

Document Pack



Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
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County Hall, Carmarthen. SA31 1JP

MONDAY, 21 DECEMBER 2015

TO: ALL MEMBERS OF THE EXECUTIVE BOARD

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AT 10.00 AM, ON MONDAY, 4TH JANUARY, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Michelle Evans Thomas
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Ref:	AD016-001

EXECUTIVE BOARD

MEMBERSHIP 10 MEMBERS

Councillor	Portfolio
Councillor Emlyn Dole	Leader (Plaid Cymru) Corporate Leadership and Strategy; Chair of Executive Board; Represents Council at WLGA; Political Advocate for Council; Appoints Executive Board Members; Determines EBM Portfolios; Armed Forces Champion; Liaises with Chief Executive
Councillor David Jenkins	Deputy Leader - Resources (Plaid Cymru) Finance & Budget; ICT; Property / Asset Management; Procurement; Housing Benefits; Revenues; Chairs Executive Board in Leader's absence
Councillor Pam Palmer	Deputy Leader - Communities (Independent) Council Business Manager; Community Champion; Customer Focus & Policy, Police Liaison; Community Safety; Social Justice / Crime & Disorder Community Planning; Anti-Poverty Champion; Sustainability; Bio-diversity; Youth Ambassador; Chairs Executive Board in Leader's absence
Councillor Hazel Evans	Technical Services (Plaid Cymru) Refuse; Street Cleansing; Transport Services; Grounds Maintenance; Building Services; Catering Services; Caretaking; Building Cleaning; Transport Services; Emergency Planning; Flooding
Councillor Linda Evans	Housing (Plaid Cymru) Housing – Public; Housing – Private; Equalities; Older People
Councillor Meryl Gravell	Regeneration & Leisure (Independent) Economic Development; West Wales European Centre; Community Development; Sports; Leisure Centres; Museums; Libraries; Country Park
Councillor Gareth Jones	Education and Children (Plaid Cymru) Schools; Children Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated School Improvement Service; Adult Community Learning; Youth Services; Lead Member for Children and Young People; Eisteddfod Ambassador
Councillor Jim Jones	Environmental & Public Protection (Independent) Environmental Enforcement; Litter; Unlicensed Waste; Dog Fouling; Parking Services; Trading Standards; Environmental Health; Rural Affairs
Councillor Mair Stephens	Human Resources, Efficiencies & Collaboration (Independent) Human Resources; Training; Simpson Compact; Priority Based Budgeting (PPB); Corporate Efficiencies; Welsh Language Champion; Town and Community Councils Ambassador
Councillor Jane Tremlett	Social Care & Health (Independent) Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Carers' Champion; Disability Ambassador; Dementia Care Champion; 50+ Champion.

AGENDA

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTEREST.
3. QUESTIONS BY MEMBERS.
4. PUBLIC QUESTIONS.
5. COMMUNITY ASSET TRANSFER - UPDATE. 5 - 22
6. COUNCIL'S REVENUE BUDGET MONITORING REPORT. 23 - 34
7. CAPITAL PROGRAMME 2015-16 UPDATE. 35 - 42
8. FIVE YEAR CAPITAL PROGRAMME 2016-17 - 2020/21. 43 - 60
9. CAR SALARY SACRIFICE SCHEME. 61 - 68
10. REVIEW OF STATEMENT OF LICENSING POLICY (LICENSING ACT 2013). 69 - 172
11. REVIEW OF GAMBLING POLICY. 173 - 228
12. REVIEW OF LOCALLY SET FEES IN ENVIRONMENTAL HEALTH AND LICENSING SECTION. 229 - 240
13. FUTURE PROVISION OF ADULT COMMUNITY LEARNING BY THE DEPARTMENT FOR EDUCATION AND CHILDREN. 241 - 250
14. WELSH IN EDUCATION. 251 - 268
15. MODERNISING EDUCATION PROGRAMME - PROPOSAL TO DISCONTINUE LLANGENNECH INFANT SCHOOL AND LLANGENNECH JUNIOR SCHOOL AND ESTABLISH LLANGENNECH COMMUNITY PRIMARY SCHOOL. 269 - 324
16. PROPOSED DISPOSAL OF LAND AND BUILDINGS HELD IN TRUST SITUATED AT PEMBREY COMMUNITY EDUCATION CENTRE (PREVIOUSLY PEMBREY WAR MEMORIAL HALL), MOUNTAIN ROAD, PEMBREY, BURRY PORT, CARMARTHENSHIRE SA16 0AJ 325 - 346
17. (DRAFT) CARMARTHENSHIRE COUNTY COUNCIL STRATEGIC EQUALITY PLAN 2016-2020. 347 - 412
18. ACTIVE TRAVEL (WALES) ACT - LOCAL AUTHORITY REQUIREMENTS. 413 - 420

19. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE 30TH NOVEMBER 2015.

421 - 430

20. 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.

EXECUTIVE BOARD 4th JANUARY 2016

Community Asset Transfer - Update

Recommendations / key decisions required:

- Primarily for information
- To consider an objection received to the proposed asset transfer of Parc Howard

Reasons:

- To provide an update on progress with asset transfers.
- The Executive Board approved deadline for expressions of interest for transfers of parks, playgrounds and amenity areas is 31st March 2016, with transfers to be completed by 31st March 2018.
- Following the publication of public notices under s123 of the Local Government Act 1972

Exec Board Decision Required	NO
Council Decision Required	NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins

<p>Directorate: Corporate Resources</p> <p>Name of Head of Service: Jonathan Fearn</p> <p>Report Author: Stephen Morgan / Jonathan Fearn</p>	<p>Designations:</p> <p>Head of Corporate Property</p> <p>Strategic Asset Manager / Head of Corporate Property</p>	<p>Tel Nos. / E Mail Addresses:</p> <p>(01267) 246244 jfearn@sirgar.gov.uk</p> <p>smorgan@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY EXECUTIVE BOARD 4th JANUARY 2016

Community Asset transfer – Update

Introduction

In 2013 Executive Board approved policies and procedures to encourage the transfer of assets and services to local organisations – these are included at *Appendix 1*. The Authority remains at the forefront of asset transfer and has supported a range of organisations to take over the running of facilities, as shown in *Appendix 2*. A cross-departmental Asset Transfer Team has been established to monitor and promote asset transfer

The Welsh Government has recently published guidance to encourage asset transfer and the Corporate Property formed part of the Sub-group which prepared the guidance. The Guidance can be found via this link: <http://gov.wales/topics/people-and-communities/communities/community-asset-transfer/?lang=en>

Asset Transfer of Parks, Playgrounds and Amenity Areas

On 15th December 2014 the Executive Board unanimously resolved the following in relation to parks, playgrounds and amenity areas -

- That in order to encourage asset transfers, a deadline of 1st April 2016 be set for the submission of interests for the transfer and that a final transfer deadline of 31st March 2018 be set, after which time, the maintenance of facilities could potentially cease;
- That the £253,044 remaining in the Asset Transfer Fund be utilised to provide a fixed or variable amount of funding to incentivise the first organisations to take a transfer of facilities, up to a maximum ceiling of £10k per organisation
- That all town and community councils within the County be advised of the Board's decision and to the possibility that further cuts to the Council's budget could potentially result in those assets not transferred not being maintained after 31st March 2018.

Letters were sent to all Town and Community Councils informing them of the above in December 2014 and discussions have taken place with most Community and Town Councils since. A further reminder has recently been sent to those that have not yet responded.

An update report was considered by the Resources Policy and Scrutiny Committee on 30th April 2015 and it is intended that this will be an annual report. The report highlighted that, in relation to recreational facilities, the County Council at that time was in discussion with 20 Town and Community Councils. This represented approximately 75% of Community Council areas where the County Council maintained recreational facilities. The County Council was also at the time of the report in discussions with 10 sporting organisations / clubs. The Asset Transfer Team committed in the report to monitor the position and to ensure that any Community Councils that hadn't responded were reminded of the deadlines of 31st March 2016 in relation to expressions of interest and 31st March 2018 with regard to final Transfer.

An updated summary has been attached at *Appendix 2* showing the present position. In the 6 months since the Policy and Resources Scrutiny report, discussions with 6 Community Councils have proceeded to the issuing of legal instructions on a total of 30 assets with a further 4 assets being the subject of legal instructions in relation to sporting clubs and associations.

Whilst the above represents a significant move towards completing the transfer process on a large number of assets, the process has suffered a setback with Llanelli and Llandovery Town Councils confirming that neither will be taking any transfers of assets in their respective areas, although Llanelli Town has expressed interest in funding some elements of grounds and other maintenance of facilities. The Llanelli Town area contains a significant number of assets and, under the current policy, based on the current response, these assets would form part of a service consultation exercise next year on the future of these facilities, with closure being a possible consequence.

5 Councils have not responded to date: Llanegwad, Abergwili, Pendine, Llangeler and Llanybydder. There are a total of 7 assets within these areas.

The substantial work being undertaken in this area has pinpointed several areas that have created delays in the process:

- The time taken to deal with leases and legal issues, in particular land held on Trust. Transferring certain assets is not straightforward, with the Council in many instances holding the land as trustees for the benefit of defined beneficiaries (in most instances the local community). The terms of these Trusts require specific legal processes to be followed.
- Poor condition of assets - the condition of assets varies considerably and in some cases there are high refurbishment costs. In the absence of condition information, interested parties have to undertake their own assessment.
- Detailed breakdown of the 2013/14 maintenance costs for specific facilities within larger areas, which are required to calculate the Maintenance Grant where sporting clubs wish to take transfers of their relevant areas within parks prior to transfer of the whole premises to Community or Town Councils.
- Details of Specification of Works and Bills of Quantities where Organisations wish to instruct and pay Carmarthenshire County Council to carry out works post transfer,

including difficulty in defining future revised maintenance arrangements.

Consultation under s123 of the Local Government Act 1972

Recent press articles have reaffirmed the April 2016 timescale for the submission of an expression of interest and 31st March 2018 for final transfer. This followed the publication of statutory notices seeking public comments on the proposed transfer of these facilities, which was necessary under s123 of the Local Government Act 1972. The articles have also reiterated that where no interest is shown, the appropriate consultation will take place on the future of the assets concerned.

A copy of the Notice, together with a copy of one objection received, is reproduced at *Appendix 3*. Executive Board is asked to consider this objection and whether the asset transfer process should continue for Parc Howard.

**DETAILED REPORT
ATTACHED ?**

Yes - Appendices attached

IMPLICATIONS

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

Signed: Jonathan Fearn

Head of Corporate Property

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	NO	YES

1. Policy, Crime & Disorder and Equalities

Contributes to the Making Better Use of Resources Theme. In the event that the Council receives no interest in taking a transfer of a particular recreation asset, the service department would need to undertake a suitable consultation process and an equalities impact assessment to determine future provision.

2. Legal

Legal input is required to formalise the agreements. Asset transfers, in accordance with the adopted Procedures, are undertaken on a long-leasehold basis.

Under s123 of the Local Government Act, Executive Board must consider objections made to the proposed grant of a long leasehold interest for future management of the open space at Parc Howard.

3. Finance

The policy underpins future savings, primarily in the Environment Department, from the transfer of parks and playgrounds and amenity areas

4. Risk Management Issues

Asset transfers would normally pass insurance responsibility via the lease to the tenant, reducing the County Council's future liability.

5. Physical Assets

Asset transfers ensure the continued use of the assets concerned for the benefit of present and future generations.

CONSULTATIONS

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

Signed: Jonathan Fearn

Head of Corporate Property

1. Scrutiny Committee

Policy & Resources Scrutiny Committee was updated on 30th April 2015

2. Local Member(s)

Consulted as part of the asset transfer process and prior to any disposal

3. Community / Town Councils

Various consultations / workshops / meetings held

4. Relevant Partners

Various consultations / workshops and meetings held with sporting groups and third sector bodies.

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:

THERE ARE NONE

Carmarthenshire Community Asset Transfers - Completed Asset Transfers

Asset	Transferee	Comments
Amman Centre Ammanford	The Amman Centre Community Venture Ltd	Transferred on long lease with profit share
Llandeilo Civic Hall	Llandeilo Fawr Civic Hall Trust Ltd	Transferred with grant funding in initial years on sliding scale
Ystradowen Day Centre	Ystradowen Community Centre Ltd	Transferred with various external grant funding
Carmarthen Park	Town Council	Transferred on lease
Allotments Carmarthen	Town Council	Transferred on lease
Xcel Bowling Centre	Towy Community Church	Transferred with external and one-off CCC grant funding
Kidwelly Quay	Town Council	Transferred following completion of improvement works
Llanddowror Public Convenience (PC)	Community Council	Following Task and Finish review on PCs
Llanboidy PC	Community Council	Following Task and Finish review on PCs
Glanamman PC	Community Council	Following Task and Finish review on PCs
Gorslas PC	Community Council	Following Task and Finish review on PCs
Whitland PC	Community Council	Following Task and Finish review on PCs
Ammanford PC	Town Council	Following Task and Finish review on PCs
Brechfa PC	Community Council	Following Task and Finish review on PCs
Abergorlech PC	Community Council	Following Task and Finish review on PCs
Meinciau PC	Community Council	Following Task and Finish review on PCs
Bryngolayu Playground, Dafen	Rural Council	
Maesy coed Playground, Pontamman	Town Council	Following grant funded refurbishment
Gelliwerdd Playground, Cwmamman	Town Council	Following grant funded refurbishment
Cwmamman Park MUGA	Town Council	Following grant funded refurbishment
Swiss Valley Playground	Rural Council	Following grant award
Hendy MUGA	Community Council	Following grant funded refurbishment
Burry Port MUGA & Playground	Community Council	Following grant funded refurbishment
Ammanford Park Splash Pad	Town Council	Following grant funded refurbishment
Hendy Playing Field	Hendy AFC	Transferred on long lease
Burry Port Playing Field	Burry Port AFC	Transferred on long lease
Pembrey Playing field	Pembrey AFC	Transferred on long lease
Playing Field Cwmamman	Cwmamman UTD AFC	Transferred on long lease
Tir Eynon, Llwynhendy	Llanelli Rural Council	Transferred on long lease
Llwynhendy MUGA	Llanelli Rural Council	Transferred on long lease
Amman Rugby Field	Amman Utd RFC	Transferred on long lease
Playing Field at St Clears	St Clears RFC	Transferred on long lease
Garnant Golf Club	Golf Club Members	Transferred on long lease
Bro Myrddin Bowls Centre	Bowling Club	Transferred on long lease
Ferryside Education Centre	Ferryside Social Enterprise Group	Transferred on long lease

Carmarthenshire Community Asset Transfers of Parks, Playgrounds and Amenity Areas - Present position on current discussions

Town / Community Council	Assets	Ongoing discussions taking place	Position to Date	Discussions with Sports Clubs / Associations
Ammanford				
Ammanford Town	Ammanford Park / Recreation Ground / Norman Road Play Area / Pantyffynnon Play Area / Pantyffynnon Recreational Ground / Riverway Play Area/ Dinefwr Indoor Bowls	Town Council has expressed an interest in taking over various assets together with Sporting Association. Maes Y Coed transferred	◇	Ammanford Sports Association. Dinefwr Indoor Bowls
Betws	Betws Park / Maesquarre Play Area / Treforis Play Area	Community Council has expressed an interest in taking over assets	◇	
Cwmamman Town	Gelli Werdd Park and Play Area / Penybont Park / Maesybedol Play Area / Grenig Park / Cwmamman Park / Golwg yr Amman Park / Bishops Road Play Area / Highfield Play Area / Penyrallt Play Area / Parc Bryn Rhos Play Area / Tircoed Play Area / Glanamman CEC	With Legal	☆	Cwmamman United AFC
Quarter Bach	Maes Elwyn Recreational Ground / Bryn Avenue Recreational Ground / Cefnbrynbrain Play Area / Cefnbrynbrain Tennis Courts / Feinfach Play Area / Rhosamman Play Area / Ystradowen Recreational Ground	With Legal	☆	Bryn Rovers AFC
Llandybie	Bancyddraenen Recreational Ground / Bonllwyn / Cwmgwili Playing Fields / Gorsddu Play Area / Llandybie Recreational Ground / Llandybie Park / Saron Recreational Ground / Saron Road Play Area / Penygroes Park	In discussions with the Community Council	◇	Penygroes Rugby Club
3 T's - Tywi				
Dyffryn Cennen	Dyffryn Cennen Play Area	In discussions	◇	
Llandeilo Town	Park Le Conquet / Penlan Park	Town Council wishes to proceed	☆	
Llandovery Town	Castle Fields and Play Area / Maes Glas Play Area / Green Lodge Play Area	Transfer of Castle Fields to Sports Association with Legal. Town Council had been keen on transfer but has recently indicated that it no longer wishes to proceed	☆ ▬	Llandovery Community Sports Association
Llanegwad	Maesawelon Play Area (Cwrt Henri) HRA Land	No response to date	▬	
Llanfair-ar-y-Bryn	Cynghordy Play Area HRA Land	Expression of interest received	◇	
Llangadog	Rhyd y Fro Play Area	With Legal	☆	
Talley	Public Convenience	With Legal	☆	
3 T's - Taf Myrddin				
Laugharne Town	Amenity area near castle	In discussions	◇	
Llansteffan and Llanybri	Llansteffan Recreation Ground	Lease in existence, discussion ongoing re renewal	◇	
Pendine	Pendine Play Area	No response to date	▬	
Trelech a'r Betws	Playground - Trelech	Discussions ongoing	◇	
Whitland Town	Bryngwenllian Play Area HRA Land	Housing consultation ongoing	◇	

Town / Community Council	Assets	Ongoing discussions taking place	Position to Date	Discussions with Sports Clubs /
3 T's - Teifi				
Cynwyl Elfed	PC	Discussions ongoing	☆	
Llanfihangel-ar-Arth	Pontyweli PC (lease to Power house)	Discussions ongoing	◇	
Llangeler	Pentre Cwrt Play Area, Llangeler HRA Land	No response to date	▬	
Llanybydder	Llanybydder Recreational Ground / Rhydcymerau Play Area HRA Land	No response to date	▬	
Llanybydder	PC	with legal	☆	
Newcastle Emlyn Town	Newcastle Emlyn Park	Managed by Town Council but needs to be formalised	◇	
Llanelli				
Llanelli Rural	Dafen Park and Play Area /Clos Y Gelli/ Dan y Banc/ Maengwynne/Pant Brynlsaf/Pwll Park/Trallwm / Y Waun/ Clos Cilsaig Play Area / Heol Llanelli Play Area / Heol Gwili Field / Llwynhendy Library	Swiss Valley Play area, Llwynhendy MUGA and Bryngolau transferred. Pwll Pavillion with legal. Expressions of Interest confirmed for Dafen Park, Pwll Recreation Ground and Trallwm Playing Field. Consideration of other facilities ongoing	◇	
Llanelli Town	People's Park / Parc y Dre / Dolau Fawr Play Area / Clos yr Ysgol Play Area / Former Allotments at Coronation Road / Land at Llwynycfarthwch / Parc Howard / Crown Park / Havelock Park / Penygaer Playing Fields / Penyfan Park / Sandy Bridge Park (part of Parc y Dre) / Nightingale Court Play Area / Morfa Park / Cross Road Recreation Land / Garden at New Road / Land at Andrew Street / Land at Gelli - Onn / Lakelands (adj. Parc Howard) / Llanelli Judo Club / Clos Caer Elms Play Area	No interest at present in Asset Transfer but considering financial support for future maintenance of facilities	⊗	
Llangennech	Maes Ty Gwyn Play Area / Bryn Park / Parc yr Hendre	Had previously indicated no interest in Asset Transfer, but have recently entered into discussions.	◇	
Gwendraeth				
Kidwelly Town	Parc Stephens Recreational Ground / Ger y Castell Play Area / Ger y Gwendraeth Play Area / Parc Pendre Play Area / Clos yr Onnen / Bryn y Graig Play Area / Kidwelly PC	Sports Association have taken on playing fields and pavilions at Parc Stephens. Town Council to take over play areas	☆	Kidwelly Park Sports Association
Llanedi	Tycroes Park / Hendy Park / Llanedi Village Green / Coopers Play Area / Bronallt Play Area / Fforestfach Play Area / Squirrels Walk Play Area / Llanedi Play Area / Mill Terrace Playground	with Legal	☆	
Llannon	Tumble Park / Maesgwern Play Area / Singleton Play Area / Cross Hands Park / Caeglas Play Area / Llannon Park / Maesyffynnon Play Area	with legal	☆	Tumble Rugby Club
Pontyberem	Pontyberem Park	with legal	☆	
Trimsaran	Rugby Changing Rooms	In discussions	◇	Trimsaran Rugby Club
Burry Port / Pembrey				
Pembrey and Burry Port Town	Burry Port Memorial Park / Burrows Park / Tyle Teg Park / Penybryn Play Area / Tanybryn Play Area / Cwm Eglwys Play Area / Pembrey Park / Waun Sidan Play Area / Trem Yr Mynydd Play Area (Open space at Furnace Fields) / Land at Rhodfa'r Capel /Clos y Dderwen / Dol Helyg/ Pembrey CEC	In discussions	◇	Burry Port Rugby
Carmarthen				
Abergwili	Peniel Play Area		▬	
Carmarthen Town	Penllwyn Park. Park Hinds, Memorial Garden, Monuments.	Discussion ongoing regarding various assets. Recent correspondence from new clerk indicated willingness to formalise present management arrangements on several parks and amenity areas.	◇	Bowling Group
Llangunnon	Llangunnon Recreation Ground	Managed by County and Community Council	◇	

Advanced discussions



Discussion taking place



No interest confirmed



No response to date



Community / Town Council Areas with no County Council Maintained Facilities

Cil-y-Cwm	No CCC Parks / Playgrounds
Cynwyl Gaeo	No CCC Parks / Playgrounds
Llanddeusant	No CCC Parks / Playgrounds
Llanfihangel Aberbythych	No CCC Parks / Playgrounds
Llanfihangel Rhos-y-Corn	No CCC Parks / Playgrounds
Llanfynydd	No CCC Parks / Playgrounds
Llangathen	No CCC Parks / Playgrounds
Llansadwrn	No CCC Parks / Playgrounds
Llansawel	No CCC Parks / Playgrounds
Llanwrda	No CCC Parks / Playgrounds
Llanycrwys	No CCC Parks / Playgrounds
Manordeilo and Salem	No CCC Parks / Playgrounds
Myddfai	No CCC Parks / Playgrounds
Talley	No CCC Parks / Playgrounds
3 T's - Taf Myrddin	
Abernant	No CCC Parks / Playgrounds
Cilymaenllwyd	No CCC Parks / Playgrounds
Eglwys Gwyn	No CCC Parks / Playgrounds
Henllan Fallteg	No CCC Parks / Playgrounds
Llanboidy	No CCC Parks / Playgrounds
Llanddowror and Llanmiloe	No CCC Parks / Playgrounds
Llangain	No CCC Parks / Playgrounds
Llangynin	No CCC Parks / Playgrounds
Llangynog	No CCC Parks / Playgrounds
Llanpumsaint	No CCC Parks / Playgrounds
Llanwinio	No CCC Parks / Playgrounds
Meidrim	No CCC Parks / Playgrounds
St Ishmael	No CCC Parks / Playgrounds
3 T's - Teifi	
Cenarth	No CCC Parks / Playgrounds
Cynwyl Elfed	No CCC Parks / Playgrounds
Llanfihangel-ar-Arth	No CCC Parks / Playgrounds
Llanllwni	No CCC Parks / Playgrounds
Newchurch and Merthyr	No CCC Parks / Playgrounds
Pencarreg	No CCC Parks / Playgrounds
Gwendraeth	
Gorslas	No CCC Parks / Playgrounds
Llanarthne	No CCC Parks / Playgrounds
Llanddarog	No CCC Parks / Playgrounds
Llangyndeyrn	No CCC Parks / Playgrounds
Carmarthen	
Bronwydd	No CCC Parks / Playgrounds
Llanllawddog	No CCC Parks / Playgrounds

