)** – This report contains information from the individual Scrutiny Committee annual reports, received by the relevant committees during June/July 2023.

**2. Local Member(s)** – N/A

**3. Community / Town Council** – N/A

**4. Relevant Partners** – N/A

**5. Staff Side Representatives and other Organisations** – N/A

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

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Scrutiny Committee information and links to Annual Reports	<p>Scrutiny information page:</p> <p>Cymraeg – <a href="https://www.sirgar.llyw.cymru/cartref/cyngor-a-democratiaeth/pwyllgorau-a-chyfarfodydd/craffu/#.XcqGZcTgpPY">https://www.sirgar.llyw.cymru/cartref/cyngor-a-democratiaeth/pwyllgorau-a-chyfarfodydd/craffu/#.XcqGZcTgpPY</a></p> <p>English - <a href="https://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/scrutiny/#.XcqGOcTgpPY">https://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/scrutiny/#.XcqGOcTgpPY</a></p> <p>Agendas and Minutes:</p> <p>Cymraeg - <a href="https://democratiaeth.sirgar.llyw.cymru/mgListCommittees.aspx?bcr=1">https://democratiaeth.sirgar.llyw.cymru/mgListCommittees.aspx?bcr=1</a></p> <p>English – <a href="http://democracy.carmarthenshire.gov.wales/mgListCommittees.aspx?bcr=1">http://democracy.carmarthenshire.gov.wales/mgListCommittees.aspx?bcr=1</a></p>
Local Government (Wales) Measure 2011	<p>English – <a href="http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_en.pdf">http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_en.pdf</a></p> <p>Cymraeg – <a href="http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_we.pdf">http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_we.pdf</a></p>
Council Constitution	<a href="https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/">https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/</a>



# **Carmarthenshire County Council's Scrutiny Function**

**ANNUAL REPORT 2022/23**

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## Foreword

Welcome to this year's annual scrutiny report. As we moved past Covid over the past year we are still very much in the age of hybrid meetings. Scrutiny in Carmarthenshire has remained strong and of course we had the local elections in 2022. Following the local elections it was agreed to align the names of the scrutiny committees with the briefs they shadow so you will see a change from the last report in that scrutiny committees will have changed their names. We hope this will make it easier to match up the scrutiny committee to the cabinet member and the department they are scrutinising.

As I mentioned earlier 2022 was an election year so we have had a new intake of councillors and a comprehensive training and development path has been made available to help them to better understand the role of scrutiny and how they can play their part in it. This training was done via remote and in-person sessions.

Last year also saw the introduction of pre-decision scrutiny where scrutiny committees see the upcoming works of the cabinet and can influence policy areas or intervene before final decisions are taken. Following these changes scrutiny got underway in Autumn of last year, when all committees set their forward work plans using this new system. We will be reviewing the impact of these new changes in due course, but we need to allow time for them to bed in.

As scrutineers we hope to better engage with our constituents and I reiterate our aim of getting more people tuning into scrutiny committees to see how we work. We also remain mindful of the Audit Wales recommendations that were made to us a few years back and we have made great strides in trying to make scrutiny better here in Carmarthenshire.

Finally, I would like to thank the Democratic Services Unit of the Council who support our scrutiny work and without them we wouldn't be able to function.



Cllr. Giles Morgan  
Chair of the Chairs and Vice-Chairs of Scrutiny Forum  
Carmarthenshire County Council's Scrutiny Champion

## Scrutiny in Carmarthenshire

Scrutiny plays a key role in improving the services that the people and children of Carmarthenshire use. The majority of decisions are made by the Cabinet of 10 County Councillors. Scrutiny offers the other 65 Councillors an opportunity to influence those decisions and act as a “critical friend”. It is also useful in ensuring that Council policies reflect current priorities, as well as promoting efficiency and encouraging effective partnership working with external bodies. Scrutiny Committees’ main roles and responsibilities are to:-

- Examine how well the Cabinet and Council are performing;
- Hold the Cabinet to account and seek to promote open and transparent decision-making;
- Monitor the performance of the Council’s services and functions;
- Review decisions made by the Cabinet where appropriate;
- Assist the Cabinet in the development, monitoring and review of policy;
- Scrutinise, as a key element of the consultation process, the proposed revenue budget strategy and capital investment programmes;
- Enable the participation of external organisations and partners in consideration of issues that may impact upon the delivery of Council and countywide priorities.