Carmarthenshire Community Asset Transfers - Completed Asset Transfers

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Carmarthenshire Community Asset Transfers of Parks, Playgrounds and Amenity Areas - Present position on current discussions

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Betws	Betws Park / Maesquarre Play Area / Treforis Play Area	Community Council has expressed an interest in taking over assets	◇	
Cwmamman Town	Gelli Werdd Park and Play Area / Penybont Park / Maesybedol Play Area / Grenig Park / Cwmamman Park / Golwg yr Amman Park / Bishops Road Play Area / Highfield Play Area / Penyrallt Play Area / Parc Bryn Rhos Play Area / Tircoed Play Area / Glanamman CEC	With Legal	☆	Cwmamman United AFC
Quarter Bach	Maes Elwyn Recreational Ground / Bryn Avenue Recreational Ground / Cefnbrynbrain Play Area / Cefnbrynbrain Tennis Courts / Feinfach Play Area / Rhosamman Play Area / Ystradowen Recreational Ground	With Legal	☆	Bryn Rovers AFC
Llandybie	Bancyddraenen Recreational Ground / Bonllwyn / Cwmgwili Playing Fields / Gorsddu Play Area / Llandybie Recreational Ground / Llandybie Park / Saron Recreational Ground / Saron Road Play Area / Penygroes Park	In discussions with the Community Council	◇	Penygroes Rugby Club
3 T's - Tywi				
Dyffryn Cennen	Dyffryn Cennen Play Area	In discussions	◇	
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Llandovery Town	Castle Fields and Play Area / Maes Glas Play Area / Green Lodge Play Area	Transfer of Castle Fields to Sports Association with Legal. Town Council had been keen on transfer but has recently indicated that it no longer wishes to proceed	☆ ▬	Llandovery Community Sports Association
Llanegwad	Maesawelon Play Area (Cwrt Henri) HRA Land	No response to date	▬	
Llanfair-ar-y-Bryn	Cynghordy Play Area HRA Land	Expression of interest received	◇	
Llangadog	Rhyd y Fro Play Area	With Legal	☆	
Talley	Public Convenience	With Legal	☆	
3 T's - Taf Myrddin				
Laugharne Town	Amenity area near castle	In discussions	◇	
Llansteffan and Llanybri	Llansteffan Recreation Ground	Lease in existence, discussion ongoing re renewal	◇	
Pendine	Pendine Play Area	No response to date	▬	
Trelech a'r Betws	Playground - Trelech	Discussions ongoing	◇	
Whitland Town	Bryngwenllian Play Area HRA Land	Housing consultation ongoing	◇	

Town / Community Council	Assets	Ongoing discussions taking place	Position to Date	Discussions with Sports Clubs /
3 T's - Teifi				
Cynwyl Elfed	PC	Discussions ongoing	☆	
Llanfihangel-ar-Arth	Pontyweli PC (lease to Power house)	Discussions ongoing	◇	
Llangeler	Pentre Cwrt Play Area, Llangeler HRA Land	No response to date	▬	
Llanybydder	Llanybydder Recreational Ground / Rhydcymerau Play Area HRA Land	No response to date	▬	
Llanybydder	PC	with legal	☆	
Newcastle Emlyn Town	Newcastle Emlyn Park	Managed by Town Council but needs to be formalised	◇	
Llanelli				
Llanelli Rural	Dafen Park and Play Area /Clos Y Gelli/ Dan y Banc/ Maengwynne/Pant Brynlsaf/Pwll Park/Trallwm / Y Waun/ Clos Cilsaig Play Area / Heol Llanelli Play Area / Heol Gwili Field / Llwynhendy Library	Swiss Valley Play area, Llwynhendy MUGA and Bryngolau transferred. Pwll Pavillion with legal. Expressions of Interest confirmed for Dafen Park, Pwll Recreation Ground and Trallwm Playing Field. Consideration of other facilities ongoing	◇	
Llanelli Town	People's Park / Parc y Dre / Dolau Fawr Play Area / Clos yr Ysgol Play Area / Former Allotments at Coronation Road / Land at Llwyncyfarthwch / Parc Howard / Crown Park / Havelock Park / Penygaer Playing Fields / Penyfan Park / Sandy Bridge Park (part of Parc y Dre) / Nightingale Court Play Area / Morfa Park / Cross Road Recreation Land / Garden at New Road / Land at Andrew Street / Land at Gelli - Onn / Lakelands (adj. Parc Howard) / Llanelli Judo Club / Clos Caer Elms Play Area	No interest at present in Asset Transfer but considering financial support for future maintenance of facilities	⊗	
Llangennech	Maes Ty Gwyn Play Area / Bryn Park / Parc yr Hendre	Had previously indicated no interest in Asset Transfer, but have recently entered into discussions.	◇	
Gwendraeth				
Kidwelly Town	Parc Stephens Recreational Ground / Ger y Castell Play Area / Ger y Gwendraeth Play Area / Parc Pendre Play Area / Clos yr Onnen / Bryn y Graig Play Area / Kidwelly PC	Sports Association have taken on playing fields and pavilions at Parc Stephens. Town Council to take over play areas	☆	Kidwelly Park Sports Association
Llanedi	Tycroes Park / Hendy Park / Llanedi Village Green / Coopers Play Area / Bronallt Play Area / Fforestfach Play Area / Squirrels Walk Play Area / Llanedi Play Area / Mill Terrace Playground	with Legal	☆	
Llannon	Tumble Park / Maesgwern Play Area / Singleton Play Area / Cross Hands Park / Caeglas Play Area / Llannon Park / Maesyffynnon Play Area	with legal	☆	Tumble Rugby Club
Pontyberem	Pontyberem Park	with legal	☆	
Trimsaran	Rugby Changing Rooms	In discussions	◇	Trimsaran Rugby Club
Burry Port / Pembrey				
Pembrey and Burry Port Town	Burry Port Memorial Park / Burrows Park / Tyle Teg Park / Penybryn Play Area / Tanybryn Play Area / Cwm Eglwys Play Area / Pembrey Park / Waun Sidan Play Area / Trem Yr Mynydd Play Area (Open space at Furnace Fields) / Land at Rhodfa'r Capel /Clos y Dderwen / Dol Helyg/ Pembrey CEC	In discussions	◇	Burry Port Rugby
Carmarthen				
Abergwili	Peniel Play Area		▬	
Carmarthen Town	Penllwyn Park. Park Hinds, Memorial Garden, Monuments.	Discussion ongoing regarding various assets. Recent correspondence from new clerk indicated willingness to formalise present management arrangements on several parks and amenity areas.	◇	Bowling Group
Llangunnon	Llangunnon Recreation Ground	Managed by County and Community Council	◇	

Advanced discussions



Discussion taking place



No interest confirmed



No response to date



Community / Town Council Areas with no County Council Maintained Facilities

Cil-y-Cwm	No CCC Parks / Playgrounds
Cynwyl Gaeo	No CCC Parks / Playgrounds
Llanddeusant	No CCC Parks / Playgrounds
Llanfihangel Aberbythych	No CCC Parks / Playgrounds
Llanfihangel Rhos-y-Corn	No CCC Parks / Playgrounds
Llanfynydd	No CCC Parks / Playgrounds
Llangathen	No CCC Parks / Playgrounds
Llansadwrn	No CCC Parks / Playgrounds
Llansawel	No CCC Parks / Playgrounds
Llanwrda	No CCC Parks / Playgrounds
Llanycrwys	No CCC Parks / Playgrounds
Manordeilo and Salem	No CCC Parks / Playgrounds
Myddfai	No CCC Parks / Playgrounds
Talley	No CCC Parks / Playgrounds
3 T's - Taf Myrddin	
Abernant	No CCC Parks / Playgrounds
Cilymaenllwyd	No CCC Parks / Playgrounds
Eglwys Gwyn	No CCC Parks / Playgrounds
Henllan Fallteg	No CCC Parks / Playgrounds
Llanboidy	No CCC Parks / Playgrounds
Llanddowror and Llanmiloe	No CCC Parks / Playgrounds
Llangain	No CCC Parks / Playgrounds
Llangynin	No CCC Parks / Playgrounds
Llangynog	No CCC Parks / Playgrounds
Llanpumsaint	No CCC Parks / Playgrounds
Llanwinio	No CCC Parks / Playgrounds
Meidrim	No CCC Parks / Playgrounds
St Ishmael	No CCC Parks / Playgrounds
3 T's - Teifi	
Cenarth	No CCC Parks / Playgrounds
Cynwyl Elfed	No CCC Parks / Playgrounds
Llanfihangel-ar-Arth	No CCC Parks / Playgrounds
Llanllwni	No CCC Parks / Playgrounds
Newchurch and Merthyr	No CCC Parks / Playgrounds
Pencarreg	No CCC Parks / Playgrounds
Gwendraeth	
Gorslas	No CCC Parks / Playgrounds
Llanarthne	No CCC Parks / Playgrounds
Llanddarog	No CCC Parks / Playgrounds
Llangyndeyrn	No CCC Parks / Playgrounds
Carmarthen	
Bronwydd	No CCC Parks / Playgrounds
Llanllawddog	No CCC Parks / Playgrounds



President : Mr Huw Edwards

48a Old Road
Llanelli
SA15 3HP

Tuesday, 27th October 2015

Mr Jonathan Fearn
Head of Corporate Property
Carmarthenshire County Council
Building 8
St David's Park
Carmarthen
SA31 3HB

Dear Mr Fearn,

Re: Legal Notice placed in the Western Mail on Thursday, 8th October 2015

You will know from our meeting with yourself and other Council Officers, held on Tuesday 22nd September 2015, that the Parc Howard Association, (PHA), is passionate about keeping Parc Howard in the public domain. The Parc was given as a gift to the people of Llanelli, by Sir Stafford and Lady Howard Stepney in 1912, on a 999 year lease. For over 100 years, this 'jewel in the crown' has been and continues to be a source of recreation, relaxation and enjoyment for young and old, alike, all in an atmosphere of peace and beauty. This Summer, four generations of one family were seen playing cricket on the 'green'. We cannot put a price on the social and emotional wellbeing that the Parc provides for the local and wider community, particularly so in the austere times in which we live. Many young parents today cannot afford to pay to take their children to the cinema, sports centres and other venues offering entertainment and leisure. For these, Parc Howard and its facilities, is a 'life-saver.'

In his inaugural speech in 1912, Sir Stafford said, "I can only express the hope, on behalf of Lady Howard and I, that the park will be a real benefit to the people of Llanelli. If it does this, we can declare honestly that it has brought us the most lasting pleasure which can be brought to anyone on this earth-that of knowing that we have brought happiness to the hearts of some of our fellow creatures." The MP at the time, Mr Llewellyn Williams added, "my hope is that the people of Llanelli will look upon the gift as something of their own, which they should zealously guard and keep." Were the benefactors alive today, we are sure they would be delighted that the Parc was being maintained and used, in the true spirit of their gift.

www.parchoward.org.uk



President : Mr Huw Edwards

Because of the legacy gifted to Llanelli, Parc Howard Association is not in favour of the Parc being transferred into private ownership and we object to its disposal, as stated in the legal notice placed in the Western Mail, by Carmarthenshire County Council. We have very committed members on our committee who are eager to work with yourself, Carmarthenshire Council and Llanelli Town Council, in partnership, to find a solution to 'keep the Parc for the people.' Already, committee members and volunteers have been undertaking gardening work to support the maintenance of the grounds. The committee is reviewing the Association's constitution, with a view to developing a membership to raise funds and involve more people in supporting the running of the Parc.

It would be helpful if a small number of committee members could meet with yourself and representatives of Llanelli Town Council in the near future to discuss partnership working in more detail. Our Secretary will contact you regarding this.

We understand the financial constraints affecting Councils across the country. As a society, we have an increasing propensity to turn our backs on what we already have in favour of something newer, bigger and better. We live in a disposable world, which leads to people undervaluing many of the assets and facilities that are important to us. In the case of Parc Howard, that facility happens to be our heritage. We urge you to remember the conditions stipulated by Sir Stafford and Lady Howard Stepney on gifting the Parc to the town. It should be not just for the use and pleasure of the present generation, but for future generations, also, in the true spirit of our ancestors who faithfully kept this gem intact for us.

Yours sincerely,

Gareth Morris (Chairperson, Parc Howard Association)

Jane Rosser (Secretary, Parc Howard Association)

COPY: Councillor Emlyn Dole (Leader, Carmarthenshire County Council)

www.parchoward.org.uk

Deddf Llywodraeth Leol 1972 Adran 123(2a)

Gwaredu prydles y darnau tir canlynol drwy drosglwyddo asedau at ddefnydd hamdden parhaus:

Ardal Aman

Parc Rhydaman
Maes Hamdden Rhydaman
Lle Chwarae Heol Norman, Rhydaman
Lle Chwarae Pantyffynnon, Rhydaman
Maes Hamdden Pantyffynnon, Rhydaman
Lle Chwarae Ffordd yr Afon, Rhydaman
Parc y Betws
Lle Chwarae Maeswarre, y Betws
Tir Treforis, y Betws
Maes Hamdden Maes Elwyn, Brynaman
Maes Hamdden Coedlan y Bryn, Brynaman
Lle Chwarae Felin-fach, Ystradowen
Maes Hamdden Ystradowen
Parc Pen-y-bont, Glanamam
Gosod Maes Chwarae Heol Cwmaman, Glanamam
Gosod Lle Chwarae a Pharc Gelli Werdd, Glanamam
Gosod Parc Cwmaman, y Garnant
Gosod Parc Golwg yr Aman, y Garnant
Gosod Lle Chwarae Parc Maesucha (Y Twyn), y Garnant
Gosod Lle Chwarae Maesybedol, Glanamam
Gosod Lle Chwarae Heol yr Esgob, y Garnant
Gosod Lle Chwarae Parc Bryn Rhos, Glanamam
Gosod Lle Chwarae Tircoed, Glanamam
Lle Chwarae Penyrallt, Garnant
Parc Pen-y-groes
Maes Hamdden Bancyddraenen, Llandybie
Maes Hamdden Llandybie
Parc Llandybie
Lle Chwarae Pen-y-banc
Maes Hamdden Saron
Parc Heol Saron
Lle Chwarae Heol Spien, Penygroes
Parc Tŷ-croes / Parc Hamdden Heol Brown
Lle Chwarae Coopers, Tŷ-croes
Lle Chwarae Bronallt, yr Hendy
Parc yr Hendy

Ardal Gwendraeth

Parc Hamdden Pontyberem
Parc y Tymbl
Lle Chwarae Singleton, Llechyfedach
Parc Cross Hands
Lle Chwarae Caeglas, Cross Hands
Lle Chwarae Llannon
Lle Chwarae Maesyffynnon, Llannon
Parc Stephens, Cydweli
Lle Chwarae Ger y Castell, Cydweli
Lle Chwarae Ger y Gwendraeth, Cydweli
Lle Chwarae Parc Pendre, Cydweli
Lle Chwarae Bryn y Graig, Mynyddygarreg

Ardal Porth Tywyn / Pen-bre

Parc Coffa Porth Tywyn
Parc Burrows, Porth Tywyn
Parc Tyle Teg, Porth Tywyn
Lle Chwarae Pen-y-bryn, Porth Tywyn
Lle Chwarae Tan-y-bryn, Porth Tywyn
Lle Chwarae Cwm Eglwys, Pen-bre
Parc Pen-bre, Pen-bre
Lle Chwarae Waun Sidan, Pen-bre
Lle Chwarae Trem y Mynydd, Pen-bre
Tir yn Rhodfa'r Capel, Pen-bre
Lle Chwarae Clos y Dderwen, Pen-bre
Lle Chwarae Dol Helyg, Pen-bre
Tir o flaen Harbour House, Porth Tywyn

Ardal Tywi

Parc Le Conquet, Llandeilo
Parc Penlan, Llandeilo
Lle Chwarae a Chaeau'r Castell, Llanyddyfri
Lle Chwarae Maesglas, Llanyddyfri
Lle Chwarae Green Lodge, Llanyddyfri
Lle Chwarae Llangadog

Ardal Llanelli

Lle Chwarae Maes Tŷ Gwyn, Llangennech
Parc Bryn, Llangennech
Lle Chwarae Parc yr Hendre, Llangennech
Lle Chwarae Heol Llanelli, Pont-yates
Parc a Lle Chwarae Dafen
Lle Chwarae Clos Cilsaig, Dafen
Lle Chwarae Bryngolau, Llanelli
Lle Chwarae Clos y Gelli, Llanelli
Lle Chwarae Dan-y-banc, Llanelli
Lle Chwarae Maengwynne, Llanelli
Parc y Pwll
Maes Hamdden Heol Trallwm, Llanelli
Lle Chwarae Y Waun, Llanelli
Lle Chwarae Pant Bryn Isaf, Llanelli
Parc y Bobl / Parc y Dre, Llanelli
Lle Chwarae Dolau Fawr, Llanelli
Lle Chwarae Clos yr Ysgol, Llanelli
Parc Howard, Llanelli
Parc y Goron, Llanelli
Parc Havelock, Llanelli
Meysydd Chwarae Pen-y-gaer, Llanelli
Parc Penyfan, Llanelli
Parc Pont y Sandy, Llanelli
Lle Chwarae Nightingale Court, Llanelli
Parc y Morfa, Llanelli
Lle Chwarae Stryd Prendergast, Llanelli
Lle Chwarae Gelli Onn, Llanelli
Gerddi Neuadd y Dref, Llanelli
Tir yrn Mlygyn, Llanelli

Local Government Act 1972 Section 123(2a)

The leasehold disposal of the following parcels of land by way of asset transfer for continued recreational use:

Amman Area

Ammanford Park
Ammanford Recreation Ground
Norman Road Playground, Ammanford
Pantyffynnon Playground, Ammanford
Pantyffynnon Recreational Ground, Ammanford
Riverway Playground, Ammanford
Betws Park
Maesquarre Playground, Betws
Land at Treforis, Betws
Maes Elwyn Recreational Ground, Brynaman
Bryn Avenue Recreation Ground, Brynaman
Felinfach Playground, Ystradowen
Ystradowen Recreation Ground
Penybont Park, Glanamman
Cwmaman Road Recreational Ground, Glanamman
Gelli Werdd Park and Playground, Glanamman
Cwmaman Park, Garnant
Golwg yr Aman Park, Garnant
Highfield Park Play Area (Twyn), Garnant
Maesybedol Playground, Glanamman
Bishops Road Playground, Garnant
Parc Bryn Rhos Playground, Glanamman
Tircoed Playground, Glanamman
Penyrallt Playground, Garnant
Penygroes Park
Bancyddraenen Recreational Ground, Llandybie
Llandybie Recreational Ground
Llandybie Park
Penybanc Playground
Saron Recreational Ground
Saron Road Park
Spien Road Playground, Penygroes
Tycroes Park / Heol Brown Recreational Ground
Coopers Playground, Tycroes
Bronallt Playground, Hendy
Hendy Park

Gwendraeth Area

Pontyberem Recreational Park
Tumble Park
Singleton Playground, Llechyfedach
Cross Hands Park
Caeglas Playground, Cross Hands
Llannon Playground
Maesyffynnon Playground, Llannon
Parc Stephens, Kidwelly
Ger y Castell Playground, Kidwelly
Ger y Gwendraeth Playground, Kidwelly
Parc Pendre Playground, Kidwelly
Bryn y Graig Playground, Mynydd y Garreg

Burry Port / Pembrey Area

Burry Port Memorial Park
Burrows Park, Burry Port
Tyle Teg Park, Burry Port
Penybryn Playground, Burry Port
Tanybryn Playground, Burry Port
Cwm Eglwys Playground, Pembrey
Pembrey Park, Pembrey
Waun Sidan Playground, Pembrey
Trem y Mynydd Playground, Pembrey
Land at Rhodfa'r Capel, Pembrey
Clos y Dderwen Playground, Pembrey
Dol Helyg Playground, Pembrey
Land fronting Harbour House, Burry Port

Tywi Area

Parc Le Conquet, Llandeilo
Penlan Park, Llandeilo
Castle Fields and Playground, Llandoverly
Maesglas Playground, Llandoverly
Green Lodge Playground, Llandoverly
Llangadog Playground

Llanelli Area

Maes Ty Gwyn Playground, Llangennech
Bryn Park, Llangennech
Parc yr Hendre Playground, Llangennech
Heol Llanelli Playground, Pont-yates
Dafen Park and Playground
Clos Cilsaig Playground, Dafen
Bryngolau Playground, Llanelli
Clos y Gelli Playground, Llanelli
Danybanc Playground, Llanelli
Maengwynne Playground, Llanelli
Pwll Park
Trallwm Road Recreation Ground, Llanelli
Y Waun Playground, Llanelli
Pant Bryn Isaf Playground, Llanelli
People's Park /Parc y Dre, Llanelli
Dolau Fawr Playground, Llanelli
Clos yr Ysgol Playground, Llanelli
Parc Howard, Llanelli
Crown Park, Llanelli
Havelock Park, Llanelli
Penygaer Playing Fields, Llanelli
Penyfan Park, Llanelli
Sandy Bridge Park, Llanelli
Nightingale Court Playground, Llanelli
Morfa Park, Llanelli
Prendergast Street Playground, Llanelli
Gelli-Onn Playground, Llanelli
Town Hall Square Gardens, Llanelli
Land at Bigyn, Llanelli

Hysbysir drwy hyn fod Cyngor Sir Caerfyrddin yn bwriadu gwaredu'r darnau tir uchod sy'n rhan o fan agored cyhoeddus o fewn ystyr yr Adran uchod. Rhaid i unrhyw wrthwynebiadau i'r gwaredu arfaethedig gael eu gwneud yn ysgrifedig a'u hanfon at: Pennaeth Eiddo Corfforaethol, Cyngor Sir Caerfyrddin, Adeilad 8, Parc Dewi Sant, Caerfyrddin, SA31 3HB erbyn 9fed o Dachwedd 2015 fan bellaf.

Notice is hereby given that Carmarthenshire County Council intends to dispose of the above parcels of land which form part of a public open space within the meaning of the Act. Applications to the intended disposal must be made in writing and addressed to: Head of Corporate Property, Carmarthenshire County Council, Building 8, St David's Park, Carmarthen, SA31 3HB by no later than 9th November 2015.

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Executive Board 4th January 2016

Council's Revenue Budget Monitoring Report

Recommendations / key decisions required:

That the Board receives the Budget Monitoring report and considers the budgetary position.

That Chief officers and Heads of Service critically review their budgetary positions and implement appropriate actions to deliver their services within their allocated budgets.

Reasons:

To provide the Executive Board with an update on the latest budgetary position as at 31st October 2015, in respect of 2015/2016.

Relevant scrutiny committee to be consulted: NA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. David Jenkins

Directorate: Corporate
Services

Name of Head of Service:
Owen Bowen

Report Author:
Owen Bowen

Designations:

Interim Head of Financial
Services

Tel No. 01267 224886

E Mail Addresses:
OBowen@carmarthenshire.
gov.uk

EXECUTIVE SUMMARY

Executive Board

4th January 2016

Council's Revenue Budget Monitoring Report

The revenue budget monitoring exercise for the period to 31st October 2015 is attached and indicates that;

Overall, the monitoring report forecasts an end of year underspend of £273k on the Authority's net revenue budget with an overspend at departmental level of £1,876k.

Chief Executive's Department

The Chief Executive Department is showing a projected overspend at year end of £410k. Corporate Savings proposals of £400k on Standby Costs and £100k on Health & Safety provision have not yet been implemented although this will be partially offset due to a one off sale of old printers as part of the printer rationalisation programme (£60k). The Translation Unit is projecting an overspend of £48k due to an increase in demand for the service and Fitness for Work a projected overspend of £23k due to sickness cover and market supplement. Admin HR is anticipating an overspend of £21k due to temporary staff undertaking Disclosure and Barring Service work. The Regeneration Business Unit is anticipating an overspend of £64k due to a previous year efficiency to sell the property at Nant y Ci which remains unsold. There are also overspends on Un Sir Gar due to increased staffing and maintenance (£10k), Business Support Projects due to staff contract extensions (£23k), Policy due to non achievement of income target (£23k) and CCTV (£18k) due to late decision to cease live monitoring. These overspends are offset by vacant posts in the department of £192k and increased Land Charges income (£19k) There has also been a planned reduction in expenditure on 3T's Community Development (£18k) and Community Safety Fund (£19k) to offset overspends elsewhere within the department.

Department for Education and Children

The Education & Children's Services Department is currently forecasting an overspend of £951k at year end.

The main adverse budget variations relate to school based EVR and redundancy costs (+£1,112k); EOTAS (Education other than at School) (+£369k); Residential and Respite Units (+£164k); Adult & community learning (+£148k); Fostering services & support (+£109k); Out of Hours Service (+£62k); Music Service (+£52k); Youth Service (+£39k) and Youth Offending and Prevention Service (+£26k).

These are partially offset by under-spends across the department in: Out of County Educational Placements (-£501k); Staff vacancies, secondments and maximising use of grant funding (-£369k); Payments to private early years providers (-£96k); Out of County Care Placements (-£83k); Centrally Managed Schools Budget (-£39k); Children's Services

management & support (-£39k) and Governor Support & Admissions (-£27k). The net departmental overspend of £951k will be met from the Departmental Earmarked Reserves.

Corporate Services

The Corporate Services Department is anticipating an underspend at year end of £256k due to a reduction in the cost of annual subscriptions (£45k); Saving on new Bank Tender (£14k); Vacant Posts (£235k) and provision markets reducing expenditure on premises and supplies and services costs and generating additional lettings income (£44k). This is offset by an overspend on Livestock Markets of £32k due to ongoing essential R&M costs at various marts across the county and a £47k anticipated reduction in industrial premises lettings income.

Department for Communities

The Department for Communities is forecasting an over spend of £ 645k for the year.

The Older People / Physical Disabilities Division has over spends of £394k due to the non achievement of efficiency savings re Older People Day Centres and an overspend on Private Residential Care of £867k; offset by an underspend of -£52k in Residential Homes due to reduction of in house provision and -£905k Home Care.

The Learning Disability / Mental Health Division has an overspend on residential and supported living placements of £648k due to a slower than anticipated reduction required to meet efficiency savings which is currently being addressed. There is an overspend on additional packages for Direct Payments £137k and a Day Services overspend of £52k due to additional packages.

The Departmental overspend is reduced by -£497k due to staff vacancies and -£37k of miscellaneous supplies and services.

The Housing Services and Public Protection Division is forecasting an overspend of £38k due to under recovery of income.

The Leisure Services Division is expecting to break even at year end.

Environment

The department is showing an anticipated overspend of £126k at year end which will be met from its departmental reserves.

The Transport division is showing a net overspend of £41k for the year. Civil design is showing an overspend of £48k due to under recovery of income as a result of a vacant post, and the Park and Ride service is estimated to be overspent by £43k following a policy decision to remove funding. Public Transport is anticipating a £59k underspend following service adjustments to manage budget pressures elsewhere within the division.

The Property Services division has an overall anticipated overspend of £175k. Building Maintenance is expecting to be £214k overspent due to not achievement of their income target as a result of a reduction in the Carmarthenshire Housing Standard related work. Repairs & maintenance of Parks and PCs are overspent by £36k as asset transfers have not as yet taken place and pumping stations (£12k) and PAT testing (£19k) are overspent as there is no budget for these functions. This is offset by a £115k underspend in the Grounds

Maintenance section due to ongoing efficiency savings.

The Streetscene division is expecting to break even at year end.

The Policy & Development division is anticipating a £76k overspend mainly due to £51k severance efficiencies not being delivered.

The Planning Division anticipates an underspend of £165k. This is as a result of a £159k saving on vacant posts within the division as well as 2 members of staff being charged out to an externally funded scheme (£30k). This is offset by a delay in implementing a 15/16 efficiency until a departmental realignment is completed (£31k)

HOUSING REVENUE ACCOUNT

The HRA is forecasting an underspend of -£593k to the year end for 2015/16. -£35k of this is within Supervision and Management -staff related travelling -£32k ,supplies & services costs of £17k (postages/telephones etc.) and premises related costs -£20k (energy charges).Affordable Homes delivery plan will require staffing resources , which were previously reporting a -£201k underspend.

Slightly higher than forecast interest applicable to existing borrowing and buy-out from HRAS £104k

Improvement in delivering savings on void turnaround times etc. will save -£390k.
Forecast requirement for provision for bad debt is -£277k based on current aged debt analysis and forecast write offs.

A list of the main variances is attached to this report

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: Owen Bowen

Interim Head of Financial Services

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

1. Finance

Council Fund

Overall, the Authority is forecasting an underspend of £273k.

HRA

The HRA is forecasting that it will be £766k under its approved budget.

CONSULTATIONS

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

Signed: Owen Bowen

Interim Head of Financial Services

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
2015/16 Budget		Corporate Services Department, County Hall, Carmarthen

REPORT OF THE DIRECTOR OF CORPORATE SERVICES
PRELIMINARY EXECUTIVE BOARD - 14th DECEMBER 2015
COUNCIL'S BUDGET MONITORING REPORT 2015/16 as at 31st OCTOBER 2015

Head of Service & Designation	Author & Designation	Telephone No	Directorate
O Bowen, Interim Head of Financial Services	O Bowen, Interim Head of Financial Services	01267 224886	Corporate Services

Table 1

Forecasted for year to 31 March 2016

Service	Working Budget				Actual				Variance For Year £'000	Variance Reported Previous Period £'000
	Controllable Expenditure £'000	Controllable Income £'000	Controllable Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Controllable Controllable £'000	Total Net £'000		
Chief Executive	18,287	-6,358	-1,320	10,609	19,691	-7,352	-1,320	11,019	410	578
Education & Childrens Services	177,713	-39,297	21,011	159,427	179,019	-39,652	21,011	160,378	951	1,049
Corporate Services	87,680	-55,293	-9,482	22,905	91,548	-59,417	-9,482	22,649	-256	-115
Communities	125,161	-46,178	11,873	90,856	126,882	-47,254	11,873	91,501	645	644
Environment Services	117,119	-80,901	9,380	45,598	116,043	-79,699	9,380	45,724	126	151
Departmental Expenditure	525,960	-228,027	31,462	329,395	533,183	-233,374	31,462	331,271	1,876	2,307
Capital Charges/Asset Man. Acc.				-3,535				-4,735	-1,200	-1,000
Pension Reserve Adjustment				-5,085				-5,085	0	0
Accumulated Leave									0	
Levies and Contributions:										
Brecon Beacon National Parks				147				147	0	0
Fire Authority				9,067				9,067	0	0
Net Expenditure				329,989				330,665	676	1,307
Outcome Agreement Grant				-570				-570	0	0
Contribution from Balances				-138				-138	0	0
Transfer from Balances/Earmarked Reserves				-1,060				-1,060	0	0
Transfers to/from Departmental Reserves										
- Chief Executive				0				0	0	-41
- Education & Children's Services				0				-951	-951	-986
- Corporate Services				0				128	128	57
- Communities				0				0	0	0
- Environment				0				-126	-126	-151
Net Budget				328,221				327,948	-273	186

Forecasted for year to 31 March 2016

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Service	Approved Budget £'000	Actual Expenditure £'000	Variance For Year £'000	Variance Reported Previous Period £'000
Expenditure				
Repairs & Maintenance				
Responsive	1,600	1,598	-2	32
Minor Works	2,400	2,237	-163	0
Voids	2,369	2,469	100	0
Servicing	1,550	1,525	-25	0
Drains & Sewers	230	230	-0	0
Grounds	700	700	0	0
Unadopted Roads	100	100	0	0
Supervision & Management				
Employee	3,258	3,298	40	0
Premises	1,333	1,305	-28	-20
Transport	108	60	-48	-32
Supplies	710	687	-23	17
Recharges	1,044	1,044	-0	0
Provision for Bad Debt	652	394	-258	-277
Capital Financing Cost	12,512	12,681	168	104
Central Support Charges	1,609	1,609	0	0
Capital - DRF	9,913	9,913	0	0
Total Expenditure	40,087	39,849	-238	-176
Income				
Rents	-34,625	-35,022	-397	-390
Service Charges	-846	-939	-93	0
Supporting People	-355	-355	0	0
Mortgage Interest	-3	-3	0	0
Interest on Cash Balances	-66	-66	0	0
Insurance	0	-30	-30	-22
Other Income	-680	-688	-8	-5
Total Income	-36,575	-37,103	-528	-417
Net Expenditure	3,512	2,746	-766	-593

	£'000
BALANCE B/F 1/4/15	10,662
Budgeted movement in year	-3,512
Variance for the year	766
BALANCE C/F 31/3/16	7,916

Main Variance Summary

The following are items contributing to the variances identified for each department in the summary above:

	Variance £000
Chief Executives Department	
Chief Executive - Chief Officer - Salaries	-34
Corporate Savings Target - Efficiency savings will not be met until 2016-17	441
People Management & Performance - Corporate Serv - Translation - Staff levels over and above the budgeted structure to meet demand for the service	48
People Management & Performance - Personnel Management - Part year vacant posts	-24
People Management & Performance - Fitness For Work - Sickness cover and Market Supplement	23
People Management & Performance - Admin HR - Staff levels over and above the budgeted structure	21
Admin and Law - Land Charges Administration - Additional income generated in year	-19
Customer Focus and Policy - Chief Executive-Policy - Non Achievement of income target	23
Customer Focus and Policy - Complaints and Compliments Team - Vacant Post	-21
Customer Focus and Policy - Community Safety Fund - Expenditure reduced to meet overspends elsewhere in the department	-19
Customer Focus and Policy - CCTV Operators - Residual staff costs as service now ceased	18
Statutory Services - Electoral Services - Staff - Vacant post	-29
Regeneration - Llanelli Community - Underspend forecast as a result of recharging 1 member of staff to an externally funded project as a direct cost	-16
Regeneration - 3 T's Community Dev Core Budget - Planned reduction in expenditure to cover overspends elsewhere within the Division	-18
Regeneration Business Support Unit - Efficiency saving was identified for 14/15 in relation to premises costs at Nant Y Ci, with the intention of selling the property. The sale is currently on hold so savings have not been released at this point	64
Regeneration Management - Vacant post	-58
Business Support Projects - Overspend mainly in relation to employee costs - fixed term staff contract extensions	23
Other	-13
Chief Executive - Net Variance	410
Education & Childrens Services	
Director & Management Team - Utilisation of grant income which ends March 2016	-70
Education Services - School Expenditure not currently delegated - WJEC reviewed and reduced fees for 2015-16	-39
Education Services - School Redundancy & EVR - Additional cost of School related EVR and redundancies	1,112
Education Services - Governor Support & Admissions - Expenditure relating to the updating of school plans less than estimated	-27
Education Services - Early Years Non-Maintained Provision - Reduction in demand for 10 hours free education for 3 year olds in non maintained settings	-96
Education Services - Special Educational Needs - Projected underspend due to fewer out of county placements. The underspend is being managed in conjunction with the current pressures within Home Tuition below, although budget reduction is planned in next year's efficiency savings	-501
Education Services - EOTAS (Education Other Than At School) & Behaviour Services - Projected overspend in the cost of EOTAS, specifically the home tuition service	369
Education Services - Rhydygors Day Centre - Vacant posts within the day centre are being considered within the review of provision	-61
Strategic Development - Information & Improvement - Underspend due to part time secondment not being back filled	-25
Learner Programmes - Music Services for Schools - Service working within budget target as a result of efficiency work carried out, with the exception of one-off redundancy costs £52k	52
Learner Programmes - Youth Service - Additional staffing costs (currently looking at options to reduce this overspend)	39
Learner Programmes - Youth Offending & Prevention Service - In-year reduction of Youth Justice Board Grant (currently investigating ways to reduce expenditure accordingly)	26
Learner Programmes - Adult & Community Learning - Forecast overspend due to the cost of course tuition exceeding the franchise income by £143k and maintaining & subsidising four Community Centres which are only used in part for the ACL classes £5k	148
Children's Services - Commissioning and Social Work - In year vacancies across the Social Care Teams (the underspend will be utilised to meet next year's efficiency savings)	-203
Children's Services - Fostering Services & Support - Overspends forecasted in residence orders £296k, staffing £73k, further commitment made to families for extension work to be done on their homes in order to keep children in a home environment £26k offset by a reduction in boarded out payment due to a reduced number of Looked After Children (LAC) -£259k and supplies and services -£27k	109
Children's Services - Out of County Placements (CS) - Savings anticipated on Out of County placements based on current levels	-83

Children's Services - Residential & Respite Units - Planned additional contribution from the LHB is unlikely to be achieved in 2015-16 £150k, additional maintenance costs £11k and additional staffing costs £3k	164
Children's Services - Out of Hours Service - Increasing number of referrals being handled (currently reviewing options to get expenditure back on budget)	62
Children's Services - Children's Services Management and Support Service (incl Care First) - Part year vacant posts in Policy -£15k, staff travelling & other minor efficiencies in management team -£10k. An increase in SLA costs for Carefirst is offset against savings in staff and supplies & services £1k however there is a potential for additional contribution from Adult Services. Due to efficiencies being identified as staffing within Commissioning there are projected savings on staff recruitment identified -£15k	-39
Other	14
Education and Children's Services - Net Variance	951
Corporate Services	
Chief Officer - Part year vacancy	-72
Accountancy - Part year vacancy	-71
Local Taxation - Vacant post and projected underspend on Post Office Giro fees	-32
Audit - Maternity leave and new staff members at bottom of salary scale in current year	-20
Information Technology - vacant post	-40
Central Telephone Network - Projected outturn due to delays finalising costs for PSBA II (Pubic Sector Broadband Aggregation)	29
Industrial Premises - Reduction in anticipated lettings income	47
Provision Markets - Additional lettings	-48
Livestock Markets - Repairs and maintenance expenditure at Newcastle Emlyn and Llandoverly	32
Miscellaneous Services - Reduction in subscriptions	-46
Other	-35
Corporate Services - Net Variance	-256
Communities	
Older People - LA Homes - Savings through early closure of Glanmarlais, offset by loss of residents contributions through lower placement & loss of potential flexi bed income	-52
Older People - Private/Vol Homes - Additionl placements (partly through early closure of Glanmarlais) and additional cost of increased fees paid to providers £391k	892
Older People - Extra Care - Contract renegotiation 'projected saving'	-50
Older People - LA Home Care - Reduction in care packages	-300
Older People - Direct Payments - Reduction in packages	-47
Older People - Private Home Care - Reduction in care packages	-605
Older People - Enablement - Staff vacancies	-252
Older People - Day Services - Efficiency saving slippage from 14/15 and 15/16. Proposal paper to CMT to reduce spend with significant reshape of service	394
Physical Disabilities - Commissioning & OT Services - Staff vacancies	-30
Physical Disabilities - Private/Vol Homes - Reduction in Packages	-25
Physical Disabilities - Direct Payments - Increase in Packages	24
Learning Disabilities - Employment & Training - Lower grant income due to change in funding arrangements for Workchoice	80
Learning Disabilities - Private/Vol Homes - Slower than anticipated reduction in placements required to meet efficiency savings, work underway to address	324
Learning Disabilities - Direct Payments - Net cost of packages exceeds budgeted costs	149
Learning Disabilities - Group Homes/Supported Living - Additional funding from Health (joint funding) and ILF grant	80
Learning Disabilities - Adult Respite Care - Staff Vacancies	-26
Learning Disabilities - Day Services - Additional placements	65
Learning Disabilities - Transition Service - Staff Vacancies	-57
Learning Disabilities/Mental Health - SSMSS - Vacant posts, and underspend on travelling and supplies & services	-67
Mental Health - Private/Vol Homes - Additional packages resulting in an over commitment on a very volatile budget	193
Mental Health - Group Homes/Supported Living - Increase in packages	51

Mental Health - Substance Misuse Team - Underspend on salaries	-22
Director's Office - SSMSS - Adult Safeguarding & Improvement Team - Staff vacancies	-50
Departmental Support - Underspend on supplies & services	-31
Public Protection - PP Business Support unit - Underspend in salary costs due to vacant posts offset by agency staff costs	-32
Public Protection - Public Health - Overspend due to Agency staff costs covering maternity and other core activities	38
Public Protection - Licencing - Underachievement of licence fee income anticipated	21
Public Protection - Animal Licence Movement Scheme - Vacant post for the first 7 months of 15/16	-21
Public Protection - Trading Standards Services Management - Underachievement of fee income anticipated for 15/16	46
Public Protection - Food & Agricultural Standards & Licensing - Underachievement of fee income anticipated for 15/16	22
Non HRA Rehousing (Inc Chr) - Vacant posts contributing to overspends elsewhere in the division	-22
Leisure - Millenium Coastal Park - Part year vacancies	-30
Leisure - Burry Port Harbour - Forecast overspend on dredging contract	19
Leisure - Carmarthen Leisure Centre - Part year vacancies -£22k, higher forecast income -£44k and underspend on utilities -£16k	-82
Leisure - Amman Valley Leisure Centre - Part year vacancies -£20k along with higher forecast income -£20k.	-40
Leisure - Dinefwr Bowling Centre - Forecast overspend in utilities £24k and other £6k	30
Sport & Leisure - General - Projected overspend due to forecast investment in fitness and linked refurbishments	50
Country Parks General - Part year vacancies in Service due to on-going Service restructure	-38
Pembrey Country Park - Projected overspend relating to agency expenditure	22
Libraries - Ammanford Library - Part year vacancies	-39
Libraries - General - Computer related expenditure due to H6 (Heritage 6, rollout of digital format), income collection and RFID (tagging) rollout £45k and non achievement of vacancy factor £18k	63
Libraries - Mobile Library - Part year vacancies	-22
Museums - Carmarthen Museum, Abergwili - Forecast overspend due to Repair and Maintenance commitment	20
Museums - Parc Howard Museum - Forecast overspend due to Repair and Maintenance commitment	41
Other	-39
Communities - Net Variance	645
<u>Environment Services</u>	
Policy & Development - Emergency Planning - Severance not delivered £36k, estimated overspend on out of hours service £5k and £2k on other miscellaneous costs	43
Street Scene - Public Conveniences - PC's - Full savings not realised currently yr 2 of 3 year programme	45
Transport - Civil Design - Under recovery of income due to vacant Technician post, recruitment is underway	48
Bus Stations/Community Transport/Concessionary Fares Grant - Service adjustments undertaken to manage budget pressures	-59
Nant y Ci Park & Ride - The modified service is currently being trialled with the LHB to generate additional revenue to cover the shortfall	43
Property Services - Building Maintenance - Unachievable income target not met due to reduction in Carmarthenshire Homes Standard works	214
Property Services - Pat Testing - No budget held for this service	19
Property Services - Parks & PC Landlord - Asset transfer not undertaken - budget removed in 11/12 efficiencies	36
Property Services - Grounds Maintenance Service - Effect of ongoing efficiency savings within the grounds maintenance service	-115
Planning - Admin - Staffing overspend due to delay in achieving 15/16 efficiency saving targets - pending Departmental realignment	31
Planning - Building Control (Other) - Staff vacancies	-25
Planning - Minerals - Underspend mainly due to proposed charging out of 2 members of staff to externally funded projects as a 'direct cost'	-30
Planning - Policy - Development Planning - Vacant posts, use of reserves to cover LDP costs and additional income from work undertaken for Corporate Property	-102
Planning - Development Management - Vacant posts	-32
Other	10
Environment Services - Net Variance	126
<u>Capital Charges</u>	
Reduced borrowing (interest savings)	-1,200

Housing Revenue Account	
Expenditure - Repairs & Maintenance - Anticipated expenditure based on profiled spend to date	-90
Supervision & Management - Employee - Additional staffing costs in Sheltered schemes	40
Supervision & Management - Premises - Underspends in energy costs -£63k, water rates -£8k and other -£1k, offset by an overspend in Fixtures and Fittings £13k	-28
Land Responsive Maintenance £31k	
Supervision & Management - Transport - General reduction in staff travelling expenditure	-48
Supervision & Management - Supplies - Overspends in legal & professional fees £36k, postages £4k and photocopying £4k offset by underspends in admin, office & operational equipment -£16k, fuel club/other allowances -£14k, compensation, misc expenditure and void decoration allowance -£19k, printing charges -£6k, telephone -£4k and services provided by other providers -£8k	-23
Supervision & Management - Provision for Bad Debt - Provision for bad debt adjustment includes an estimate for write offs based on current data available	-258
Supervision & Management - Capital Financing Cost - Slightly higher than forecast interest applicable to existing borrowing and buy-out from HRAS	168
Income - Rents - Void loss prediction at budget setting of 2.71% currently forecast at 2.01%	-397
Income - Service Charges - Forecast overachievement of service charge income	-93
Income - Insurance - Insurance income received	-30
Other	-7
HRA - Net Variance	-766

EXECUTIVE BOARD

4TH JANUARY 2016

<p>CAPITAL PROGRAMME 2015-16 UPDATE To report the variances within the capital programme</p>		
<p>RECOMMENDATIONS / KEY DECISIONS REQUIRED: That the capital programme update report is received.</p>		
<p>REASONS: To provide Executive Board with an update of the latest budgetary position for the 2015/16 capital programme, as at the 31st October 2015.</p>		
<p>Relevant scrutiny committees to be consulted N/A</p>		
<p>Exec Board Decision Required YES Council Decision Required NO</p>		
<p>EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins</p>		
<p>Directorate Name of Head of Service: Owen Bowen Report Author: Owen Bowen</p>	<p>Designation: Head of Financial Services</p>	<p>Tel No. 01267 224886 E Mail Address: OBowen@carmarthenshire.gov.uk</p>

EXECUTIVE SUMMARY
EXECUTIVE BOARD
4TH JANUARY 2016

CAPITAL PROGRAMME 2015/16 UPDATE

Purpose: To report the variances within the capital programme.

This report provides members with an update on the Capital programme spend against budget for 2015/16 as at the 31st October 2015.