All non-executive Councillors can be appointed to at least one Scrutiny Committee, depending on their specialist interests or expertise.

Carmarthenshire County Council has 5 Scrutiny Committees:-

- Communities, Homes & Regeneration
- Corporate Performance & Resources
- Education, Young People & the Welsh Language
- Health & Social Services
- Place, Sustainability & Climate Change

The Committees normally meet 8 times a year on a 6 weekly basis to consider issues and reports included in a Scrutiny Forward Work Plan, which is developed at the beginning of the municipal year. Additional meetings are sometimes arranged if required and special or joint meetings may be held to consider urgent or cross-cutting issues.

The Scrutiny Committees are politically balanced to reflect, as far as possible, the political composition of the Council as a whole. The Chairs and Vice-Chairs of Scrutiny Committees are appointed by Council at the beginning of each municipal year for a period of one year (e.g. May 2022 to April 2023). They also participate in the Chairs and Vice-Chairs of Scrutiny Forum, which meets on a quarterly basis to oversee the strategic direction of Scrutiny.

# The Scrutiny Committees

## Standard Scrutiny Monitoring Reports

All Scrutiny Committees receive the following monitoring reports as standard and have previously agreed the frequency and format of these reports:-

**Performance Monitoring Reports** - One of the principal roles of a Scrutiny Committee is to monitor the performance of services and functions under its remit. They undertake this work mainly through the consideration of half-yearly performance monitoring reports, which provide a balanced picture of performance. In addition, the Committees receive business plans and compliments and complaints monitoring information.

**Revenue & Capital Budget Monitoring Reports** – Each Scrutiny Committee receives half-yearly reports on the revenue and capital budgets for the services within their remit.

**Actions & Referrals Updates** – During the course of the municipal year several recommendations and requests for additional information are made by Scrutiny Committees to assist them in discharging their scrutiny role. Quarterly Action and Referral Reports are produced to provide an update on progress against the recommendations and actions requested.

## Remits

Scrutiny Committee remits were updated by Council following the May 2022 elections and each Scrutiny Committee became responsible for the overview and scrutiny of specific Cabinet Portfolios and their respective service areas rather than individual service areas.

## Communities, Homes & Regeneration Scrutiny Committee

The Communities, Homes & Regeneration Scrutiny Committee has 13 Members and is responsible for the scrutiny of Cabinet and specifically the following Cabinet Portfolios and their respective service areas:-

- [Homes \(not including Deputy Leader element\)](#)
- [Rural Affairs, Community Cohesion and Planning Policy](#)
- [Regeneration, Leisure, Culture and Tourism](#)

**Committee meetings** – During the 2022/23 municipal year, the Committee held 7 formal meetings and in addition to regular monitoring reports, the Committee considered reports on a wide range of topics including:-

- Leisure, Culture and Outdoor Recreation Strategy;
- Local Innovation Strategy;
- Housing Revenue Account Budget and Housing Rent Setting for 2023/24;
- Housing Revenue Account Business Plan 2022/25;

- Revenue Budget Strategy Consultation 2023/24-2025/26;
- Task & Finish Group Report – Emergency Social Housing Allocations Policy;
- Housing Support Programme Strategy 2022/26;
- Rapid Rehousing Transition Plan 2022-27;
- Empty House Policy;
- Tenant Compensation Policy;
- Rechargeable Repairs Policy;
- Draft Divisional Delivery Plans 2023/24;
- Shared Prosperity Fund – Tackling Towns;
- Emergency Social Housing Allocations – Update Report on the Operation of the new Allocation Policy.

In addition to the reports considered at the formal meetings, update and information reports were also circulated to the Committee via email, in line with the Committee's request.

**Task & Finish Review** – The Committee undertook a Task & Finish Review on the Development of an Emergency Social Housing Allocations Policy during the 2022/23 municipal year.

**Site Visits** – Whilst a number of site visits were included within the Committee's Forward Work Plan, they were unable to proceed due to the ongoing impact of Covid-19.

**Development Sessions** – The Committee held one service specific development session during 2022/23 on the Draft Leisure Strategy in order to feed into its development prior to consideration by Council. Members of the Committee were also invited to attend development sessions arranged for all members, details of which can be found on page 11.

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2022/23 revenue budget and five year capital programme.

## Corporate Performance & Resources Scrutiny Committee

The Corporate Performance & Resources Scrutiny Committee has 13 Members and is responsible for the scrutiny of Cabinet and specifically the following Cabinet Portfolios and their respective service areas:-

- [Leader](#)
- [Deputy Leader \(not including Homes\)](#)
- [Resources](#)
- [Organisation and Workforce](#)

**Committee meetings** - During the 2022/23 municipal year the Committee held 5 formal meetings and, in addition to its regular monitoring reports, the Committee considered reports on a wide range of topics including:-

- Sickness Absence Monitoring;



- A Vision for the Next Phase of the Council's Transformation Programme;
- Revenue Budget Strategy Consultation 2023/34-2025/26;
- Five Year Capital Programme (Council Fund) 2023/24-2027/28;
- Treasury Management Policy and Strategy 2023/24;
- Draft Divisional Delivery Plans 2023/24.

In addition to the reports considered at the formal meetings, update and information reports were also circulated to the Committee via email, in line with the Committee's request.

**Task & Finish Review** – The Committee did not undertake a Task and Finish Review during 2022/23. Consideration will be given to topics for further scrutiny investigation during 2023/24.

**Site Visits** – Due to the ongoing Covid-19 restrictions the Committee was unable to undertake any site visits during the 2022/23 municipal year. Consideration will be given to topics for further scrutiny investigation during 2023/24..

**Development Sessions** – The Committee held the following service specific development session during 2022/23:-

- Attendance Management

Members of the Committee were also invited to attend development sessions arranged for all members, details of which can be found on page 11.

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2022/23 revenue budget and five year capital programme.

## Education, Young People & the Welsh Language Scrutiny Committee

The Education, Young People & the Welsh Language Scrutiny Committee has 19 members, five of which are co-opted members. This is the only Scrutiny Committee which has co-opted members and they represent:-

- Parent Governor Member for Area 1 – Dinefwr
- Parent Governor Member for Area 2 – Carmarthen
- Parent Governor Member for Area 3 – Llanelli
- Roman Catholic Church Representative
- Church in Wales Representative

The Committee is responsible for the scrutiny of Cabinet and specifically the following Cabinet Portfolio and respective service areas:-

- [Education and the Welsh Language](#)

**Committee meetings** – During the 2022/23 municipal year, the Committee held 5 formal meetings and in addition to regular monitoring reports, the Committee considered reports on a wide range of topics including:-

- Carmarthenshire Youth Justice Plan 2022/23;
- The Curriculum for Wales and Support Provided for Schools;
- Revenue Budget Strategy Consultation 2023/24-2025/26;
- Transformation, Innovation, Change Including School Budgets;
- Draft Divisional Delivery Plans 2023/24;
- Policy on Awarding Grants and the Welsh Language;
- Welsh Language Promotion Strategy 2023-2028;
- Evaluation of Estyn Inspections Across Carmarthenshire Schools, Pupil Referral Units and Specialised Settings.

In addition to the reports considered at the formal meetings, update and information reports were also circulated to the Committee via email, in line with the Committee's request.

**Task & Finish Review** – The Committee did not undertake a Task & Finish Review during 2022/23.

**Site Visits** – Due to the ongoing impact of the coronavirus pandemic, it was not considered appropriate to undertake physical site visits during the municipal year. However, an alternative structure, in the form of online and hybrid school engagement sessions was implemented as a temporary measure to enable the Committee to continue with its school evaluation and improvement function.

**Development Sessions** – The Committee held the following service specific development sessions during 2022/23:-

- Local Environment Quality Strategy;
- Flooding;
- Highway Asset Management Plan and Update on WG Speed Limit Change in Legislation (20mph);
- Conservation and Update on the Managing Land Pilot Scheme for Pollinators in Carmarthenshire;
- Waste;
- Update on the Area Planning Board's Drug & Alcohol Misuse Strategy;
- Substance Misuse.

Members of the Committee were also invited to attend development sessions arranged for all members, details of which can be found on page 11.

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2022/23 revenue budget and five year capital programme.