MAIN VARIANCES

COMMUNITIES

Public Sector Housing

Voids to achieve CHS +£300k to meet demands on major works.

Planned M&E +£500k Higher than expected level of boiler failures at properties which were previously deemed to be compliant under the CHS, extra upgrades on Void works, additional costs linked to the sheltered scheme fire alarm upgrade works to connect to the Tunstall system.

Additional costs to upgrade the sheltered complex heating plant (this needs to include new controls as well as the boiler plant itself).

Internal Refurbishment -£1,988k Due to postponement of various sites plus various tenant declines.

External Rendering +£60k Additional remedial works to cavities.

External Insulation over Cavity -£125k Due to less properties being identified.

Housing Development Programme -£832k Part of overarching Affordable Housing Delivery Plan. Money to be carried forward to support substantive programme over next five years.

Private Sector Housing

County Steelwork £63k Less interest than anticipated.

Social Care

Learning Disabilities £-228k Options are being considered for the location of future learning disability provision as part of a review of council buildings.

Leisure

Y Ffwrnes -£23k Retention to be paid in 2016/17.

Countryside Projects -£28k Due to monies being retained to match fund.

Carmarthen Museum -£250k Scheme led by 3rd party - Payment to be made in 2016/17.

ENVIRONMENT

No Major Variances

EDUCATION AND CHILDREN

MEP External Funding -£1,947k – Re-profiling required of 21st Century Schools grant from Welsh Government.

Ysgol Ffwrnes +£29k due to retention to be paid early due to works completed ahead of schedule.

Ysgol Maes Y Gwendraeth £450k Re-profile required due to delays in 2014/15 works carried forward to 15/16.

Seaside CP School -£3,000k delay in approving outline business case by Welsh Government. The full business case has now been approved.

Cwm Tywi New Area School -£50k A number of options for the area are considered as part of the draft strategic review.

Ysgol Trimsaran -£663k Awaiting confirmation on statutory process on dual stream, flying start grant to be used in 2015/16.

Ysgol Parc y Tywyn +£900k Re-profile required due to significantly more design development than originally intended during the year. Additional funding used to progress scheme to detailed design and submit planning application with a number of corporate sites in the Burry Port area.

Band B Schemes +£54k Re-profile required due to design development commencing site selection exercises and initial design development on Band B projects.

MEP-Other Projects +£40k Re-profile required.

Completed Schemes +£42k Retentions held and paid on contractors on various schemes in order to ensure they are completed as per contract.

CORPORATE SERVICES

St David's Park -£400k due to delay in procuring works.

IT -£200k due Microsoft Enterprise Agreement, Budget allocated for payment that is due 1st April 2016.

CHIEF EXECUTIVE

Regeneration

Opportunity Street (Llanelli) -£446k External funding to be used initially with CCC funding carried forward to 2016/17 in order to deliver the final year elements of the project. Should any works be accelerated and brought forward to 15/16 then the variance will be reduced accordingly.

Building for the Future -£656k This project is currently at an early grant application stage and a decision to approve (by Welsh Government) is anticipated later this financial year. In order to secure external grant funding (circa £1.6m) the approved budget must be safeguarded for future years delivery. This year's expenditure can only reflect early survey and feasibility works which will progress following confirmation of project grant approval.

Cross Hands East Strategic Employment Site +£1,100k Land values had originally been estimated at the start of the Compulsory Purchase Order process based on the land uses allocated within the Unitary Development Plan. This had been subsequently challenged by the owners and the Authority is in negotiation with the owners and District Valuer to agree final terms.

Ammanford Town Centre Regeneration -£500k Funding is committed for the Ammanford Master plan and recently launched Transformation Regeneration Strategy. Works currently being prepared to implement a programme of support commencing 2016. Funding to roll forward into 2016/17.

Cross Hands East Office Development -£465k Project at early stage of development with concept currently being developed. Funding commitment required for implementation in 2016/17/18.

Pendine Iconic International Visitors Destination -£502k Funding package being worked up with Welsh Government and WEFO – decision expected early 2016. As such CCC capital spend forecast shows funding required in 2016/17.

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: **O. Bowen** **Head of Financial Services**

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

Finance

The capital programme shows an under spend of **£-8.813m**.

Physical Assets

The capital programme will have an impact on the physical assets of the Authority.

CONSULTATIONS

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

Signed: **O. Bowen** **Head of Financial Services**

1. Scrutiny Committee

Relevant Scrutiny Committees will be consulted.

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:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection
2015-16 Capital Programme		Resources Dept, County Hall, Carmarthen

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Capital Programme 2015/16

APPENDIX A

Capital Budget Monitoring - Report for October 2015

		Working Budget			Forecasted			Variance for Year	Comment
Net Exp to Oct 2015 £'000	DEPARTMENT	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	£'000	
	COMMUNITIES								
4,027	- Public Housing	18,718	-6,315	12,403	16,703	-6,332	10,371	-2,032	Main Variance : - Voids to achieve CHS £300k to meet demands on major works, Planned M&E £500k Extra upgrades and higher level of boiler failures on Properties, Internal Refurbishment £1,988k Due to postponement of various site plus various tenant declines, External Rendering £60k Additional remedial works to cavities, External Insulation over Cavity £125k Due to less properties identified, Housing Development Programme £832k Money to be carried forward to support substantive programme over next five years
1,124	- Private Housing	4,168	-1,053	3,115	3,714	-662	3,052	-63	Main Variance : - County Steelwork £63k Less interest than anticipated
1,701	- Social Care	3,367	0	3,367	4,454	-1,315	3,139	-228	Main Variances : - Learning Disabilities Centres £228k due to options being considered on council buildings
457	- Leisure	833	-335	498	260	-63	197	-301	Main Variance : - Y Ffwrnes £23k Retention to be paid in 16/17, Countryside Projects £28k Due to monies being retained to match fund, Carmarthen Museum £250k Scheme led by 3rd party - Payment to be made in 16/17
1,023	ENVIRONMENT	8,047	-4,077	3,970	8,030	-4,060	3,970	0	No Main Variances
13,394	EDUCATION & CHILDREN	40,991	-12,816	28,175	38,818	-14,763	24,055	-4,120	Main Variances : - MEP External Funding £1,947k Re-profile of income required, Ysgol Ffwrnes £29k due to retention to be paid early due to works completed ahead of schedule, Maes Y Gwendraeth £450k Reprofile required due to delays in 14/15 works carried forward to 15/16, Seaside School £3,000k delay in approving outline business case by Welsh Government, Cwm Tywi New Area School £50k Due to options being considered, Ysgol Trimsaran £663k Awaiting confirmation on statutory process on dual stream, Ysgol Parc y Tywyn £900k Due to design being ahead of schedule, Band B Schemes £54k Due to site selection and design ahead of schedule, MEP-Other Projects £40k Reprofile required, Completed Schemes £42k Retentions payments outstanding
2,388	CORPORATE SERVICES	8,616	-1,017	7,599	8,016	-1,017	6,999	-600	Main Variances : - St Davids Park £400k due to delay in procuring works, IT - £200k due to 2 year contract to be paid on 1st April 2016
	CHIEF EXECUTIVE								
4,417	- Regeneration	10,491	-3,170	7,321	12,728	-6,876	5,852	-1,469	Main Variances : Opportunity Street £446k utilising external funding initially with Internal funding carrying forward to 16/17. Building for the Future £655k Project at early stages and awaiting Welsh Government approval. Cross Hands East Strategic Employment site £1,100k due to possible increases in land costs - negotiations ongoing. Ammanford Town Centre Regeneration £500k funding committed for Town Centre agreed priority projects. Cross Hands East Office Dev £465k first year of project - funding to be rolled into 16/17. Pendine Iconic International Visitors Destination £502k awaiting funding package approval.
28,591	TOTAL	95,231	-28,783	66,448	92,723	-35,088	57,635	-8,813	

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EXECUTIVE BOARD 4TH JANUARY 2016

FIVE YEAR CAPITAL PROGRAMME – 2016/17 - 2020/21

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That Executive Board notes the content of this report and endorses it as a provisional capital programme for consultation purposes.

REASONS:

To provide the Executive Board with initial proposals for the Five Year Capital Programme for 2016/17 - 2020/21.

Relevant scrutiny committees to be consulted

TBA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins

<p>Directorate: Corporate Services</p> <p>Report Author: Chris Moore</p>	<p>Designation: Director of Corporate Services</p>	<p>Tel No. 01267 224160</p> <p>E Mail Address: cmoore@carmarthenshire.gov.uk</p>
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**EXECUTIVE SUMMARY
EXECUTIVE BOARD
4TH JANUARY 2016**

FIVE YEAR CAPITAL PROGRAMME – 2016/17 - 2020/21

The report provides members with an initial view of the 5 year Capital Programme from 2016/17 to 2020/21.

The report will form the basis of the budget consultation process with members and other relevant parties. Feedback from this consultation process along with the outcome of the final settlement will inform the final budget report which will be presented to members in February 2016.

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

Finance

The updated Capital Programme is projected to be funded for the first 4 years from 2016/17 to 2019/20. There is currently a shortfall of £2.804m in 2020/21 which will be reviewed before the final budget report is approved by County Council.

The programme includes potential grant funding sources that are yet to be confirmed and as the programme develops these proposals may need to be revisited if anticipated funding is not forthcoming.

Physical Assets

New assets created from the Capital Programme will be added to the Council's portfolio. In addition the Programme proposes expenditure to improve the existing assets and comply with statutory responsibilities

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 - Relevant Scrutiny Committees will be consulted.

2. Local Member(s) - N/A

3. Community / Town Council - N/A

4. Relevant Partners - Consultation with relevant partners will be undertaken and results will be reported during the budget process.

5. Staff Side Representatives and other Organisations - Consultation with other organisations will be undertaken and results will be reported during the budget process.

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
2015-20 Capital Programme		Corporate Services Dept, County Hall, Carmarthen
2016-21 Capital Programme		Corporate Services Dept, County Hall, Carmarthen

REPORT OF DIRECTOR OF CORPORATE SERVICES

EXECUTIVE BOARD

4th JANUARY 2016

FIVE YEAR CAPITAL PROGRAMME – 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

HEAD OF SERVICE & DESIGNATION	DIRECTORATE	TELEPHONE NO.
C Moore, Director of Corporate Services	Corporate Services	01267 224160
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO.
C Moore, Director of Corporate Services	Corporate Services	01267 224160

1. INTRODUCTION

- 1.1. The report provides members with an initial view of the 5 year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21.
- 1.2. The report will form the basis of the budget consultation process with members and other relevant parties. Feedback from this consultation process, along with the outcome of the final settlement, will inform the final budget report which will be presented to members in February 2016.

2. BACKGROUND

- 2.1. Members will recall that the Authority last year agreed a 5 year capital programme 2015 to 2020 which was approved at County Council on 24th February 2015.
- 2.2. When the capital programme was approved it was fully funded by the end of the 5 years but showed a shortfall in two of the intervening years, 2017/18 and 2018/19. The programme was therefore approved on the basis that the budgets for these two years be reviewed or reprofiled in order to address the funding shortfalls.
- 2.3. The capital programme has been revisited by the Strategic Assets Steering Group (SASG) and Departments were also asked to submit proposals to bring forward expenditure within the existing capital programme and to identify any new strategic projects.
- 2.4. Departments have also submitted proposals for new projects in 2020/21 which is the new 5th year of the programme. Projects have been assessed along similar lines to previous years with only those regarded as a high priority being included in the programme.

- 2.5. The proposed capital programme is detailed in the attached Appendix A showing the forecast expenditure and income over the five year period.

3. PRIORITIES

- 3.1. The Executive Board has recently adopted the Corporate Strategy for 2015-2020 setting out the Authority's strategic priorities and aspirations and its overarching themes and core values.
- 3.2. The Corporate Strategy and subsequent Business Plans are key to being able to develop the Medium Term Financial Plan and the vision for Carmarthenshire.
- 3.3. The proposed capital programme is £221m over the 5 years, and is aimed at delivering a number of key projects that will create jobs and improve the quality of life for the people of Carmarthenshire, with the key investment headings being:

	£m
Schools	75
Housing	11
Lesiure	25
Regeneration	34
Environment	47

4. FUNDING

- 4.1. The provisional settlement that has recently been received from the WG indicates capital funding of £9.406m for the Authority in 2016-17. This is made up of Supported Borrowing of £5.848m and General Capital Grant of £3.558m. This means a small increase in funding of £36k or 0.4% compared to the current financial year 2015-16. This increase is the same when compared to the indicative figure assumed in the forecast funding for 2016-17 as approved by County Council in February 2015. In the absence of any forward indications by WG this level of funding has been assumed for each year of the five year programme.
- 4.2. As a consequence of the settlement the Outcome Agreement Grant (OAG) has been transferred into the Revenue Support Grant (RSG) and is therefore no longer linked to performance. This means that the funding is now secured within the RSG but there is an impact on the capital programme as it will not be available for the last three years of the programme 2018/19, 2019/20 and 2020/21. Funding of £1.328m per year is still included for 2016/17 and 2017/18 under the previous OAG regime.
- 4.3. The level of capital receipts funding included within the programme has been revised in line with latest estimates. General capital receipts of £13.585m are forecast over the 5 year period together with earmarked Education receipts from the sale of school buildings at £677k. The level of receipts is continually monitored during the year and may require future capital programmes to be adjusted if there is a shortfall.

- 4.4. Earmarked reserves were approved as part of last year's report and were included as funding for the current capital programme. Additional funding of some £20.375m has now been identified and allocated within the new proposed programme, which allows the inclusion of the new strategic projects that have been submitted by Departments. In total some £33.865m of reserve funding is included over the five years of the programme as set out in this report.
- 4.5. Within the Modernising Education Programme (MEP) additional resources have been approved in recent years for the Band A 21st Century Schools projects. This had arisen as the WG had asked Authorities to bring forward their Band A projects for completion by 2018/19. This investment includes supported borrowing, earmarked reserves and capital receipts and is part of the County Council's 50% contribution towards the Band A projects with the balance coming from the WG. The Authority will need to monitor closely the development of this programme in order to ensure that funding is available to cover the projects as they are committed.

5. CAPITAL PROGRAMME 2016/17 TO 2020/21

- 5.1. When the capital programme was approved it was fully funded by the end of the 5 years but showed a shortfall in two of the intervening years, 2017/18 and 2018/19. The programme has since been reviewed and new proposals have been submitted by Departments.
- 5.2. The review looked at both the existing projects and the new proposals put forward and the revised capital programme is set out within the report for consideration.

Community Services

- 5.3. Within Community Services the main addition to the existing programme is the Llanelli Leisure Centre Development with an estimated cost of £16.5m. Part of the funding could potentially be met from within the Llanelli Waterside Joint Venture (subject to Welsh Government agreement and sale of certain development sites).
- 5.4. Other new projects in Communities include the track resurfacing and safety fencing at the Carmarthen Park Velodrome £286k (16/17) and the dredging of Burry Port Harbour £400k (16/17). A new Cycle Track at Pembrey Country Park £500k (16/17) is also included, together with the Carmarthen Archive Relocation £2m (17/18).
- 5.5. There has also been a reprofiling of the Social Care Llanelli Area Review project which previously showed a budget of £7m in 2016/17. The latest forecast is a spend of £1.5m in 2016/17 with a slippage of £5.5m to 2017/18.
- 5.6. In 2020/21 within Private Sector Housing, funding is provided for Disabled Facility Grants £2m and Emergency Repairs Assistance £200k, while in Leisure the Rights of Way Improvement Programme is allocated £50k.

Environment

- 5.7. In the Environment programme a new project is included in 2016/17 for the Pantyglyn Retaining Wall and Culvert £500k. Urgent works are required due to the poor condition of the wall and culvert.
- 5.8. A number of new proposals for the 2020/21 year have been included. Some of these are a continuation of existing rolling programmes of work such as Highway Improvements/ Bridge Maintenance £500k, Coastal Defence £300k and Road Safety Improvement £250k.
- 5.9. There is also further funding allocated in 2020/21 to existing projects such as the Cross Hands Economic Link Road Phase 2 with £300k CCC funding and the Tywi Valley Transport Corridor Concept £500k CCC funding.

Education and Children

- 5.10. In the Education and Children capital programme the MEP includes the final elements of the Dinefwr transformation and the Band A 21st Century Schools improvement programme. The programme has been reprofiled to reflect updated costs and the phasing of work. A new scheme has also been included for the proposed school in Carmarthen West £7.5m (18/19 to 20/21) which is funded by Welsh Government grant and Developer contributions.
- 5.11. Further funding has also been allocated in 2020/21 for the next stage of the 21st Century Schools improvement programme. The Band B projects have been allocated County Council funding of £5m and it has been assumed that WG will provide 50% as is the case with Band A, although this is yet to be confirmed.
- 5.12. In 2020/21 a new scheme has been included for the upgrade of dormitory/bathrooms and school facilities at the Rhydygors school site in Carmarthen £500k.

Chief Executive and Corporate Services

- 5.13. In the Chief Executive and Corporate Services programme, which now includes Economic Development, new proposals have been included in earlier years including the redevelopment of the Glanamman Industrial Estate £1m (16/17), the Rural Enterprise Fund £2m CCC (16/17 and 17/18) for the development of new and existing commercial buildings and the Transformation Commercial Property Development Fund £3m CCC (16/17 and 17/18) for the acquisition and development of key strategic buildings.
- 5.14. Additional funding has also been included in 2016/17 for the existing Cross Hands East employment site £1.1m, Llanelli Market renewal works £300k and East Gate fit-out £114k.

5.15. Funding has also been allocated in 2020/21 for the continuation of ongoing schemes such as IT Strategy Developments £250k, Capitalised Maintenance £3m and the Transformation Strategy Project Fund £1.5m.

6. SUMMARY

The table below shows an overall summary of the expenditure and its funding both by County Council and externally.

Capital Programme Summary

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
<u>Expenditure</u>					
Community Services	8,786	19,050	10,800	2,300	2,300
Environment	14,851	10,641	7,720	8,680	5,985
Education & Children	18,856	24,273	12,748	3,911	15,000
Chief Executive and Corporate Services	16,969	15,055	8,025	7,750	7,750
Total Expenditure	59,462	69,019	39,293	22,641	31,035
<u>Funding</u>					
External Funding	19,836	26,292	19,081	9,475	16,275
Net Expenditure Funded by CCC	39,626	42,727	20,212	13,166	14,760
<u>CCC Funding</u>					
Supported Borrowing	5,848	5,848	5,848	5,848	5,848
Unsupported Borrowing	0	4,500	0	0	0
General Capital Grant	3,558	3,558	3,558	3,558	3,558
Capital Receipts	4,509	2,538	3,076	1,962	1,500
Capital Reserves	11,307	13,446	3,047	0	817
Outcome Agreement Grant	1,328	1,328	0	0	0
Additional Borrowing - MEP	0	886	2,183	1,868	0
Prudential Borrowing - Fleet Replacement	3,689	2,521	0	0	0
Prudential Borrowing – 21 st Century Schools	5,600	2,311	0	0	0
MEP Revenue Contribution/Cap Receipts	1,971	3,791	0	163	0
Joint Venture Funding Llanelli Leisure Centre	0	2,000	2,500	0	0
Carmarthen West New Road	1,816	0	0	0	0
Funding Carried Forward	0	0	0	-233	233
Overall Net Position - Surplus (+)/Deficit (-)	0	0	0	0	-2,804

- 6.1. To summarise the overall position, the capital programme is funded for the first 4 years from 2016/17 to 2019/20. There is currently a shortfall of £2.804m in the final year of the programme 2020/21.
- 6.2. The total cost of the programme is £221.450m which is funded by the County Council £127.687m and External Funding £90.959m, leaving the shortfall of £2.804m..
- 6.3. The full detail of the proposed capital programme for the five year period 2016/17 to 2020/21 is attached in Appendix A.

7. REVENUE IMPLICATIONS

- 7.1. No revenue implications have been validated within the revenue budget and if funding is required, Departments will need to find resources from within their existing budgets.

8. RECOMMENDATIONS

- 8.1. That Executive Board notes the content of this report and endorses it as a provisional capital programme for consultation purposes.

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Five Year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

Capital Programme

COUNCIL FUND	County			County			County			County			County		
	Council Funding 2016/17 £'000	External Funding 2016/17 £'000	Total Scheme 2016/17 £'000	Council Funding 2017/18 £'000	External Funding 2017/18 £'000	Total Scheme 2017/18 £'000	Council Funding 2018/19 £'000	External Funding 2018/19 £'000	Total Scheme 2018/19 £'000	Council Funding 2019/20 £'000	External Funding 2019/20 £'000	Total Scheme 2019/20 £'000	Council Funding 2020/21 £'000	External Funding 2020/21 £'000	Total Scheme 2020/21 £'000
COMMUNITY SERVICES															
Private Sector Housing															
Disabled Facility Grants	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
Emergency Repairs Assistance	250	0	250	250	0	250	200	0	200	200	0	200	200	0	200
Social Care															
Llanelli Area Review	1,500	0	1,500	5,500	0	5,500	0	0	0	0	0	0	0	0	0
Leisure															
Sports & Leisure															
Llanelli Leisure Centre	0	0	0	6,000	2,000	8,000	6,000	2,500	8,500	0	0	0	0	0	0
Parks & Countryside															
Rights of Way Improvement Programme	50	50	100	50	50	100	50	50	100	50	50	100	50	50	100
Rights of Way Bridge Strengthening Programme	250	250	500	200	200	400	0	0	0	0	0	0	0	0	0
Strategic Open Spaces - site development and linkages	0	0	0	400	400	800	0	0	0	0	0	0	0	0	0
Pembrey Country Park - strategic infrastructure development	250	750	1,000	0	0	0	0	0	0	0	0	0	0	0	0
Carmarthen Park Velodrome	286	0	286	0	0	0	0	0	0	0	0	0	0	0	0
Burry Port Harbour	400	0	400	0	0	0	0	0	0	0	0	0	0	0	0
Cycle track at Pembrey	500	0	500	0	0	0	0	0	0	0	0	0	0	0	0
Arts & Culture															
Oriel Myrddin Gallery Redevelopment, Carmarthen	250	500	750	0	0	0	0	0	0	0	0	0	0	0	0
Libraries & Museums															
Carmarthenshire County Museum Abergwili	500	1,000	1,500	0	0	0	0	0	0	0	0	0	0	0	0
Carmarthenshire Archive Relocation	0	0	0	2,000	0	2,000	0	0	0	0	0	0	0	0	0
Total Community Services	6,236	2,550	8,786	16,400	2,650	19,050	8,250	2,550	10,800	2,250	50	2,300	2,250	50	2,300

Five Year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

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Capital Programme

COUNCIL FUND	County	County	County	County	County	County	County	County	County	County	County	County	County	County	County
	Council Funding 2016/17 £'000	External Funding 2016/17 £'000	Total Scheme 2016/17 £'000	Council Funding 2017/18 £'000	External Funding 2017/18 £'000	Total Scheme 2017/18 £'000	Council Funding 2018/19 £'000	External Funding 2018/19 £'000	Total Scheme 2018/19 £'000	Council Funding 2019/20 £'000	External Funding 2019/20 £'000	Total Scheme 2019/20 £'000	Council Funding 2020/21 £'000	External Funding 2020/21 £'000	Total Scheme 2020/21 £'000
ENVIRONMENT															
Street Scene															
Highway Improvements Plus Bridge Strengthening	500	0	500	500	0	500	500	0	500	500	0	500	500	0	500
Street Lighting Replacement & Upgrade	360	0	360	360	0	360	360	0	360	0	0	0	0	0	0
Street Lighting - LED Lanterns	950	0	950	0	0	0	0	0	0	0	0	0	0	0	0
Coastal Defence	350	0	350	300	0	300	300	0	300	300	0	300	300	0	300
Pantyglyn Retaining Wall & Culvert	500	0	500	0	0	0	0	0	0	0	0	0	0	0	0
Transportation															
Multi Storey Car Park, Llanelli	50	0	50	50	0	50	60	0	60	60	0	60	60	0	60
Road Safety Improvement Schemes	250	0	250	250	0	250	250	0	250	250	0	250	250	0	250
Cross Hands Economic Link Road Phase 3	50	1,750	1,800	75	2,425	2,500	0	3,000	3,000	1,750	1,750	3,500	300	1,200	1,500
Tywi Valley Transport Corridor Concept	25	725	750	25	975	1,000	0	1,000	1,000	500	1,000	1,500	500	1,000	1,500
Ammanford Distributor Road Phase 3	0	0	0	0	0	0	0	100	100	100	400	500	150	350	500
Llanelli Rail Station	0	0	0	25	475	500	0	0	0	0	0	0	0	0	0
Walking & Cycling Linkages	25	725	750	25	725	750	25	725	750	125	875	1,000	125	875	1,000
Transport Interchange & Bus Corridor Improvements	0	200	200	0	200	200	0	200	200	20	200	220	0	0	0
Safe Routes in the Communities	25	225	250	25	225	250	0	250	250	25	225	250	25	225	250
Wind St/Tirydail Junction Ammanford	25	850	875	100	900	1,000	25	325	350	0	0	0	0	0	0
A4138 Hendy Link Road	0	0	0	25	225	250	25	475	500	100	400	500	25	0	25
Highway Junction Improvements/Signals Upgrade	0	0	0	25	75	100	25	75	100	25	75	100	25	75	100
Carmarthen West New Road - Developer Contribution	1,816	1,761	3,577	0	110	110	0	0	0	0	0	0	0	0	0
Fleet Replacement - Prudential Borrowing	3,689	0	3,689	2,521	0	2,521	0	0	0	0	0	0	0	0	0
Total Environment	8,615	6,236	14,851	4,306	6,335	10,641	1,570	6,150	7,720	3,755	4,925	8,680	2,260	3,725	5,985

Five Year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

Capital Programme

COUNCIL FUND	County			County			County			County			County		
	Council Funding 2016/17 £'000	External Funding 2016/17 £'000	Total Scheme 2016/17 £'000	Council Funding 2017/18 £'000	External Funding 2017/18 £'000	Total Scheme 2017/18 £'000	Council Funding 2018/19 £'000	External Funding 2018/19 £'000	Total Scheme 2018/19 £'000	Council Funding 2019/20 £'000	External Funding 2019/20 £'000	Total Scheme 2019/20 £'000	Council Funding 2020/21 £'000	External Funding 2020/21 £'000	Total Scheme 2020/21 £'000
EDUCATION & CHILDREN															
Modernising Education Programme															
Ffwrnes - Replacement Building	20	0	20	0	0	0	0	0	0	0	0	0	0	0	0
Dinefwr - Dyffryn Aman / Maes Y	849	0	849	0	0	0	0	0	0	0	0	0	0	0	0
Gwendraeth / Bro Dinefwr															
Ysgol Carreg Hirfaen	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Burry Port - New School	75	0	75	0	0	0	0	0	0	0	0	0	0	0	0
Coedcae Phase 1	1,585	0	1,585	100	0	100	0	0	0	0	0	0	0	0	0
Seaside - New School	3,250	0	3,250	3,679	1,352	5,031	163	87	250	0	0	0	0	0	0
Strade Phase 1	246	0	246	0	0	0	0	0	0	0	0	0	0	0	0
Llanelli Vocational Village	40	0	40	0	0	0	0	0	0	0	0	0	0	0	0
Trimsaran	1,044	2,600	3,644	1,120	800	1,920	100	0	100	0	0	0	0	0	0
Cwm Tywi - New Area Primary School	553	813	1,366	915	915	1,830	273	272	545	0	0	0	0	0	0
St John Lloyd Phase 1	193	1,107	1,300	404	692	1,096	137	213	350	0	0	0	0	0	0
Ammanford Primary - Major Development	100	0	100	3,120	4,120	7,240	3,063	3,380	6,443	1,031	0	1,031	0	0	0
Llandeilo A	100	0	100	597	1,598	2,195	1,131	1,429	2,560	1,000	0	1,000	0	0	0
Parc Y Tywyn	5,000	0	5,000	2,861	2,000	4,861	500	500	1,000	0	0	0	0	0	0
Carmarthen West New School	0	0	0	0	0	0	0	1,500	1,500	0	1,500	1,500	0	4,500	4,500
Ysgol Llangennech Infants - Double Mobile	110	0	110	0	0	0	0	0	0	0	0	0	0	0	0
Heol Goffa Hydro Pool	0	700	700	0	0	0	0	0	0	0	0	0	0	0	0
Provisions Expenditure	271	0	271	0	0	0	0	0	0	0	0	0	0	0	0
22nd Century Schools Band B	0	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000	10,000
Llwynhendy Pupil Referral Unit	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Rhydygors School Refurbishment	0	0	0	0	0	0	0	0	0	0	0	0	500	0	500
Catering															
Ysgol Griffith Jones Kitchen Refurbishment	0	0	0	0	0	0	0	0	0	130	0	130	0	0	0
Emlyn Comprehensive Kitchen Refurbishment	0	0	0	0	0	0	0	0	0	150	0	150	0	0	0
Brynsarthen Kitchen Refurbishment	0	0	0	0	0	0	0	0	0	100	0	100	0	0	0
Total Education & Children	13,636	5,220	18,856	12,796	11,477	24,273	5,367	7,381	12,748	2,411	1,500	3,911	5,500	9,500	15,000

Five Year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

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Capital Programme

COUNCIL FUND	County 2016/17			County 2017/18			County 2018/19			County 2019/20			County 2020/21		
	Council Funding £'000	External Funding £'000	Total Scheme £'000	Council Funding £'000	External Funding £'000	Total Scheme £'000	Council Funding £'000	External Funding £'000	Total Scheme £'000	Council Funding £'000	External Funding £'000	Total Scheme £'000	Council Funding £'000	External Funding £'000	Total Scheme £'000
CHIEF EXECUTIVE & CORPORATE SERVICES															
IT Strategy Developments															
Enhancements to County Backbone Network	200	0	200	200	0	200	200	0	200	0	0	0	0	0	0
Public Sector Broadband Aggregation	150	0	150	0	0	0	0	0	0	0	0	0	0	0	0
Licence Management	50	0	50	50	0	50	50	0	50	0	0	0	0	0	0
E Government / Service Transformation Developments	75	0	75	75	0	75	75	0	75	0	0	0	0	0	0
IT Security Provision	50	0	50	50	0	50	50	0	50	0	0	0	0	0	0
Systems Consolidation	50	0	50	50	0	50	50	0	50	0	0	0	0	0	0
Mobile Developments	50	0	50	50	0	50	50	0	50	0	0	0	0	0	0
Applications Interfacing	50	0	50	50	0	50	50	0	50	0	0	0	0	0	0
Virtual Unix Replacement	200	0	200	200	0	200	0	0	0	0	0	0	0	0	0
I/O Virtualisation	0	0	0	200	0	200	0	0	0	0	0	0	0	0	0
IT Strategy Developments	0	0	0	0	0	0	0	0	0	250	0	250	250	0	250
Corporate Property															
Capital Maintenance	3,250	0	3,250	3,250	0	3,250	3,000	0	3,000	3,000	0	3,000	3,000	0	3,000
County Farms - Farm houses & Outbuildings	300	0	300	300	0	300	0	0	0	0	0	0	0	0	0
St Davids Park	0	0	0	750	0	750	0	0	0	0	0	0	0	0	0
Glanamman Industrial Estate Redevelopment	1,000	0	1,000	0	0	0	0	0	0	0	0	0	0	0	0
Llanelli Market	300	0	300	0	0	0	0	0	0	0	0	0	0	0	0
East Gate Fit Out	114	0	114	0	0	0	0	0	0	0	0	0	0	0	0
Regeneration															
Transformation Strategy Project Fund	1,500	3,000	4,500	1,500	3,000	4,500	1,500	3,000	4,500	1,500	3,000	4,500	1,500	3,000	4,500
Rural Enterprise Fund	1,000	1,000	2,000	1,000	1,000	2,000	0	0	0	0	0	0	0	0	0
Cross Hands East Phase 2	1,100	0	1,100	0	0	0	0	0	0	0	0	0	0	0	0
Pembrey Peninsula Study	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Llanelli Regeneration Plan	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0
Transformation Commercial Property Development Fund	1,500	1,830	3,330	1,500	1,830	3,330	0	0	0	0	0	0	0	0	0

Five Year Capital Programme 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21

Capital Programme

COUNCIL FUND	County	External	Total	County	External	Total	County	External	Total	County	External	Total	County	External	Total
	Council			Council			Council			Council			Council		
	Funding	Funding	Scheme	Funding	Funding	Scheme	Funding	Funding	Scheme	Funding	Funding	Scheme	Funding	Funding	Scheme
	2016/17	2016/17	2016/17	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20	2019/20	2019/20	2020/21	2020/21	2020/21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total Chief Executive & Corporate Services	11,139	5,830	16,969	9,225	5,830	15,055	5,025	3,000	8,025	4,750	3,000	7,750	4,750	3,000	7,750
TOTAL COUNCIL FUND	39,626	19,836	59,462	42,727	26,292	69,019	20,212	19,081	39,293	13,166	9,475	22,641	14,760	16,275	31,035
County Council Funding															
Supported borrowing	5,848			5,848			5,848			5,848			5,848		
Unsupported borrowing	0			4,500			0			0			0		
General Capital Grants	3,558			3,558			3,558			3,558			3,558		
Capital Receipts	4,509			2,538			3,076			1,962			1,500		
Reserves	11,307			13,446			3,047			0			817		
Outcome Agreement Grant (Allocated not yet secured)	1,328			1,328			0			0			0		
Additional Borrowing MEP	0			886			2,183			1,868			0		
Joint Venture Funding Llanelli Leisure Centre	0			2,000			2,500			0			0		
Education Revenue/Reserve Contribution	1,633			3,615			0			0			0		
Education Capital Receipts	338			176			0			163			0		
Prudential Borrowing - Fleet Replacement	3,689			2,521			0			0			0		
Prudential Borrowing - 21st Century															
Schools LGBT	5,600			2,311			0			0			0		
Carmarthen West New Road	1,816			0			0			0			0		
Funding Carried Fwd										-233			233		
Total County Council Funding	39,626			42,727			20,212			13,166			11,956		
Net Position	0			0			0			0			-2,804		

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EXECUTIVE BOARD 4TH JANUARY 2016

CAR SALARY SACRIFICE SCHEME

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the Board approve the following:

- i. That the Car Salary Sacrifice scheme be offered to all eligible employees within the Authority.
- ii. The procurement process to continue on implementing the Car Salary Sacrifice Scheme, with a view to the scheme starting in 2016.

REASONS:

To update the Executive Board with an amendment to the previously agreed Executive Board report of the 15th June 2015.

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins

Directorate: Corporate Services

Name of Director: Chris Moore

Report Authors: Chris Moore

Emma Powell

Designations:

Director of Corporate Services

Director of Corporate Services

Technical Accountant

E Mail Addresses:

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**EXECUTIVE SUMMARY
EXECUTIVE BOARD
4TH JANUARY 2016**

CAR SALARY SACRIFICE SCHEME

The purpose of this report is to update Members on the implementation of the Car Salary Sacrifice scheme, which was approved as part of a report to Executive Board on the 15th June 2015. The report included the following recommendation:

That the Car Salary Sacrifice scheme be offered initially on a pilot for one year to the same employees who would have been eligible for either the Assisted Car Purchase or Car Contract Hire Schemes, therefore completing a minimum of 1,000 business miles. Following the results of the pilot, that the scheme be reconsidered to assess whether it can be widened to include all eligible employees within the Authority.

Following further investigation and discussions with an external scheme advisor, upon advice, this recommendation has been amended, and it is now proposed that the scheme be opened to all eligible employees within 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: 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

1. FINANCE

The introduction of the Salary Sacrifice scheme will result in Employer Contribution costs savings of £30k pa which is included in 2016-17 budgetary efficiencies

CONSULTATIONS

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

Signed: Chris Moore

Director of Corporate Services

1. Local Member(s) - Not applicable

2. Community / Town Council – Not applicable

3. Relevant Partners - Not applicable

4. Staff Side Representatives and other Organisations – Meeting of Corporate Employees Relations Forum (CERF) on 17th April 2015.

**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

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REPORT OF DIRECTOR OF CORPORATE SERVICES

Preliminary Executive Board

14th December 2015

CAR SALARY SACRIFICE SCHEME

DIRECTOR & DESIGNATION.	DIRECTORATE	TELEPHONE NO.
C Moore, Director of Corporate Services	Corporate Services	01267 224160
AUTHOR & DESIGNATION	DIRECTORATE	TELEPHONE NO
C Moore, Director of Corporate Services / E Powell, Technical Accountant	Corporate Services	01267 224160

1. PURPOSE OF REPORT

The purpose of this report is to update Members on the implementation of the Car Salary Sacrifice scheme, which was approved as part of a report to Executive Board on the 15th June 2015.

Members will recall that one of the benefits of the Car Salary Sacrifice scheme was that the scheme would encourage employees to choose lower CO2 banded cars, which reduces the County's carbon footprint and supports our strategic commitment.

However the report included the following recommendation:

- 1.1.** That the Car Salary Sacrifice scheme be offered initially on a pilot for one year to the same employees who would have been eligible for either the Assisted Car Purchase or Car Contract Hire Schemes, therefore completing a minimum of 1,000 business miles. Following the results of the pilot, that the scheme be reconsidered to assess whether it can be widened to include all eligible employees within the Authority.

Following further investigation and discussions with an external scheme advisor, upon advice, this recommendation has been amended, and it is now proposed that the scheme be opened to all eligible employees within the Authority.

2. CAR SALARY SACRIFICE

- 2.1.** As a consequence of advancing the procurement process, advice has been received that it is better not to tender on a pilot basis, but implement the scheme to include all eligible employees.
- 2.2.** Concerns were raised that due to the reduced number of eligible employees on a pilot scheme, some providers will not see the Authority as a worthwhile opportunity and refuse to tender.
- 2.3.** Furthermore, with likely translation and IT development costs associated with the Authority's Welsh Language Standards, providers may take a commercial view that the number of eligible employees on a pilot scheme is not great enough to warrant this expenditure.
- 2.4.** The same commercial view would be considered for the costs associated with marketing the scheme, in particular to run launch road shows at multiple locations within the Authority.
- 2.5.** Given that the decision to approve the scheme by Executive Board in June 2015 set a policy in relation to this issue, the Legal department have advised that full Executive Board approval is needed to amend this recommendation.
- 2.6.** We are aware that Central Government are monitoring the growth of salary sacrifice schemes.

3. CONCLUSION

3.1. Car Salary Sacrifice Scheme:

- 3.1.1.** Recognising the need to make savings in the current financial climate and the pressures we face to reduce our CO2 emissions in line with the Government's Green Agenda, we should offer the Car Salary Sacrifice scheme to all eligible employees within the Authority.

4. RECOMMENDATIONS

4.1. That the Executive Board approve the following:

4.1.1. That the Car Salary Sacrifice scheme be offered to all eligible employees within the Authority.

4.1.2. The procurement process to continue on implementing the Car Salary Sacrifice Scheme, with a view to the scheme starting in 2016.

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EXECUTIVE BOARD DATE: 4TH JANUARY, 2016

REVIEW OF STATEMENT OF LICENSING POLICY (Licensing Act 2003)

Recommendations/Key Decisions Required:

A summary of the consultation responses is attached.

It is recommended that:-

- The amended Statement of Licensing Policy be approved.
- The existing Cumulative Impact Policy be retained for Station Road Llanelli as detailed in section 10 of the attached policy.
- Further evidence be gathered in relation to the possible adoption of a Cumulative Impact Policy for Lammas Street, Carmarthen as a result of responses to the consultation exercise.

Reasons:

- The attached revised Licensing Policy document reflects the results of the consultation and review process.
- Sufficient evidence has been provided to justify retaining a Cumulative Impact Policy in respect of Station Road Llanelli.
- The consultation responses justify formulating specific proposals for the adoption of a Cumulative Impact Policy in respect of Lammas Street, Carmarthen and undertaking a further consultation exercise to look specifically at whether such a cumulative impact policy should be adopted.

Relevant Scrutiny Committee to be consulted: YES – Environmental & Public Protection Scrutiny Committee – 11th December, 2015

Scrutiny Committee Recommendations/Comments:

The Committee RESOLVED that:

- The report be received.
- The amended Statement of Licensing Policy be approved for consideration by the Executive Board.
- The existing Cumulative Impact Policy be retained for Station Road Llanelli as detailed in Section 10 of the attached policy.
- Further evidence be gathered in relation to the possible adoption of a Cumulative Impact Policy for Lammas Street, Carmarthen as a result of responses to the consultation exercise.

Exec Board Decision Required

YES – 4th January, 2016

Council Decision Required

YES - 10th February, 2016

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Jim Jones

Directorate Department for Communities

Designations:

Tel. 01267 228960

Name of Head of Service: Robin Staines

Head of Housing and Public Protection

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Report Author: Emyr Jones

Principal Licensing Officer

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EXECUTIVE SUMMARY
EXECUTIVE BOARD
DATE: 4TH JANUARY, 2016

REVIEW OF STATEMENT OF LICENSING POLICY

The current Licensing Policy was adopted by the authority in January 2011 and the Cumulative Impact Policy (CIP) in respect of Station Road, Llanelli in 2012. Legislation currently requires the Licensing Policy to be reviewed at least every five years to ensure that it reflects feedback from the local community that the statutory objectives are being met.

Since the current Licensing Policy was last reviewed, there have been a large number of amendments to the Licensing Act 2003. The authority's licensing section, in conjunction with the council's legal department have reviewed the policy document in light of these amendments, revised government guidance and recent case law. These statutory changes have been incorporated into the attached Policy document. The authority also hosted a collaboration meeting to discuss the review to local licensing policies with representatives of the local health board, Pembrokeshire and Ceredigion licensing authorities.

The key changes to the legislation include :-

- Making the local health board and the licensing section responsible authorities.
- Removing the test of vicinity for persons wishing to make representations.
- Deregulation of some types of entertainment under certain circumstances.
- Revisions to mandatory licence conditions.

As part of the review, the authority is required to undertake a consultation exercise aimed at responsible authorities, local residents, businesses, existing licence holders and their representatives, to ensure that their views can be formally considered by the Authority. The responsible authorities include, The Licensing Authority, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service, Trading Standards, Environmental Health (Public Health Section), Planning Authority, Health and Safety Authority, Children Services, Local Health Board.

The consultation began on the 7th of July and finished on the 13th of September 2015.

Approximately two thousand individuals and organisations, including licence holders and their representatives, town and community councils, members of parliament, assembly members, county councillors, council departments and responsible authorities received consultation documents.

On this occasion the survey was undertaken using the iLocal consultation facility on the Council's web site. This enabled the majority of consultees to be contacted via e-mail, thus reducing the cost whilst increasing the accessibility of the consultation. A total of 89 responses were received.

The following is a brief summary of the key consultation responses :-

Responsible Authority Responses.

Dyfed Powys Police

- Noticeable increase in alcohol related crime and disorder as well as anti social behaviour in Lammas Street, Carmarthen, linked to the late night economy. Cumulative Impact Policy should be adopted for the street.
- Station Road , Llanelli continues to be an area identified with the highest number of alcohol related crime and disorder as well as alcohol related anti social behaviour in Carmarthenshire. The existing cumulative impact policy should be retained for the street.

Hywel Dda University Health Board.

- Support for the adoption of a Cumulative Impact Policy where there is evidence that an area is saturated with licensed premises and alcohol related problems.
- The Policy should be amended to include specific reference to the use of new psychoactive substances.

Public Health Services

- Applications for premises licences should be accompanied by a risk assessment detailing how the applicant intends to promote the licensing objectives or a statement indicating why an assessment is not needed.
- The usefulness of multi agency meetings to respond to problem premises.

Other Consultation Responses

- Ann Street, Llanelli and Nott square Carmarthen highlighted as Hot Spots of alcohol related crime and disorder.
- Strong support for the retention of the existing Hot Spot areas listed within the Policy.
- Strong support for the retention of the existing cumulative impact policy for Station Road Llanelli.
- Consideration should be given to adopting a Cumulative Impact Policy for all or part of Carmarthen town centre.
- Support for the policy to encourage events and businesses which do not undermine the licensing objectives.
- Slight overall support for maintaining the current policy not to limit permitted hours in certain parts of the County.

A revised licensing policy document, incorporating amendments to reflect the relevant consultation responses is attached. Once approved by full council the revised Statement of Licensing Policy will come into effect when it is then published.

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: Robin Staines

Head of Housing and Public Protection

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

1. Policy, Crime & Disorder and Equalities

The proposed amendments to the Licensing Policy promote the prevention of crime and disorder. The Policy complies with the Authority's duty under section 17 of the Crime and Disorder Act.

An Equalities impact assessment has been undertaken and no negative impacts have been identified.

2. Legal

Legal services are satisfied that the proposed amendments comply with the Licensing Act 2003 and the statutory guidance issued by the Secretary of State. It will be necessary to undertake a further period of public consultation in respect of the proposed Cumulative Impact Policy for Lammas Street in order to comply with the authority's legal duty to consult on that specific proposal.

CONSULTATIONS

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

Signed: Robin Staines

Head of Housing and Public Protection

1. Scrutiny Committee

The Environmental and Public Protection Scrutiny Committee was consulted on 11th December, 2015.

2. Local Member(s)

Local Members were consulted through correspondence.

3. Community / Town Council

Town and Community Councils were consulted through correspondence.

4. Relevant Partners

Relevant partners were consulted through correspondence and consultation meetings.

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
Consultation Responses	Review of Licensing Policy 2015	3, Spilman Street, Carmarthen
Home Office Guidance	Review of Licensing Policy 2015	3, Spilman Street, Carmarthen

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CARMARTHENSHIRE COUNTY COUNCIL



Licensing Policy CONSULTATION REPORT

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CARMARTHENSHIRE COUNTY COUNCIL

Licensing Policy CONSULTATION

INTRODUCTION & CONTEXT

On a periodic basis – at least once every five years – the local authority is legally required to review its Licensing Policy under the Licensing Act 2003 to ensure fitness for purpose. Consultation is an intrinsic part of this process: the policy must be responsive to local needs, it should take under advisement comments from myriad stakeholders and seek evidence that will help evaluate progress against its statutory objectives.

To this end, a ten week consultation (July 7th to September 13th 2015) was held to garner views from a wide range of organisations and individuals with an interest in licensing matters.

This report, incorporating the results of the public consultation and the authority's response in summary form, will go to both the Licensing Committee and Environmental & Public Protection Scrutiny Committee mid-November and then to the Executive Board for a decision before the month ends.