## Health & Social Services Scrutiny Committee

The Health & Social Services Scrutiny Committee has 14 Members and is responsible for the scrutiny of Cabinet and specifically the following Cabinet Portfolios and their respective service areas:-

- [Health and Social Services](#)

**Committee Meetings** – During the 2022/23 municipal year the Committee held 4 formal meetings and in addition to its regular monitoring reports, the Committee considered reports on a wide range of topics including:-

- Annual Report of the Statutory Director of Social Care Services 2021/22;
- West Wales Care Partnership's Dementia Strategy;
- Youth Justice Management Plan 2022/23;
- Revenue Budget Strategy Consultation 2023/24-2025/26;
- Domiciliary Care Strategy Update;
- Regional Adult Advocacy Strategy;
- Draft Divisional Delivery Plans 2023/24;
- Presentation by Hywel Dda University Health Board in Connection with the Recently Published External Review Report on the TB Outbreak in the Llwynhendy Area of Llanelli;
- Domiciliary Care Performance Update;
- Loneliness in Carmarthenshire Task & Finish Review Update Report;
- Annual Report on Adult Safeguarding and Deprivation of Liberty Safeguards (DoLS) 2021/22.

In addition to the reports considered at the formal meetings, update and information reports were also circulated to the Committee via email, at the Committee's request.

**Task and Finish Review** – The Committee agreed to undertake a Task & Finish Review into childhood obesity in Carmarthenshire "An Active and Healthy Start". The Task & Finish Group aimed to finalise the scope of the Group for approval by the Committee in July 2024.

**Site Visits** – The Committee undertook a site visit in November as an introduction to Adult Social Care and Integrated Services.

**Development Sessions** - The Committee held the following service specific development session during 2022/23:-

- Substance Misuse – (joint session with the Place, Sustainability & Climate Change Scrutiny Committee)

Members of the Committee were also invited to attend development sessions arranged for all members, details of which can be found on page 11.

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2022/23 revenue budget and five year capital programme.

## **Place, Sustainability & Climate Change Scrutiny Committee**

The Place, Sustainability & Climate Change Scrutiny Committee has 13 members and is responsible for the scrutiny of Cabinet and specifically the following Cabinet Portfolios and their respective service areas:-

- [Transport, Waste and Infrastructure Services](#)
- [Climate Change, Decarbonisation and Sustainability](#)

**Committee meetings** – During the 2022/23 municipal year, the Committee held 7 formal meetings and in addition to regular monitoring reports, the Committee considered reports on a wide range of topics including:-

- Review of Carmarthenshire County Council's Environment Act Forward Plan 2020-2023;
- Net Zero Carbon Plan Progress Report;
- Highway Asset Management Plan Annual Statement Report 2022;
- Air Quality Update;
- Consideration of Additional Public Space Protection Order for Carmarthenshire Dog Orders;
- Waste Strategy Update;
- Electric Vehicle Charging Infrastructure Strategy;
- Revenue Budget Strategy Consultation 2023/24-2025/26;
- Highway Asset Management Plan;
- Welsh Government 20mph Speed Limit Legislation;
- Equestrian Strategy Update;
- Tree and Woodland Strategy 2023-2028;
- Update on Phosphate Levels in Protected Riverine Special Areas of Conservation;
- Roundabout Sponsorship Scheme;
- Draft Divisional Delivery Plans 2023/24;
- Street Cleansing Strategic Management Plan 2023;
- CWM Environmental Ltd 2022/23 Business Plan and Half Year Progress Report.

In addition to the reports considered at the formal meetings, update and information reports were also circulated to the Committee via email, in line with the Committee's request.

**Task & Finish Review** – Following a topic suggestion from Llandyfaelog Community Council the Committee established a Task & Finish Group to review the management of fly-tipping in Carmarthenshire. The review is due to conclude at the end of the Summer 2023.

**Site Visits** – Due to the ongoing Covid-19 restrictions the Committee was unable to undertake any site visits during the 2022/23 municipal year. Consideration will be given to topics for further scrutiny investigation during 2023/24.

**Development Sessions** – The Committee held the following service specific development sessions during 2022/23:-

- Local Environment Quality Strategy;
- Flooding;
- Highway Asset Management Plan & Update on WG Speed Limit Change in Legislation (20mph);
- Conservation and update on the managing land pilot scheme for Pollinators in Carmarthenshire;
- Waste;
- Update on the Area Planning Board's Drug & Alcohol Misuse Strategy;
- Substance Misuse (joint session with the Health & Social Services Scrutiny Committee).