This report:

- 1) Outlines the approach and consultation methods deployed;
 - 2) Summarises results and key findings;
 - 3) Considers free-text responses from residents, license holders, organisations and town and community councils in a summary matrix table;
 - 4) Provides a short summary
-

1) OUTLINE OF APPROACH AND CONSULTATION METHODS

A mixed-methods approach to ascertaining views on Carmarthenshire's Licensing Policy was employed to gather quantitative and qualitative data for analytical and evaluative purposes. Specifically, the consultation focused on (i) identifying locations where alcohol-related problems (including ASB, littering and noise pollution) were perceived to be a serious issue and (ii) the effectiveness of the existing Cumulative Impact Policy and hot spot areas. Participants were also asked how the Policy could be used to further support the hospitality and leisure industry in Carmarthenshire.

In accordance with the Licensing Act 2003, a number of statutory consultees were engaged throughout the consultation. This included:

- the chief officer of police
- the fire authority
- persons/bodies representative of local premises licence holders
- persons/bodies representative of local club premises certificate holders
- persons/bodies representative of local personal licences
- persons/bodies representative of businesses and residents in the area

More generally, the following mechanisms and consultation channels were utilised:

Publicity

The consultation was publicised through the Council's press office, through means including: press releases; article in Carmarthenshire News; information on the Council's website; online consultation portal (hosted on iLocal) and through social media feeds.

Carmarthenshire Citizens' Panel & 50+ Forum

Carmarthenshire's Citizens' Panel (a representative group comprising c. 600 members) – and 50+ Forum (2400 members aged 50 plus) are a useful barometer of public opinion and are regularly consulted on Council services. Information was disseminated electronically to members on email: c. 230 Citizens' Panel and c. 550 50+ members.

Workshop

The September 3rd licensing committee was used as an opportunity to run a short workshop session with members. Facilitated by Emyr Jones, members were issued paper copies of the survey and taken through each question in turn.

Survey

Surveys are a cost-effective method for finding out stakeholders' views and can be administered in a variety of different ways. An electronic and paper survey was thus selected as the principal method for gathering data. The survey contained a number of fixed-response (closed) and free-response (open) questions. Furthermore, the survey encouraged respondents to upload/attach evidence to support their submission.

The on-line survey was made available through Carmarthenshire County Council's iLocal consultation portal. In addition to listed statutory consultees, links to the survey were circulated to members of the Citizens Panel, 50+ Forum, Equality Carmarthenshire and Youth Council; county councillors and town and community councils, license holders, licensing solicitors, MPs, AMs and the Police and Crime Commissioner. Taken as a whole, consultation invites were sent to over 1900 individuals and organisations (excluding Carmarthenshire News recipients).

The consultation exercise resulted in **89 submissions**, covering a wide section of the community. Over a third of responses received were from members of the public. Of the 88 respondents who answered the demographic question, 33 (38%) responses were from individual members of the public,¹ 17 (19%) from a body/person representing the public and 15 (17%) were a premises licence holder. A full breakdown is tabulated overleaf. Considering all responses, 22% of responses were received from premises/households in SA15, 13% in both SA14 and SA18, 10% in SA31 and SA33, 9% in SA17 and 7% in SA32, reflecting the clustering of premises in Carmarthenshire's three main population centres: Ammanford,

¹ The demographic profile of respondents is as follows. Ethnicity: all respondents described themselves white. Age:, 6% were under 25, 28% were 35-44, 28% 45-54, 12% 55-64, 25% 65-74, (age cohorts with no responses are not listed). Gender: 47% female, 50% male, 3% preferring not to say (PNTS). Disability: 6% yes, 94% no. Religion or belief: 56% held a religion or belief, 38% did not and 6% PNTS. Sexual orientation: 87% heterosexual, 1% lesbian, gay or bisexual, with 10% PNTS.

Carmarthen and Llanelli. Other postcodes either had fewer than 5% of responses or did not attract a response.

Are you responding as a...	
Premises licence holder	15 (17%)
Personal licence holder	10 (11%)
Club premises certificate holder	5 (6%)
Member of the Public	33 (38%)
Local business	-
Body representing licence holders / clubs	-
Body/ Person representing members of the Public (e.g. County councillors; Town & Community Council)	17 (19%)
Other Organisation or Group	8 (9%)

Proper weight has been given to the views of all those consulted and, in particular, 'due regard' given to free text (literal) responses.

Other

Carmarthenshire's Licensing department also met with the Licensing Action Group, Ceredigion and Pembrokeshire Councils and Local Health Board.

2) KEY QUANTITATIVE FINDINGS FROM THE SURVEY

In order to illustrate the key findings of the survey, this section will be structured by considering each quantitative survey question in turn. Mention will be made of the views of different categories of respondent, to enable comparisons to be made. This process is known as the disaggregation of survey data: examining trends by age, gender and other demographic variables to enrich the consultation. In section 3, comments from the consultation will be considered separately in a matrix table, whether these have arisen through survey submission, or letter or email submissions.

About the Average Index Score (AIS)

Sometimes known as a 'weighted average', the AIS is a way of distilling the 'balance and strength of opinion' down into one number. Useful for questions with options to 'strongly agree', 'disagree', etc., the technique is used throughout the report.

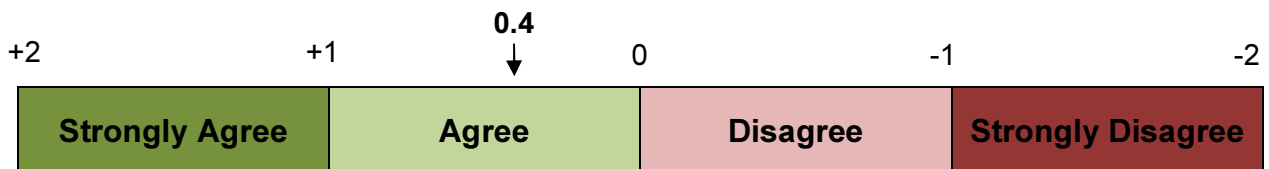
Example

10 people are asked whether they 'strongly agree', 'agree', 'have no opinion', 'disagree' or 'strongly disagree' that Wales will win the six nations.

Results...

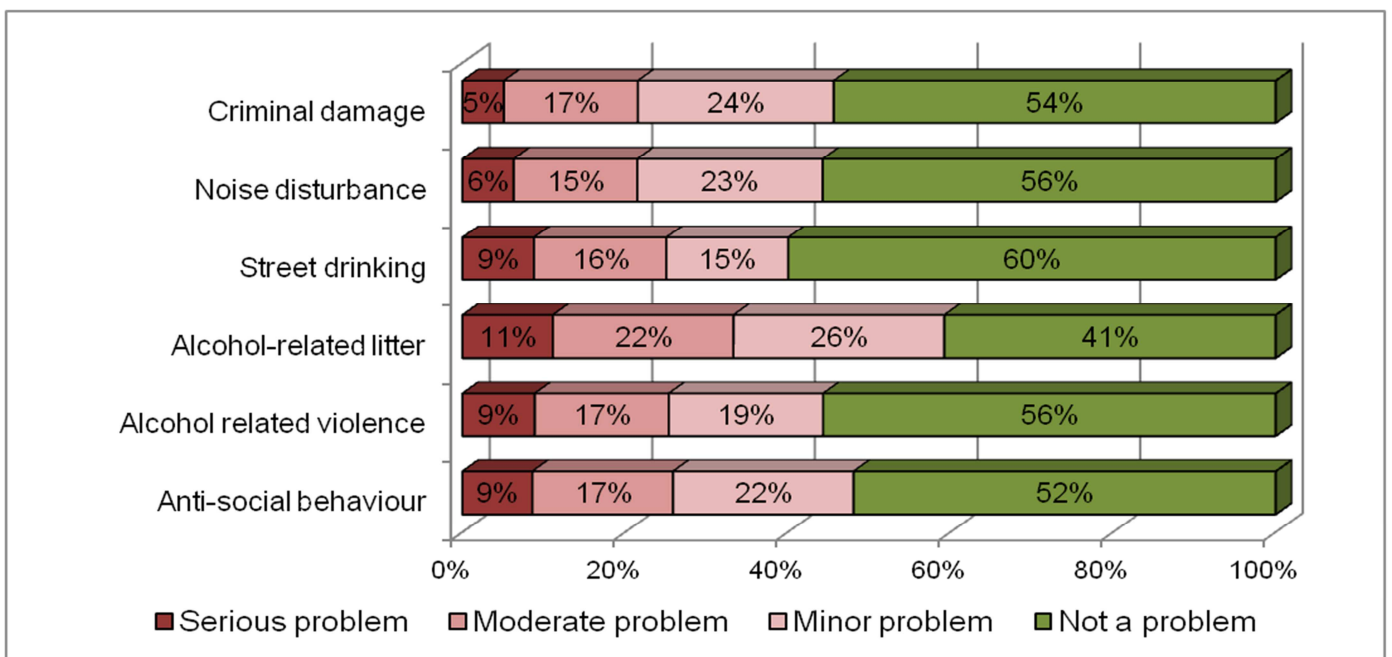
- 3 strongly agree (each response worth 2, so=**6**)
- 3 agree (each response worth 1, so=**3**)
- 1 no opinion (each response worth 0, so=**0**)
- 1 disagree (each response worth -1, so=**-1**)
- 2 strongly disagree (each response worth -2, so=**-4**)

The AIS is calculated by adding all the numbers in bold: So, $6+3+0-1-4=4$; Then dividing by the number of responses (10 in this case). The average index score is: $4 \div 10 = \mathbf{0.4}$



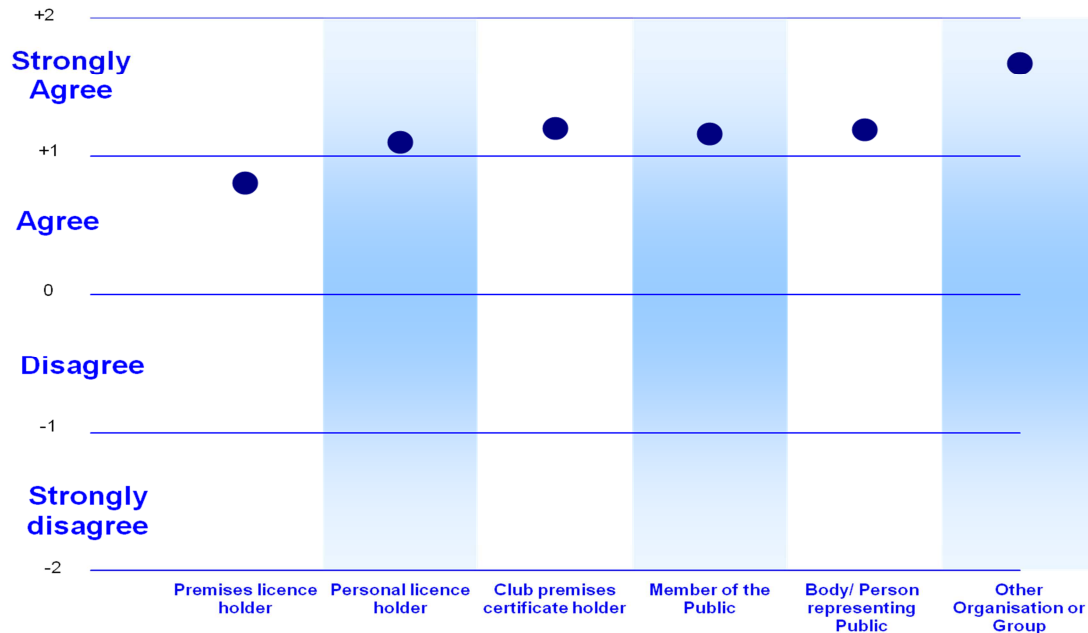
Following a series of demographic profiling questions, respondents were given a list of common alcohol-related issues and asked to indicate the extent to which they were a problem in their area using a likert scale, with 'serious problem' and 'not a problem' as scale anchors. As depicted below, over half of all respondents do not deem the listed alcohol-related issues a problem. Alcohol-related litter is one exception to the rule, 59% of respondents consider this a problem to varying degrees (11% serious; 22% moderate; 19% minor).

To what extent are the following alcohol-related issues a problem in your local area?

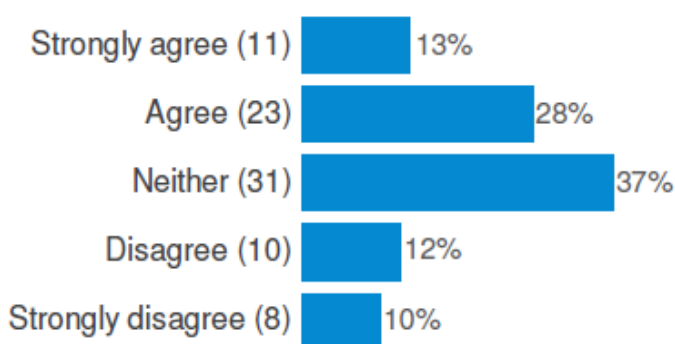


result, with a score in the range of 1–2 indicting strong agreement. An AIS graph by category of respondent is plotted below.

To what extent do you agree or disagree that the Cumulative Impact Policy should continue?



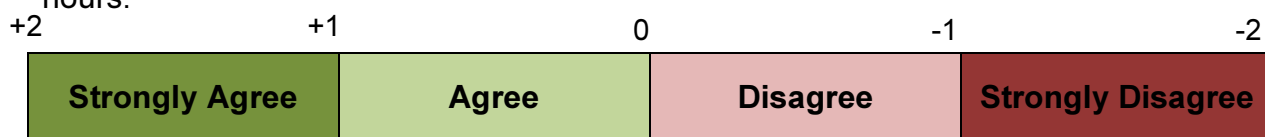
Four in ten respondents (42%; 30 individuals) felt the Cumulative Impact Policy should be applied to other streets in the County, 58% thought an extension was not warranted. Only 13 respondents (fewer than 50%) specified a location. The following streets were put forward for consideration, listed in order of frequency: Lammas St (x4 respondents); Ann Street, Llanelli (x2); Notts Square, Carmarthen (x2); King Street, Carmarthen (x1); wider Carmarthen town centre (x1); Wind Street, Ammanford (x1) and Llanelli Town Hall square (x1). This is fully considered in the summary matrix table (section 3).



Next, respondents were asked to what extent they agreed or disagreed with a statement about **permitted hours for licensed premises**. There is slight agreement towards maintaining the status quo: 51% agreed (13% strongly agree; 28% agree) that the Licensing Policy should not limit permitted hours for licensed premises.

The table below shows the overall AIS, and that for selected categories, in order to better understand the result. A range of +2 (strongly agree) to -2 (strongly disagree) is used. It is evident that license holders were more likely to agree that the policy should not limit permitted hours. With a lower AIS, members of the public, and in particular females were less likely to agree. Specifically, the female AIS of of -0.12

confirms a very slight negative position, against the idea of not limiting permitting hours.



	ALL	Premises license holder	Personal License holder	Club premises certificate holder	Members of the public	Bodies representing public	F	M
AIS	0.23	0.43	0.9	0.6	0.09	0.06	-0.12	0.5
No. of respondents	83	14	10	5	32	16	17	24

Finally, the survey turned to **Hot Spot areas**. Respondents were given a list of twelve existing hot spot areas and asked to consider whether they should remain in place. The results are tabulated below.

	No. of respondents	Yes	No	Don't know / no opinion
Ammanford - Quay Street	71	39%	3%	58%
Ammanford - Wind Street	71	42%	1%	56%
Carmarthen - Coracle Way	73	37%	7%	56%
Carmarthen - Lammas Street	76	54%	1%	45%
Carmarthen - Water Street	76	43%	4%	53%
Carmarthen - Priory Street	76	47%	4%	49%
Carmarthen - Queen Street	75	55%	1%	44%
Carmarthen - King Street	76	54%	1%	45%
Llanelli - Island Place	69	39%	7%	54%
Llanelli - Murray Street	70	44%	4%	51%
Llanelli - Station Road	71	56%	4%	39%
Llanelli - Stepney Street	69	42%	4%	54%

The following additional streets were proposed for consideration as a hot spot area: Ann Street, Llanelli (x2 respondents); Notts Square, Carmarthen (x2); Blue Street, Carmarthen (x1); Llandybie tennis courts (x1); Eastgate (x1); Stepney Road (x1).

3) ANALYSIS OF COMMENTS – SUMMARY MATRIX TABLE

The report now considers comments expressed in the survey's free-text questions. Note is made of the respondents ID number (to provide a traceable record), comment(s) received, the Council's response and, where appropriate, changes to the licensing policy as a result of the consultation. Respondents that have not submitted a reply are omitted from the table.

RESPONDENT	COMMENTS	APPRAISAL	RESPONSE	CHANGES
Respondent 1	<p>Question 13 Serious problem with street drinking at Ann Street, Llanelli. Lasts all day from 7.30am until late evening. Problems with litter as a result.</p>	Noted	The Licensing Act does not regulate the consumption of alcohol away from licensed premises. This will be taken into account when reviewing the policy.	Ann Street added as a Hot Spot area in the policy.
	<p>Question 15 (reasons for strongly disagreeing with continuation of the CIP in Station Road, Llanelli) Since the Council 'cracked down' in Station Road, all the trouble has moved to Ann St, Llanelli.</p>	Noted	This will be taken into account in determining whether or not to continue the CIP in Station Road.	CIP retained as overwhelming evidence in favour of it.
	<p>Questions 17-19 The CIP should be applied to Ann St, Bigyn Hill field and Penyfan Park because of problems of street drinking, urination etc.</p>	Noted	It is unlikely that the CIP can be extended to these locations. The issues identified seem more properly dealt with by a DPPO	Ann Street added as a Hot Spot area in the policy.
	<p>Question 20 There should be a blanket ban</p>	Licensing Act does not control the consumption of	Not a matter for the Licensing Policy.	No change.

	<p>on drinking in open spaces</p> <p>Questions 23-26 Ann St, Bigyn Hill field and Penyfan Park should be added as hot spot areas</p> <p>Questions 31& 32 Remove bench at Ann St and install a (CCTV) camera to tackle problems that have moved from Station Road.</p>	<p>alcohol away from licensed premises.</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>These are not matters falling within the scope of the Licensing policy.</p>	<p>Ann Street added as a Hot Spot area in the policy</p> <p>No change</p>
Respondent 2	<p>Questions 10-13 People drinking on the bench from 7.30am throughout the day at Green Ann street/Arthur street Llanelli</p> <p>Question 23 Station Road Llanelli should continue as a hot spot as it is not safe at night.</p>	<p>Noted</p> <p>Noted</p>	<p>However the Licensing Act does not regulate alcohol consumption away from licensed premises.</p> <p>This will be taken into account when reviewing the policy.</p>	<p>Ann Street added as a Hot Spot area in the policy</p> <p>No change.</p>
Respondent 4	<p>Questions 14-19 A CIP should be imposed in King street, Nott square and Lammas street Carmarthen</p>	<p>Noted</p>	<p>This will be considered in light of other relevant evidence when reviewing the policy.</p>	<p>No change at this stage further public consultation</p>

	<p>Questions 20-22 Disagreeing with the lack of a limit on permitted hours. Permitted hours should be appropriate for the type of area a premises is in. Opening hours should be subject to public consultation.</p>	Noted	Licence applications are dealt with on their individual merits and already subject of a period of public consultation.	recommended No change
	<p>Questions 23-28 Nott Square Carmarthen should be added as a hot spot as it is surrounded by licensed premises and crowds pass through it.</p>	Noted	This will be taken into account when reviewing the policy.	Nott Square added as a Hot Spot in the policy
	<p>Questions 29 and 30 Well run festivals should be encouraged out of town so they are easier to police and transport is easier to organise and supervise</p>	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives.
	<p>Questions 31 & 32 Do not ignore the advice of the police and records of alcohol related incidents and complaints of noise/behaviour</p>	Noted	The licensing committee is already obliged to attach weight to the views of the Police and Public Health Services.	No change

Respondent 5	<p>Questions 10-13 Serious problems in Ann St, Llanelli with people treating the area like an open air pub/toilet.</p>	Noted	This will be taken into account when reviewing the policy	Ann Street added as a Hot Spot area in the policy
	<p>Questions 14-19 The CIP should be applied to 'any street' as it is intimidating seeing groups of people drunk/fighting.</p>	Noted	A CIP can only apply where there is already an accumulation of licensed premises and does not tackle the consumption of alcohol off the premises.	No change at this stage
	<p>Questions 23-28 Ann St, Bigyn Hill field and Penyfan Park have should be identified as hot spot areas as problems have moved there since the clampdown on Station Road.</p>	Noted	This will be taken into account when reviewing the policy.	Ann Street added as a Hot Spot area in the policy
	<p>Question 32 The lack of enforcement is a problem</p>	Noted	This is not a matter than can be dealt with by the Licensing Policy	No change
Respondent 7	<p>Questions 14 & 15 Strongly agrees with the continuation of the CIP in Station Road, Llanelli as it is a useful</p>	Noted	This will be taken in to account when reviewing the Policy.	CIP retained as overwhelming

	<p>tool to tackle ASB and other alcohol related problems in a known hot spot area.</p> <p>Questions 29 & 30 Festivals should be encouraged in Pembrey Country Park & any open expansive field.</p>	Noted	This will be taken into account when reviewing the policy	<p>evidence in favour of it.</p> <p>Policy to encourage activities that do not undermine the licensing objectives.</p>
Respondent 8	<p>Questions 14 & 15 Agreeing that the current CIP in Station Road should remain because if enough independent complaints are received the licence conditions clearly need to be looked at.</p> <p>Questions 20-22 When disagreeing with policy of not limiting permitted hours stated that limiting licensing hours may reduce the volume of problems and that premises causing licensing issues should be penalised</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into count when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p>	<p>CIP retained as overwhelming evidence in favour of it.</p> <p>No change.</p>

	<p>Questions 29 & 30 Community events run by respectable organisations and individuals should be encouraged at alternative venues such as village halls and community areas.</p>	Noted	Recent deregulation by the government already does this.	Policy to encourage activities that do not undermine the licensing objectives.
Respondent 9	<p>Questions 29 & 30 Whether businesses, activities or events should be encouraged depends upon individual circumstances.</p>	Noted	This will be taken into account when reviewing the policy.	Policy to encourage activities that do not undermine the licensing objectives
Respondent 10	<p>Questions 10-13 There are problems in New Road Ammanford with people walking home from town in the early hours screaming and dropping litter</p> <p>Questions 16-19 The CIP should be extended to cover Wind St Ammanford because of the number of premises there</p> <p>Questions 20 & 21</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p>	<p>No change</p> <p>No change at this stage.</p>

	<p>Issues of permitted hours should be dealt with on a case by case basis</p> <p>Questions 29 & 30 Local family events should be encouraged</p> <p>Question 31 & 32 All premises to include working CCTV to a set specification</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p> <p>Statutory guidance provides that the blanket imposition of CCTV requirements on all premises is inappropriate. However where CCTV is required to deal with issues of crime and disorder Dyfed Powys Police already provides a specification for such systems.</p>	<p>No change</p> <p>Policy to encourage activities that do not undermine the licensing objectives</p> <p>No change.</p>
Respondent 11	<p>Questions 29 & 30 Festivals, restaurants and community events should be encouraged but with a serious review on alcohol use in such events. This is particularly in communities where there is a lack of social activity.</p>	<p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p>	<p>Policy to encourage activities that do not undermine the licensing objectives</p>
Respondent 13	<p>Questions 25-28</p>			