Members of the Committee were also invited to attend development sessions arranged for all members, details of which can be found on page 11.

In addition to the above, several budget seminars were held during January as part of the Council's consultation process on the 2022/23 revenue budget and five year capital programme.

## Other Activities During 2022/23

### Chairs & Vice-Chairs of Scrutiny Forum

The Chairs and Vice-Chairs of the Council's Scrutiny Committees usually meet on a quarterly basis to discuss issues relating to the scrutiny function. The Forum, which was established in 2004, is chaired by the Chair of the Corporate Performance & Resources Scrutiny Committee, who is also the Council's 'Scrutiny Champion'. During 2022/23 the Forum met on three occasions, one of which was a meeting with Audit Wales on their Follow-up Review: Overview and Scrutiny – Fit for the Future? Carmarthenshire County Council which was published in July 2022.

### Member Development Sessions

The following member development sessions/seminars were held during 2022/23, to which all members were invited:-

- Introduction and overview on how to use Zoom;
- Introduction and overview of mod.gov;
- Code of Conduct, Ethics, Standards, Legal Duties & Responsibilities;
- Introduction to Carmarthenshire County Council and Launch of Induction Programme;
- Constitutional Matters and Meeting Preparation;
- Local Government Finance;
- External Regulators;
- Scrutiny in Carmarthenshire;
- Climate Change, Mitigation and Decarbonisation;
- Planning;
- Equalities & Diversity;
- Carbon Literacy;
- Personal Safety and Self Care, Stress Management, Personal Resilience and Work/Life Balance;
- Violence Against Women, Domestic Abuse and Sexual Violence;
- Cyber Security;
- Introduction to Marketing & Media;
- Armed Forces;
- Complaints Policy;
- Transform, Innovate and Change;
- Emergency Planning;
- Speed Reduction Legislation;
- Council Owned Companies;
- Section 106 Legal Agreements;
- Council Performance Management Framework;
- Modernising Education Programme Review;
- Future Waste Changes;
- Dyfed Pension Fund Training;
- Sustainable Communities for Learning;

- Member Enquiries;
- Corporate Strategy Workshop;
- Housing Repairs Briefing;
- Conservation Areas Briefing.

In addition, several departmental budget seminars were held.

### **Partneriaeth Scrutiny Councillor Group**

The Partneriaeth Scrutiny Councillor Group is a regional group that consists of the Chairs and Vice-Chairs of all the Education Scrutiny Committees from across the Partneriaeth Consortium. The aim of the Group is to ensure there is consistent scrutiny across the region on matters within the remit of Partneriaeth. It meets twice a year to discuss Partneriaeth items and the opportunity is also taken to consider other education items of common interest. The meetings take place on a rota basis between the Local Authorities that form the Partneriaeth Consortium. The Chair of the Group is also rotated and is normally the Chair of the hosting Local Authority. Previous meetings have been productive and Estyn views the Group as a strength for the Consortium. The meetings are administered by the City & County of Swansea's Scrutiny Team. The Chair of the Education, Young People and the Welsh Language attended one meeting and the Vice-Chair attended both meetings held during 2022/23, both of which were held remotely.

### **Swansea Bay City Deal Joint Scrutiny Committee**

The Swansea Bay City Deal Joint Scrutiny Committee is a regional scrutiny committee consisting of 12 non-executive members of the four Swansea Bay City Deal Constituent Authorities. The Joint Scrutiny Committee was established in July 2018 to review and scrutinise the Swansea Bay City Deal Joint Committee. It aims to ensure greater public accountability over decisions made by the Joint Committee and any of its sub-committees and related entities. This complements Local Authority scrutiny work on individual projects of the City Deal that fall within their remit. The Joint Scrutiny Committee is hosted by Neath Port Talbot County Borough Council. The Joint Scrutiny Committee meets on a quarterly basis. The first meeting was held at Carmarthenshire County Council in November 2018. Three members of Carmarthenshire County Council sit on the Joint Scrutiny Committee, including the Scrutiny Champion. Five meetings were held during the 2022/23 municipal year.

### **South West Wales Corporate Joint Committee**

Formally constituted in January 2022, the Corporate Joint Committee for South West Wales covers the Local Authority areas of Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea. The Committee will improve the regional planning, co-ordination and delivery of transport, land use planning, economic development and energy.

The Corporate Joint Committee has established a Governance and Audit Sub-Committee and an Overview and Scrutiny Sub-Committee. Three non-executive members of Carmarthenshire County Council have been appointed to both Sub-Committees. The Governance and Audit Sub-Committee met once during the calendar year and the Overview and Scrutiny Sub-Committee met four times over the municipal year.

The Scrutiny Sub-Committee is hosted by Neath Port Talbot County Borough Council and the Governance and Audit Sub-Committee is hosted by Pembrokeshire County Council.



## Looking Ahead to 2023/24

Each Scrutiny Committee must develop and publish a Forward Work Plan for the forthcoming year and an annual report outlining the work and outcomes of the previous year. All annual reports for 2022/23 have been completed and approved by the relevant Scrutiny Committee.

Article 6.2 of the Council's Constitution requires all Scrutiny Committees to prepare an annual report giving an account of the Committee's activities over the previous year. As part of their review undertaken in July 2022 Audit Wales found that, whilst the annual reports prepared for 2020-21 referenced some limited examples of outcomes, they were largely an account of the work undertaken rather than an assessment of their effectiveness or impact. This feedback was taken on board and a move towards a more outcome focussed style will be introduced for the 2023-24 Annual Reports.

At the beginning of each municipal year, each Scrutiny Committee will identify topics for consideration during the year, *decide which reports from the Cabinet Forward Plan they wish to come before them for pre-decision and make use of the Democratic 'Gateway Document' to prioritise workload.* The Forward Work Plan planning session and regular meetings to update the plan also provide members with the opportunity to consider potential Member Development Sessions and topics for further scrutiny investigation. The annual reports and Forward Work Plans are available to view on the Council's website.

The Council continues to face serious budgetary pressures and needs to continue to identify and achieve even more savings and efficiencies. A key achievement for the Council will be to maintain and deliver improvements to services, whilst meeting the required savings targets. Scrutiny Committees will continue to contribute and challenge in a constructive way to support the Council in meeting these challenges.

Key policies, plans and performance will continue to be monitored and scrutinised. The Council's overarching policies and plans include: the Annual Report and Improvement Plan, Wellbeing Objectives, Ageing Well Plan and Corporate Strategy. The Corporate Performance & Resources Scrutiny Committee has the overarching remit for corporate policy, strategy and performance. However, such plans and objectives also cross over into other scrutiny areas. Where appropriate, all Scrutiny Committees will consider elements of such plans and policies relevant to their remits. Innovative solutions will be sought to reduce duplication and waste, such as more use of joint committee working.

Other key areas that the Committees will be focussing on include:-

**Communities, Homes & Regeneration** – Emergency Social Allocations Policy Monitoring; Incentive Scheme for Tenants; Service Charge Policy; Applying Intentionality to Priority Need (Homelessness Duty); Alternative Town Centre Uses; Housing Revenue Account Business Plan 2024-27; Supplementary Planning Guidance – Carmarthenshire Revised Local Development Plan 2018-2033; Levelling Up/Shared Prosperity Fund Update; Alternative Outdoor Education Offer; Departmental Business Plans; Revenue Budget Strategy Consultation 2024/25 to 2026/27.

**Corporate Performance & Resources** – Departmental Business Plans; Annual Treasury Management and Prudential Indicator Report 2022-2023; Revenue Budget Strategy Consultation 2024/25 to 2026/27; Five Year Capital Programme 2024/25-2028/29; Treasury Management Policy & Strategy 2024/25.

**Education, Young People & the Welsh Language** – Annual Report on the Welsh in Education Strategic Plan (WESP); Post-Covid Review of Pupils' Attendance and Behaviour; Outcome of Estyn's Inspection of Carmarthenshire County Council; Update on Estyn's Review of the Welsh for Adults Provision; Update on the Current Position Regarding Admissions Policy for Full Time Education for 4 year olds (Rising 4's Policy); Music Service Provision for Schools; School Recruitment & Staffing Update; Review of Supply Staff Arrangements in Carmarthenshire; Divisional Delivery Plans; Revenue Budget Strategy Consultation 2024/25 to 2026/27; Update on the 30hr Childcare Offer for Wales; Progress Update on the Roll-out of Free School Meals Across Carmarthenshire; ALN Update.