	<p>Nott Square and Jackson Lane Carmarthen should be added as a hot spot areas</p> <p>Questions 29 & 30 Music venues, higher end eateries and drinking establishments aimed at low ABV consumption could be encouraged. King Street Carmarthen might be suitable for these types of premises</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy.</p>	<p>Nott Square added as a Hot Spot.</p> <p>Policy to encourage activities that do not undermine the licensing objectives</p>
Respondent 14	<p>Questions 20 & 21 In agreeing to current lack of a limit on permitted hours stated that limiting hours leads to lots of people moving locations at the same time. Allowing venues to choose suits premises and their staff</p> <p>Question 23 In stating that Island Place, Murray Street, Station Road and Stepney street should not be hotspot areas said that that this 'should be a requirement of all licences not certain ones'</p> <p>Questions 29 & 30</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account</p>	<p>No change</p> <p>Island place removed following redevelopment</p> <p>Policy to</p>

	Festivals and restaurants should be encouraged near to the town centre bus station and between bus and train station to provide transport links	Noted	when reviewing the policy.	encourage activities that do not undermine the licensing objectives
Respondent 15	Questions 14 & 15 Agrees with the continuation of the CIP in Station road as it is a nightmare there	Noted	This will be taken into account when reviewing the policy.	CIP retained as overwhelming evidence in favour of it.
Respondent 19	Questions 10-3 Alcohol related problems in Station Road, Llanelli. Pub next door holding music events where music caused a nuisance	Noted	The policy already addresses issues of public nuisance. This is really an enforcement issue	No change
	Questions 14 & 15 Young people at pub next door causing trouble	Noted	This will be taken into account when reviewing the policy	No change
Respondent 21	Questions 16-19 Sure other streets that would require a CIP if residents demand it.	Noted	As the respondent does not identify any streets in particular it is difficult to attach any weight to this response.	No change
	Questions 20-22 Premises should have a strict time limit on serving alcohol.	Noted	Most premises licences have a time limit for selling alcohol already.	No change

	<p>Ideally supermarkets and convenience stores should not sell alcohol and 24 hour licensing would be abolished.</p> <p>Questions 29-30 Supermarkets selling cheap alcohol should be encouraged</p> <p>Questions 31-32 Alcohol abuse is a major concern.</p>	<p>It is possible the respondent has not understood the question as the answer contradicts other responses given by the respondent</p> <p>Noted</p>	<p>No change to policy necessary</p> <p>No change to the policy necessary</p>	<p>No change</p> <p>No change</p>
Respondent 22	<p>Questions 10 & 11 Serious problems of ASB, violence, litter and street drinking in Wind Street, Ammanford</p> <p>Questions 29 & 30 Festivals should be encouraged</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p>	<p>No change</p> <p>Policy to encourage activities that do not undermine the licensing</p>

	Questions 31 & 32 The problem of people entering licensed premises when they are already 'under influence'	Noted	No change necessary. It is already a criminal offence to serve alcohol to someone who is drunk.	objectives No change
Respondent 23	Questions 10-13 Minor problem of ASB in Chapel Street, Pont tyweli	Noted	This will be taken into account when reviewing the policy	No change
Respondent 24	Questions 14 & 15 CIP in Station Road should remain as it has a reputation for alcohol related disturbance	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
Respondent 27	Questions 14 & 15 CIP in Station Road should remain as it was obvious from the evidence submitted that there was a need for one.	Noted	This will be taken into account when reviewing the policy.	CIP retained as overwhelming evidence in favour of it.
	Questions 20-22 Permitted hours should be limited to exercise more control	Noted	This will be taken into account when reviewing the policy.	No change
Respondent 28	Questions 24-28 Inner city areas throughout the County should be identified in the policy as 'hot spot' areas	Noted	This will be taken into account when reviewing the policy.	No change
Respondent 29	Questions 10-13 Minor problems of ASB involving local youths in Whitland	Noted	This will be taken into account when reviewing the policy	No change

	<p>Questions 14 & 15 Evidence provided by residents must be heeded</p>	Noted	No action necessary	No change
	<p>Questions 20 & 21 Permitted hours should not be limited as it provides an opportunity to structure their hours to their needs.</p>	Noted	This will be taken into account when reviewing the policy	No change
Respondent 30	<p>Questions 14 & 15 In opposing retention of CIP in Station Road, felt that so long as alcohol was available there would be problems and that the number of premises is irrelevant</p> <p>Questions 20-22 In disagreeing with the current lack of a limit on permitted hours stated that when licences were limited problems were over at a reasonable time. Returning to the old licensing hours would allow drinkers to be managed better</p> <p>Question 23 The current list of streets identified as hot spot areas should be removed as premises should be managed better or</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it.</p> <p>No change</p> <p>No change</p>

	have their licences revoked			
Respondent 32	Questions 10-13 Serious problems of ASB in Ann Street, Llanelli.	Noted	This will be taken into account when reviewing the policy	Ann Street added as a Hot Spot.
Respondent 34	Questions 10-13 Problems in Lammas Street, Carmarthen	Noted	This will be taken into account when reviewing licence	No change at this stage further public consultation recommended
	Questions 14 & 15 Assumes the CIP in Station Road only applies to pubs/nightclubs	Noted	The current policy applies to all premises that sell alcohol plus premises selling hot food and drink after 11pm	CIP retained as overwhelming evidence in favour of it.
	Questions 20—21 In agreeing with current policy on limiting permitted hours stated 'Opening with limited makes for irresponsibility'	Respondent may have misunderstood question as reasons do not correspond with response.	This will be taken into account when reviewing the policy	No change
	Questions 31 & 32 More CCTV cameras, large foot police presence, more activity from licence officers checking licences being adhered to.	Noted	Matters of town centre CCTV and policing are outside the scope of the policy. Licensing Officers already regularly check premises for compliance.	No change
Respondent 35	Questions 20 & 21 In agreeing with current lack of a	Noted	This will be taken into account	No change

	<p>limit on permitted hours stated that people should be given a choice</p> <p>Questions 29 & 30 All business should be encouraged. Festivals would be great in the right area. A greater variety of restaurants is needed. Llanelli town centre needs to be boosted with quality coffee shops etc.</p> <p>Questions 31 & 32 Since the Council took over licensing the system has become costly and cumbersome</p>	<p>Noted</p> <p>Noted</p>	<p>when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy</p> <p>Both licensing fees and the licensing process are prescribed by central government and the Council has no control over these issues.</p>	<p>Policy to encourage activities that do not undermine the licensing objectives</p> <p>No change</p>
Respondent 36	<p>Questions 14 & 15 In supporting the retention of the CIP in Station Road stated that had firsthand experience of emergency services regularly being called to deal with alcohol related issues</p> <p>Questions 20-22 In strongly disagreeing with lack of limit on permitted hours stated that there should be annual good behaviour reviews</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy.</p>	<p>CIP retained as overwhelming evidence in favour of it.</p> <p>No change</p>

	<p>Questions 29 & 30 Festivals should be encouraged wherever suitable</p>	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
	<p>Questions 30 & 31 Previous convictions especially for drugs and alcohol or violence</p>	Noted	This will be taken into account when reviewing the policy	No change
Respondent 37	<p>Question 20 & 21 In agreeing with current lack of limit on permitted hours stated that since it has been in force there has been no impact on the area.</p> <p>Question 23 No need to designate Island Place as a hot spot as area transformed. No longer needed</p> <p>Questions 29 & 30 Should encourage restaurants and bars in town centres</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>The respondent may have misunderstood the question as no such limit has been in force since 2005</p> <p>This will be taken into account when reviewing the licence</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>Island Place has been removed as a Hot Spot</p> <p>Policy to encourage activities that do not undermine the licensing objectives</p>

Respondent 38	<p>Questions 14 & 15 In strongly agreeing that the CIP in Station Road should remain stated that the situation cannot be allowed to get worse.</p>	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	<p>Questions 20 & 21 In agreeing to the lack of a limited on permitted hours stated that reasonableness needs to prevail</p>	Noted	This will be taken into account when reviewing the policy	No change
Respondent 40	<p>Questions 10-13 Moderate problem of alcohol related litter in Llanddarog Road</p>	Noted	This will be taken into account when reviewing the policy	No change
	<p>Questions 14 & 15 In agreeing with the retention of the CIP in Station Road stated that it appeared to be working well</p>	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	<p>Questions 16-19 The CIP should be extended to Lammas Street, Carmarthen due to the problems caused by the high volume of premises there.</p>	Noted	This will be taken into account when reviewing the policy	No change at this stage further public consultation recommended
	<p>Questions 20 & 21 In agreeing with the current lack of a limit on permitted hours</p>	Noted	This will be taken in to account	

	stated that these should continue to be dealt with on a case by case basis.		when reviewing the policy	No change
Respondent 41	Questions 14 & 15 In strongly agreeing with the continuation of the CIP stated that young people in the area are vulnerable to ASB and crime	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
Respondent 42	Questions 10-13 Minor problems with stag Groups attending local hostel in Llangain	Noted	This will be taken into account when reviewing the policy	No change
Respondent 45	Questions 14 & 15 In strongly agreeing with the retention of the CIP stated that there was a massive block of licensed premises close together Questions 29 & 30 Should possibly encourage a festival in Llanelli Town Centre once a year to boost the economy	Noted Noted	This will be taken into account when reviewing the policy This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it. Policy to encourage activities that do not undermine the licensing objectives

Respondent 46	Questions 20-22 In disagreeing with current lack of limit on permitted hours stated there should be time restrictions on licences	Noted	This will be taken into account when reviewing the policy	No change
Respondent 47	Questions 20-22 In strongly disagreeing with the lack of a limit on permitted hours stated that pubs in residential streets should close at 11pm	Noted	This will be taken into account when reviewing the policy	No change
Respondent 49	Questions 14 & 15 In strongly agreeing with the continuation of the CIP stated that this was to ensure respect for people living in the area	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 17-19 CIPs should be imposed in any area where people complain regularly	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20 & 21 In disagreeing with the lack of limits on permitted hours stated that in problem areas limiting hours could provide a solution	Noted	This will be taken into account when reviewing the policy	No change
Respondent 51	Questions 14 & 15 In strongly agreeing with retaining the CIP stated that if alcohol is the main reason for	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in

	problems it is a good reason to refuse new applications			favour of it.
Respondent 52	Questions 14 & 15 In strongly agreeing with the retention of the CIP stated that it helps and supports residents	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 16-19 CIPs should be introduced in any areas where there are issues as the public should have that protection/support	Noted	This will be taken into account when reviewing the policy	No change
	Question 29 Festivals should be encouraged	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 53	Questions 10-13 Moderate problems in St Mary's lane Carmarthen from glass and food waste being deposited	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20-22 lack of limit on permitted hours encourages greater drinking and that midnight is enough for non-	Noted	This will be taken into account when reviewing the policy	No change

	nightclubs			
Respondent 54	Questions 10-13 Moderate problems in Lammas Street, Carmarthen	Noted	This will be taken into account when reviewing the policy	No change at this stage further public consultation recommended
	Questions 14 & 15 Constant litter, drugs and disturbances in Station Road area	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 16-19 CIP should be imposed in Lammas Street, Carmarthen as does not feel safe between 5pm and 5am	Noted	This will be taken in to account when reviewing the policy	No change at this stage further public consultation recommended
	Questions 25-28 Blue Street Carmarthen should be added as a hot spot area due to drunkenness at the bus station	Noted	This will be taken into account when reviewing the policy	No change
	Questions 29 & 30 Late night take aways and late night alcohol sales should be encouraged in the streets previously named	Noted	The respondent may have misunderstood the question as the response contradicts previous replies by the same person	No change

Respondent 55	<p>Questions 14 & 15 CIP should remain as residents have a right to a life free of ASB</p> <p>Questions 20 & 21 Premises should be allowed to operate so long as standards are maintained</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it.</p> <p>No change.</p>
Respondent 56	<p>Questions 10-13 Problems in Llwynhendy Road, Llanelli from alcohol fuelled arguments, fighting in street and alcohol litter</p>	<p>Noted</p>	<p>This will be taken into account when reviewing the policy</p>	<p>No change</p>
Respondent 57	<p>Questions 14 & 15 CIP should continue to prevent continued issues</p> <p>Questions 16-19 CIP should be extended to Cowell Street and the 'middle of town' as it is frightening with drunk and drugged people</p> <p>Questions 25-28 Cowell street and town centre should be added as hot spot</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it.</p> <p>No change</p> <p>No change</p>

	areas for same reasons as above			
Respondent 58	Questions 16-16 CIP should be imposed where residents make complaints similar to those in Station Road	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20-21 Agrees with current approach on permitted hours as premises need flexibility	Noted	This will be taken into account when reviewing the policy	No change
	Question 29 The policy should encourage small local festivals and events	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 59	Questions 14 & 15 CIP should remain if problems persist	Noted	This will be taken in to account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 20 - 22 Disagrees with current approach on permitted hours as does not see why premises need to be	Noted. However issues of need are not a relevant consideration under	No change required to the policy	No change

	open all night. Reasonable closing times should be agreed taking into account local residents views.	the Licensing Act. Similarly, local residents are able to comment on applications for Premises Licence and have those views considered		
	Questions 30 & 31 Festivals should be encouraged if properly run on existing sites where previous events have resulted in limited or no objection ns	Noted	This will be taken into account when reviewing the policy.	Policy to encourage activities that do not undermine the licensing objectives
Respondent 60	Question 15 The CIP in Station Road does not cover the whole street Question 21 Having too many places with late/same hours will cause ASB due to premises competing with each other. 3am is late enough. Once one premise goes later others will want to follow. Questions 29 & 30	Noted Noted	This will be taken into account when reviewing the policy This will be taken in to account when reviewing the policy	No change No change

	<p>Encourage late night takeaways to locate in 1 area from Station Road to Church street Llanelli to make policing easier.</p> <p>Questions 31 & 32 Premises Licence summary should be compressed to 1 sheet</p>	<p>Noted</p> <p>Noted. However the form of the summary is prescribed by regulation and beyond the control of the Council.</p>	<p>This will be taken into account when reviewing the policy</p> <p>No change required to the policy</p>	<p>No change</p> <p>No change</p>
Respondent 61	<p>Questions 10-13 Problems of underage drinking in King Street, Carmarthen</p> <p>Questions 20 & 21 Agrees with current approach on permitted hours as unless the hours cause a severe problem they should not be limited</p> <p>Questions 29 & 30 Should encourage promotions in Carmarthen Town Centre to help revitalise the area</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy.</p>	<p>No change</p> <p>No change</p> <p>Policy to encourage activities that do not undermine the licensing objectives</p>

	<p>Question 31 A level playing field should be applied to all premises</p>	<p>Noted. The authority treats all applications in accordance with the requirements of the Licensing Act and Guidance.</p>	<p>No change required to the policy.</p>	<p>No change</p>
Respondent 62	<p>Questions 14 & 15 If problems are already evident adding to them would be a mistake. Licence reviews should also be considered</p> <p>Questions 20 & 21 In strongly agreeing with current approach on permitted hours, stated that if there was viable demand then should be allowed to operate.</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>No change</p>
Respondent 63	<p>Questions 14 & 15 Residents views are very important</p> <p>Questions 29 & 30 Should encourage restaurants and festivals to attract tourists</p>	<p>Noted</p> <p>Noted</p>	<p>No change to the policy required</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>Policy to encourage activities that do not undermine the licensing objectives</p>

	Questions 31 & 32 Policy should encourage business growth and employment	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 64	Questions 14 & 15 If there is evidence of problems then action to deter must be taken	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20 & 21 Pubs should be allowed to set their own restrictions without need for LA to impose anything	Noted	This will be taken into account when reviewing the policy	No change
Respondent 65	Questions 14 & 15 There is already too many premises in Station Road already.	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 17-19 CIP should be extended to Pencader as already sufficient premises.	Noted	This will be taken into account when reviewing the policy	No change
	Question 32	Noted	Public Health is not a licensing	No change

	Does takeaway food lead to obesity.		objective	
Respondent 66	Questions 14 & 15 More than enough licensed premises in this location.	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 16 – 19 CIP should be extended to Town Hall Square , Llanelli.	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20 – 21 Restrictions should be put on permitted hours to reduce alcohol related ASB.	Noted	This will be taken into account when reviewing the policy	No change
	Questions 23- 28 Station Road and Stepney Road , Burry Port should be added as Hot Spot areas	Noted	This will be taken into account when reviewing the policy	No change
	Questions 29- 30 Policy should encourage bars and restaurants selling alcohol.	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 67	Questions 10-13 Station Road Llanelli is often	Noted	This will be taken into account	CIP retained as

	<p>intimidating due to street drinkers and fighting.</p> <p>Questions 17-19 A CIP should be imposed anywhere that has similar problems to Station Road, Llanelli</p> <p>Questions 20-22 Pubs in high density residential areas should have their hours limited. There should be more consultation with local residents.</p> <p>Questions 29 & 30 Late night takeaways should only be allowed away from main roads and if they have their own parking areas. The problems caused in Murray street, Llanelli should be avoided</p>	<p>Noted</p> <p>Noted, although local residents have an opportunity to comment on all licence applications</p> <p>Noted, although the Licensing Policy only controls take aways if they operate after 11pm</p>	<p>when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>overwhelming evidence in favour of it.</p> <p>No change</p> <p>No change</p> <p>No change</p>
Respondent 68	<p>Questions 20-22 Permitted hours should be limited to midnight as late night drinking harms health</p> <p>Questions 29 & 30 Family festivals should be encouraged for example on Carmarthen showground</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>Policy to encourage activities that</p>

				do not undermine the licensing objectives
Respondent 69	Questions 14 & 15 CIP continues to be necessary due to the many alcohol related incidents in the area.	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 20 & 21 This is a difficult policy to balance.	Agreed	No change required to policy	No change
Respondent 72	Questions 14 & 15 CIP should continue in order to minimise late night ASB etc	Noted	This will be taken into account when reviewing the policy	CIP retained as overwhelming evidence in favour of it.
	Questions 16-19 A CIP should be imposed wherever there is evidence of late night ASB	Noted	This will be taken into account when reviewing the policy	No change
	Questions 20 & 21 Congestion of revellers may compound any problematical areas	Noted	This will be taken into account when reviewing the policy	No change

	<p>Questions 25-28 Llandybie tennis courts should be added as a hot spot area due to police intelligence.</p>	Noted	This will be taken into account when reviewing the policy	No change
Respondent 73	<p>Questions 14 & 15 Any increase in licensed premises will inevitably result in noise or anti-social related problems</p> <p>Questions 17-19 CIP should be imposed in any area where there are already a number of licensed premises in proximity to homes</p> <p>Question 32 The Respondent also made the following additional points by reference to paragraphs in the current policy; Para 4.1 – applicable requirements under other relevant legislation should be taken into account during the application process to ensure consistency Para 4.2 – the model pool of conditions needs to be reviewed and revised where necessary Para 5.4 – All applications</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>All these comments will all be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it</p> <p>No change</p> <p>Changes have been made to the policy where appropriate to reflect these comments.</p>

	<p>should be accompanied by a risk assessment, or a statement saying why one is not needed</p> <p>Para 7.7 – delete requirement for copies of annual test certificates to be sent to LA. Instead encourage licence holders to keep such records for at least 12 months</p> <p>Para 8 – needs to reflect the Live Music Act 2012. Licensing Group Meetings should continue to take place as they are very useful.</p> <p>Para 8.13 – The Public Nuisance guidance note needs to be reviewed and made available online.</p> <p>Para 13.7 – Responsible Authorities need to discuss what powers are available to tackle premises/events that cause significant problems</p> <p>Para 15 – Amendments needed to reflect changes to rules on Temporary Event notices</p> <p>Para 16 – All TENs should be</p>			
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	<p>accompanied by an adequate Event Management Plan</p> <p>Safety Advisory Group(SAG) The respondent also made several comments regarding the SAG process and recommended a Memorandum of Understanding be drawn up by the various partners in that process</p>	<p>Noted, although this falls outside the scope of the policy</p>	<p>No change needed to the policy</p>	<p>No change</p>
Respondent 74	<p>Questions 14 & 15 Research suggests that outlet density increases alcohol related health harms. (detailed supplementary evidence submitted in support of this assertion)</p> <p>Questions 20 & 21 The likely impact of limiting permitted hours is unclear</p> <p>Questions 29 & 30 The policy should encourage the diversification of licensed premises in town centres to</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy.</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it</p> <p>No change</p> <p>Policy to encourage activities that</p>

	<p>support wider regeneration initiatives and a move away from vertical drinking establishments</p> <p>Question 32 The respondent made the following further detailed submissions by reference to specific parts of the current policy;</p> <p>The policy should set out the role of the responsible authorities</p> <p>Section 2.1 – The policy needs to be updated to reflect changes in the demography of the County since 2001</p> <p>Section 6.8 – The policy should reflect the most recent strategies on substance misuse in Wales</p> <p>Sections 8.12 & 8.14 Need to distinguish between the Council and UHB Public Health Teams</p> <p>Section 10 Support continuation of the CIP in Llanelli (statistical evidence</p>	<p>Noted</p>	<p>All these comments will be taken into account when reviewing the policy</p>	<p>do not undermine the licensing objectives</p> <p>Changes have been made to the policy where appropriate to reflect these comments</p>
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	<p>provided)</p> <p>The respondent also made the following general points;</p> <p>The policy makes no reference to Alcohol Harm and its impact</p> <p>NICE guidance on alcohol misuse disorders recommends using local crime and related trauma data to map the extent of alcohol related problems</p> <p>Ensuring sufficient resources are available for enforcement</p> <p>Partnership working with other authorities to tackle underage sales</p> <p>Use of test purchasing</p> <p>Data was also provided regarding alcohol consumption in Carmarthenshire</p> <p>The policy should be amended to include specific reference to the use of new psychoactive substances</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted. This is already done</p> <p>Noted. This is already done</p> <p>Noted</p> <p>Noted</p>	<p>These comments will be taken into account when reviewing the policy This will be taken into account when reviewing the policy</p> <p>No change required to policy</p> <p>No change required to policy</p> <p>No change required to policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>Policy has been changed to address this</p>
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Respondent 75	<p>Questions 14 & 15 The CIP in Station Road, Llanelli should remain as there continue to be high levels of alcohol related crime & ASB in that area (statistical evidence supplied in support of this assertion)</p> <p>Questions 17-19 A CIP should be imposed in Lammas street, Carmarthen as it is now a centre for alcohol related ASB (statistical evidence supplied in support of this request)</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>CIP retained as overwhelming evidence in favour of it</p> <p>No change at this stage further public consultation recommended</p>
Respondent 80	<p>Questions 20 & 21 Limiting permitted hours in some areas could reduce crime and ASB</p>	<p>Noted</p>	<p>This will be taken into account when reviewing the policy</p>	<p>No change</p>
Respondent 83	<p>Questions 10-13 Problems in village park Pontyberem</p> <p>Questions 20 & 21 It should be left to individual premises to decide opening hours</p> <p>Questions 30 & 31</p>	<p>Noted</p> <p>Noted</p>	<p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>No change</p> <p>Policy to</p>