**Health & Social Services** – Domiciliary Care Update; Health & Care System for West Wales: How Far, How Fast?; Draft Annual Report of the Statutory Director of Social Services 22/23; Youth Justice Plan; 10 Year Social Services Strategy (Post Consultation); Annual Safeguarding Report; Revenue Budget Strategy Consultation 2024/25 to 2026/27.

**Place, Sustainability & Climate Change** – Free Parking; Public Spaces Protection Order (Prevention of Dog Fouling); Strategic Plan for Managing our Land for Pollinators in Carmarthenshire; Waste Strategy Update; Bulky Waste Review; Highways Asset Management Plan Annual Statement Update; Local Toilet Strategy; Planning Enforcement; Pest Control; Electric Fleet; Public Spaces Protection Order (Alcohol and Drug Related ASB and Crime); Revenue Budget Strategy Consultation 2024/25 to 2026/27; Flood Risk Management Plan; Environment Act Forward Plan Jan 23 to Dec 25; Equestrian Strategy; Public Rights of Way.

## **Improvement / Self Assessment**

As part of its Follow Up Review on Overview and Scrutiny "Fit for the Future" the Wales Audit Office (now Audit Wales) found that the Authority had not yet met one of their proposals for improvement and put in place arrangements for assessing the effectiveness and impact of scrutiny.

Further to the proposals for improvement recommended by the Wales Audit Office (now Audit Wales) and in order to strengthen the Authority's scrutiny arrangements and as a basis on which to evaluate success, a self-assessment of the Scrutiny Service was undertaken in late 2019, the results of which were considered by the Chairs and Vice-Chairs of Scrutiny Forum in early 2020. Due to the lack of responses (14 out of 74 members) the Forum agreed to undertake a further survey in late 2020. Unfortunately, this was not done as priority was given to Covid related matters and the move to virtual meetings. It was agreed that a further survey be undertaken in Spring 2023 when the new Scrutiny Structure and pre-decision Scrutiny approach would have had a 6 month bedding-in period.

## **Support for the Scrutiny Function**

Support for the Scrutiny function is provided by the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive's Department. The support provided includes:-



- Providing support and constitutional advice to the Council's Scrutiny Committees and to members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned;
- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive Members of the Council and its Officers;
- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum and the Scrutiny Chairs and Vice-Chairs Executive Board Forum;
- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published;
- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny Members;
- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny Task & Finish Groups, authoring reports in conjunction with the groups and assisting in the implementation and monitoring of completed reviews;
- Managing the Scrutiny Member Development Programme;
- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire, including Forward Work Plans, Task & Finish reports and annual reports, visit the County Council's website at: [www.carmarthenshire.gov.wales/scrutiny](http://www.carmarthenshire.gov.wales/scrutiny)

To contact the Democratic Services Unit, please call 01267 224028 or email: [scrutiny@carmarthenshire.gov.uk](mailto:scrutiny@carmarthenshire.gov.uk)

## **Chairs & Vice-Chairs of Scrutiny Committees during 2022/23**

### **Communities, Homes & Regeneration**

Cllr. Deryk Cundy  
Chair  
(Bynea)  
Welsh Labour

Cllr. Betsan Jones  
Vice-Chair  
(Betws)  
Plaid Cymru

### **Corporate Performance & Resources**

Cllr. Giles Morgan  
Chair  
(Swiss Valley)  
Independent

Cllr. Kim Broom  
Vice-Chair  
(Trimsaran)  
Plaid Cymru

### **Education, Young People & the Welsh Language**

Cllr. Carys Jones  
Chair  
(St Clears with Llansteffan)  
Plaid Cymru

Cllr. Sue Allen  
Vice-Chair  
(Whitland)  
Independent

### **Health & Social Services**

Cllr. Hazel Evans  
Chair  
(Cenarth and Llangeler)  
Plaid Cymru

Cllr. Louvain Roberts  
Vice-Chair  
(Glanymor)  
Independent

### **Place, Sustainability & Climate Change**

Cllr. Kevin Madge  
Chair  
(Garnant)  
Welsh Labour

Cllr. Karen Davies  
Vice-Chair  
(Saron)  
Plaid Cymru