	The policy should encourage festivals, local shows, rugby and sports celebrations	Noted	This will be taken into account when reviewing the policy	encourage activities that do not undermine the licensing objectives
Respondent 84	Questions 10-13 Problems in Lammas Street and Nott Square, Carmarthen	Noted	This will be taken into account when reviewing the policy	Nott Square added as a hot spot.
	Questions 17-19 CIP should be imposed in Lammas Street and Nott square	Noted	This will be taken into account when reviewing the policy	No change at this stage further public consultation recommended
	Questions 29 & 30 Should encourage restaurants in areas where no problems	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 85	Questions 10-13 Problems with people urinating in the street late at night	Noted	This will be taken into account when reviewing the policy	No change

	<p>Questions 20 & 21 Current approach allows for staggered closing which reduces problems associated with closing time</p>	Noted	This will be taken into account when reviewing the policy	No change
	<p>Questions 25-26 The Bus station at Eastgate Llanelli should be added as a hotspot area</p>	Noted	This will be taken into account when reviewing the policy	Further consultation recommended in order to accurately define the hot spot area
	<p>Questions 29 & 30 Should encourage greater use of festival fields in Llanelli for events to help promote the town</p>	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 86	<p>Questions 29 & 30 Should encourage festivals and restaurants</p>	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives

Respondent 87	<p>Question 13 Problems exist in Carmarthen Town. Police statistics are unlikely to provide a full picture. Other sources of community intelligence should be used when dealing with applications</p> <p>Questions 17-19 Supports the introduction of a CIP in Carmarthen Town Centre</p> <p>Questions 20 & 21 Strongly opposes the lack of a limit on permitted hours due to the impact later hours has on those living nearby</p> <p>Question 23 The hotspot areas in Carmarthen currently identified</p>	<p>Noted. All Councillors and many Town & Community Councils are notified of applications and given an opportunity to make representations. Local residents also have this opportunity</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>No change required to policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p> <p>This will be taken into account when reviewing the policy</p>	<p>No change</p> <p>No change at this stage further public consultation recommended</p> <p>No change</p> <p>No change</p>
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	<p>in the policy should remain</p> <p>Questions 29 & 30 The policy should encourage appropriate social and cultural events that promote the town.</p>	Noted	This will be taken into account when reviewing the policy	Policy to encourage activities that do not undermine the licensing objectives
Respondent 88	<p>Questions 31 & 32 Statistical data on ambulance calls</p>	Noted	This will be taken into account when reviewing the policy	No change
Respondent 89	<p>Questions 31 & 32 DPPO and alcohol related crime data</p>	Noted	This will be taken into account when reviewing the policy	No change

4) SUMMARY – KEY CHANGES TO THE LICENSING POLICY

1. The policy has been updated to reflect changes to the legislation and statutory guidance, including for example the removal of the vicinity test and the relaxation of the licensing of live music.
2. Ann Street, Llanelli and Nott Square, Carmarthen have been added as new Hot Spot areas (several other streets which have been identified as locations of alcohol related ASB have not been added due to the lack of corroborating evidence. However these locations will be highlighted to the Licensing Action Group for consideration)
3. CIP retained for Station Road , Llanelli despite a reduction in the amount of alcohol related ASB and crime as Station Road continues to experience a disproportionately high incidence of alcohol related ASB and crime compared to the rest of Llanelli due to the number of licensed premises at that location.
4. Paragraph encouraging licensable activities which do not undermine the licensing objectives and which are consistent with the Council's regeneration strategies added. (In addition, although not part of the policy, the licensing section is proactively working with Leisure Services to facilitate the use of council property by event organisers.)
5. The policy has been amended to include specific reference to the use of new psychoactive substances.
6. The policy has been amended to reflect the most recent strategies on substance misuse in Wales.
7. The policy has been updated to reflect changes in the demography of the County since 2001

Licensing Act 2003 - Review of Licensing Policy

Part 1 - About You

- 1 Are you responding as a...
- Premises licence holder
 - Personal licence holder
 - Club premises certificate holder
 - Member of the Public
 - Local business
 - Body representing licence holders / clubs
 - Body/ Person representing members of the Public (e.g. County councillors; Town & Community Council)
 - Other Organisation or Group
- 2 If responding as an organisation/business/body, please write its name here
-
- 3 Following 'SA', please specify the two numbers of your postcode
-
- 4 What is your age group?
- Under 16
 - 16 - 24
 - 25 - 34
 - 35 - 44
 - 45 - 54
 - 55 - 64
 - 65 - 74
 - 75 - 84
 - 85+
- 5 What is your gender?
- Female
 - Male
 - Prefer not to say
- 6 What is your ethnic group?
- White
 - Mixed / multiple ethnic groups
 - Asian / Asian British
 - Black / African / Caribbean / Black British
 - Other ethnic group
 - Prefer not to say

7 The Equality Act 2010 states that a person has a disability for the purposes of this Act if he/she has or has had 'a *physical or mental impairment which has had a substantial and long term adverse effect on his/her ability to carry out normal day to day activities*'.

Long term has been defined as meaning having lasted 12 months or is likely to last at least 12 months

Do you consider yourself to be disabled?

- Yes
- No
- Prefer not to say

8 Do you hold a religion or belief?

- Yes
- No
- Prefer not to say

9 What is your sexual orientation?

- Heterosexual
- Bisexual
- Lesbian
- Gay
- Prefer not to say

Part 2

10 To what extent are the following alcohol-related issues a problem in your local area?

	Serious problem	Moderate problem	Minor problem	Not a problem
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol related violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol-related litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

11 Street

12 Town / Village

13 Nature of problem

Cumulative Impact Policy

Currently the Council's licensing policy identifies a specific section of Station Road, Llanelli in which there is a presumption that additional licences or variations of existing licences for the sale of alcohol, late night refreshment and regulated entertainment will not be granted.

The policy was adopted as a result of clear evidence from residents and other organisations that the licensed premises in that area were a source of late night noise, alcohol related anti social behaviour and crime and disorder. The policy allows for exemptions to be made in certain circumstances.

(Please refer to section 10 of the current Licensing Policy for a full explanation of the policy)

14 To what extent do you agree or disagree that this policy should continue?

- Strongly agree
- Agree
- Neither
- Disagree
- Strongly disagree

15 Please provide your reasons

16 Should this policy be applied to any other streets in the County?

- Yes
- No

If yes, please tell us where

17 Street

18 Town / Village

19 Please outline why, giving your reasons below

20 At present the Licensing Policy does not limit permitted hours for licensed premises.

To what extent do you agree or disagree that this approach should continue?

- Strongly agree
- Agree

- Neither
- Disagree
- Strongly disagree

21 Please provide your reasons

22 If you 'disagree' or 'strongly disagree', what changes should be made and why?

At present the Licensing Policy identifies certain areas as **hot spots** of alcohol related crime and disorder. The hot spot areas have been identified by Dyfed Powys Police and are intended to highlight areas within the county where applicants and existing licence holders are strongly advised to have appropriate measures in place to prevent crime and disorder on these streets.

(Please refer to section 6.12 of the Licensing Policy for further information).

23 Should the below hot spot areas remain?

	Yes	No	Don't know / no opinion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Llanelli - Station Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ammanford - Quay Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Llanelli - Stepney Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ammanford - Wind Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - Coracle Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - Lammas Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - Water Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - Priory Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carmarthen - King Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Llanelli - Island Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Llanelli - Murray Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

25 Should any others be added

- Yes
- No

If yes, please tell us where

26 Street

27 Town / Village

28 Please outline why, giving your reasons below

29 Are there any types of business, activities or events that should be encouraged by the policy? e.g. Festivals, restaurants, late night takeaways or bars.

30 If so, where do you believe they should be located and why. Please also outline your reasons below.

31 Is there anything else that you want us to take into account when reviewing the Licensing Policy? .

- Yes
- No

32 Please outline the matter, giving reasons below.

33 If you would like to attach a document to your survey response, please note below

Part 3 - Your Details (optional)

34 Name:

35 Address:

36 Tel No:

37 Fax:

38 E-mail:

39 Under certain circumstances, we may wish to contact you to follow-up on your response, either to ask for additional comment or to reply to the points you have raised.

Do you consent to CCC using your details in this way?

- Yes - I am happy to be contacted
- No - I do not wish to be contacted

Data Protection Act 1998

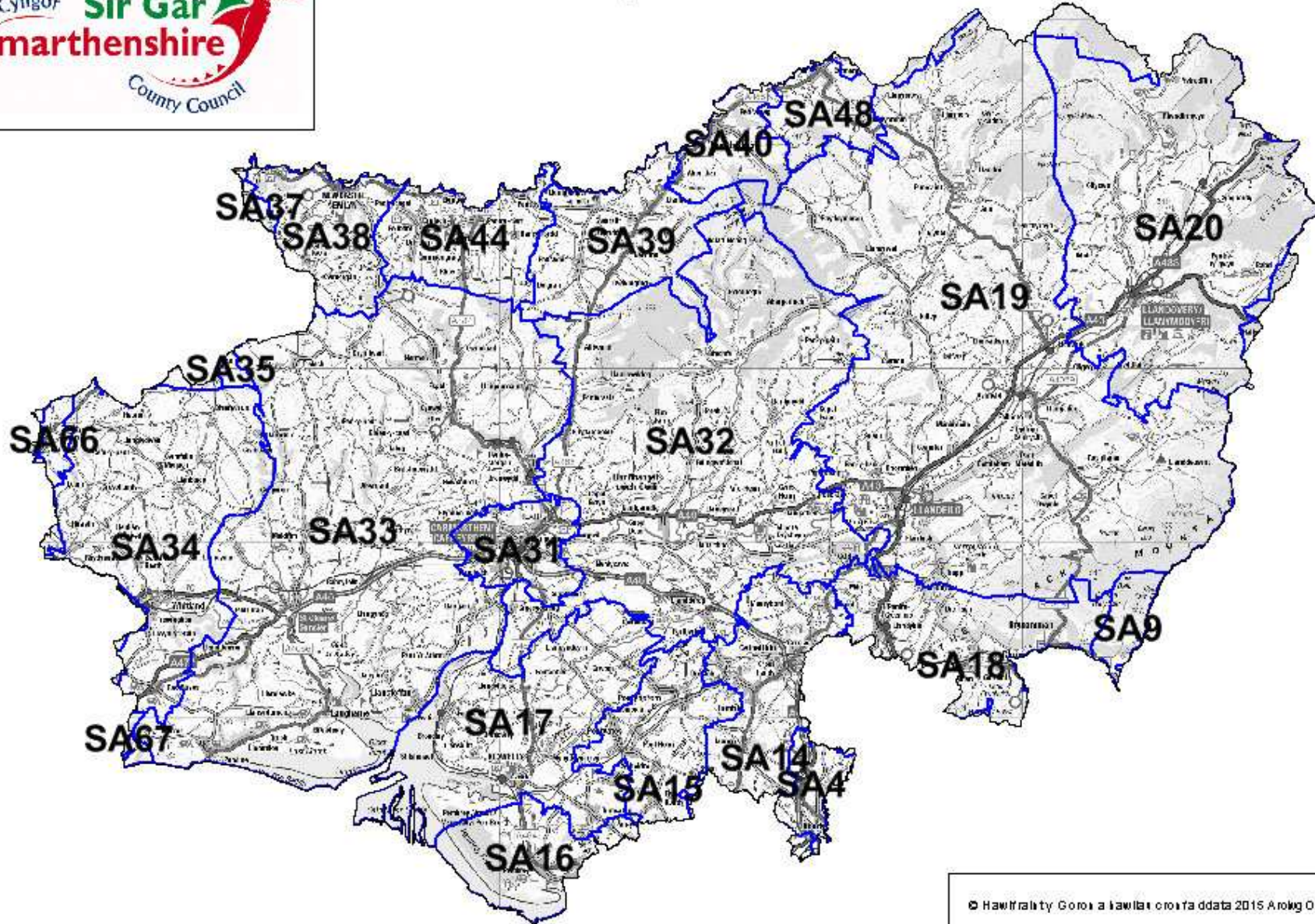
The information contained in this form will be held and processed by Carmarthenshire County Council in accordance with the Data Protection Act 1998.

Your personal details will not be made public in any Council report.

Thank you for your response



APPENDIX 2 - Map of Carmarthenshire Postcode Districts



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Licensing Policy Statement

The Licensing Act 2003



February 2016

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

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LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

1. INTRODUCTION

1.1 This policy has been developed in accordance with the Licensing Act 2003 ('the Act'), regulations made under that Act, and guidance issued by the Home Office. This policy should be considered in conjunction with these documents.

1.2 The Licensing Authority will carry out its duties under the Act with a view to promoting the four Licensing Objectives. These are:

- a) The prevention of crime and disorder**
- b) Public safety**
- c) The prevention of public nuisance**
- d) The protection of children from harm**

The Licensing Authority believes that these objectives are of equal importance.

See sections 5-9 below for further details.

1.3 This policy has been formulated as a result of a wide ranging consultation exercise involving (but not limited to): -

- a) The Police
- b) The Fire Service
- c) Other Responsible Authorities
- d) Licence Holders and their representatives
- e) Holders of club premises certificates and their representatives
- f) Local businesses and their representatives
- g) Local residents and their representatives

Due consideration has been given to all those who have responded.

1.4 This policy relates to all those licensable activities identified as falling within the provisions of the Act, namely:

- a) Retail sale of alcohol (including via the Internet or Mail Order)
- b) Supply of alcohol to members of registered clubs
- c) The supply of hot food and/or drink from any premises between 11pm and 5am (late night refreshments)
- d) Provision of '*regulated entertainment*' (as defined by schedule 1, part 1, paragraph 2 of the Act) to the public, club members or with a view to profit. This includes: -
 - i) A performance of a play
 - ii) An exhibition of a film
 - iii) An indoor sporting event

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

- iv) Boxing or wrestling entertainment
- v) A performance of live music
- vi) Any playing of recorded music
- vii) A performance of dance

1.5 The Act contains a number of exceptions and exemptions, which have been amended and increased in recent years by, the Live Music Act, Deregulation Act and other legislative orders. It is not intended to set out these changes in detail in this policy, but they are explained in the guidance issued by the Home Office under section 182 of the Act. They should be carefully considered by any person considering providing entertainment. For further advice, applicants are advised to contact the Licensing Section.

1.6 Types of Authorisations

There are four types of authorisations:

- a) **Premises Licence** - a licence granted in respect of any premises, which authorises them to be used for one or more licensable activities.
- b) **Personal Licence** - a licence granted by the Licensing Authority to an individual which authorises them to supply alcohol (or authorise the supply of alcohol) in accordance with a premises licence.
- c) **Club Premises Certificate** - a certificate granted in respect of premises occupied and used for the purposes of a club.
- d) **Temporary Event Notice** - where it is proposed to use premises for one or more licensable activity during a period not exceeding 168 hours.

1.7 It is recognised that the licensing process can only seek to address those measures within the control of the licensee, and in the vicinity of licensed premises. The licensing process is not a mechanism for the general control of anti-social behaviour by individuals once they are away from licensed premises and beyond the direct control of the licence holder. However where it can be established that a licensed premises is linked to anti-social behaviour or any other activity which undermines the licensing objectives, the matters may be pursued under the licensing process. The Licensing Authority will therefore continue to work in partnership with neighbouring authorities, the police, fire service, the NHS, the licensed trade, local businesses and local people towards the promotion of these four objectives.

1.8 It is intended that this policy statement will remain in existence for a period of up to five years from the 10th of February 2016. However the policy will be kept under constant review during this period, and where necessary, changes made, subject to the statutory consultation requirements being met.

1.9 As part of the above the Licensing Authority will consider the impact of licensing on regulated entertainment and particularly live music and dancing.

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

2 BACKGROUND

- 2.1 Carmarthenshire is the third largest county in Wales in demographic terms, with a population in 2013 of 184,681 of whom 11.6% were between the ages of 15 and 24, and 22.1% were between the ages of 25 and 44. It is these two age groups, who are currently most likely to make use of, and be employed within, the night time economy. However, 22% of the population is of pensionable age and therefore it is an aim of this policy to make the night time economy accessible to everyone, not just the young.
- 2.2 As a primarily rural area, Carmarthenshire has a strong agricultural base with a 'necklace' of key market towns providing the needs of communities in those rural areas. South East Carmarthenshire is the most densely populated part of the county, and is characterised by close knit former industrial communities. These contrasting types of environment present very different opportunities and challenges to those involved in the night time economy.
- 2.3 The night time economy within the county is extremely diverse, ranging from night clubs in the town centres to traditional local pubs, pub/restaurants, small village halls and community halls. These smaller venues have an important role to play in preserving and promoting the rich cultural and linguistic heritage of the county. On the 1st of April 2015 the Authority had 878 premises with Premises Licences, 82 with Club Premises Certificates and 2221 individual Personal Licence Holders.
- 2.4 Whilst the night time economy undoubtedly has benefits in terms of jobs, wealth creation, tourism and the promotion of cultural diversity, there are also obvious disadvantages. Alcohol related public nuisance, and crime and disorder are found not just in the larger town centres, but also in the smaller rural communities.

3 FUNDAMENTAL PRINCIPLES

- 3.1 Each application received under the provisions of the Act will be dealt with upon its own merits. However the Licensing Authority's discretion will not be engaged unless representations are received.
- 3.2 Nothing in this policy will undermine the right of a person to apply for a variety of permissions under the Act.
- 3.3 Absolute weight will be given to all relevant representations received by the council in respect of any application or request made under the Act. However representations, which are frivolous, vexatious or repetitious, will not be considered.
- 3.4 The Licensing Authority will not operate a quota of any kind, which would predetermine any application.

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY

- 3.5 The Licensing Authority does not currently impose general limitations on trading hours in particular areas.
- 3.6 In carrying out its functions under the Act, the Licensing Authority will have due regard to all relevant legislation.

4 CONDITIONS OF LICENCE

- 4.1 In order to avoid duplication with other statutory regimes as far as possible, the Licensing Authority, where representations are received, will not attach conditions of licence unless they are considered appropriate for the promotion of the licensing objectives. Conditions will generally be considered inappropriate if issues are already adequately covered by other legislation.
- 4.2 The Licensing Authority cannot impose standard conditions of licence across the board.
- 4.3 In 2010 the Licensing Act 2003 (Mandatory Licensing Conditions) order set out five new mandatory licence conditions. In 2014 those conditions were replaced by five new conditions introduced by an amendment order .

The new mandatory licence conditions relate to:-

- 1) Prohibition of irresponsible drinks promotions.
- 2) Provision of free tap water for customers
- 3) Requiring the adoption and use of an Age Verification Policy
- 4) Giving customers the choice of small measures
- 5) Banning the sale of alcohol below the cost of duty plus VAT.

The five conditions apply to all premises licences and club premises certificates which authorise the sale of alcohol for consumption on the premises.

Mandatory condition 3 is the only one which applies to premises which authorise off sales of alcohol only.

In certain circumstances conditions attached to licences will not take effect due to the operation of the Live Music Act, Deregulation Act and other legislative orders. For further advice contact the licensing section.

Licence holders are encouraged to contact the Licensing Section to discuss any proposed drinks promotion prior to their commencement. Further detailed guidance along with a new page outlining the conditions have been sent to each licence holder. Further copies of this advice is available from the Licensing Section.

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- 4.4 For advice regarding any pools of model conditions which may be available please contact the licensing section.

5 THE LICENSING OBJECTIVES – GENERAL COMMENTS

- 5.1 Applicants for new premises licences and those seeking variation of existing licences/permissions are advised to demonstrate how they intend to promote the four licensing objectives.
- 5.2 In order to do this applicants are advised to carry out a comprehensive and detailed assessment which should cover, amongst other things:
- a) The scope and nature of the licensable activities to be carried out.
 - b) The duration of such activities.
 - c) The nature and location of the premises in which the activities are to take place (this may include reference to beer gardens, smoking shelters or any other open areas forming part of the premises, or used by the premises for the carrying on of licensable activities and/or consumption of alcohol).
 - d) The nature and location of other premises in the vicinity and their occupants.
 - e) The skills and knowledge levels of persons engaged in carrying out those activities.
- 5.3 The Licensing Authority advises that such an assessment should identify issues which could lead to the licensing objectives being undermined.
- 5.4 The Licensing Authority advises that such an assessment, and its conclusions, be incorporated within, or be annexed to, the operating schedule, which forms part of the application. Where an applicant chooses not to submit a risk assessment they are advised instead to provide a statement explaining why in their opinion one is not needed.
- 5.5 The Licensing Authority advises that the operating schedule sets out in detail the control measures the applicant intends to put in place to deal with the risks identified in the assessment.
- 5.6 Applicants are reminded that, where representations are made in relation to an application, the Licensing Authority has the power to place conditions upon the licence where it considers it appropriate to do so to promote the licensing objectives.

The Licensing Authority believes that the effective management of licensed premises by suitability experienced and trained staff is essential for the promotion of the four licensing objectives.

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Designated Premises Supervisors

- 5.7 Applicants are reminded that where they wish the premises licence to include the sale or supply of alcohol that they need to appoint a Designated Premises Supervisor (DPS), who must hold a personal licence. The Licensing Authority strongly recommends to all applicants that the Designated Premises Supervisor (DPS) be the person who has day-to-day control of the premises.
- 5.8 The Licensing Authority recognises that where a large organisation such as a pub or supermarket chain has a number of premises from which it intends to sell/supply alcohol, that organisation may wish a more senior member of staff such as an Area Manager to act as Designated Premises Supervisor (DPS) for more than one premises. In those circumstances, the Licensing Authority strongly advises applicants to clearly set out in their operating schedules on how the DPS will ensure that the licensing objectives are to be promoted at the premises in question. The Licensing Authority recommends that this includes:
- a) The frequency of visits by the DPS to the premises.
 - b) The maintenance of proper records at the premises relating to the Licensing Objectives and their inspection by the DPS.
 - c) The identification of the person or persons responsible for the day-to-day management of the premises.
 - d) The proper training of staff at the premises, having regard to their individual roles and the nature of the licensable activities carried on at the premises.
- 5.9 Adult Entertainment
Following the amendment of the Local Government (Miscellaneous Provisions) Act 1982 to introduce a new category of establishment called Sexual Entertainment Venues, applicants and existing licence holders who are providing adult entertainment such as Lap Dancing, Pole Dancing or Table Dancing are advised to contact the Authority to check whether they require a separate Sexual Entertainment Venue licence for the premises. Further guidance regarding the provision of adult entertainment is available from the Licensing Section.
- 5.10 When preparing their Operating Schedules, applicants are advised to have regard to the guidance issued under Section 182 of the Licensing Act 2003 and any other guidance referred to therein.

6 THE PREVENTION OF CRIME AND DISORDER

- 6.1 In order for applicants to properly address this objective, the Licensing Authority advises that the operating schedule where appropriate includes (amongst other things) reference to the following:

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- a) The use of CCTV cameras, both inside and outside the premises. It is recommended that such cameras, where installed, meet the standard set out in the Operational Requirements Guidance document issued by the Carmarthenshire Division of the Dyfed Powys Police and that images are retained for thirty one days. Where cameras are installed, applicants are advised to provide a declaration that Police and Licensing Officers can have immediate access to the images at any time during the opening hours of the premises.
- b) The CCTV system shall be recording whenever the premises is open for licensable activities and at least one hour before opening time and one hour beyond the closing time.
- c) That a competent person capable of producing a copy of CCTV footage upon request of any investigating agency is available at the premises.
- d) The CCTV system be installed and maintained to the satisfaction of the Dyfed Powys Police and local Community Safety Officer.
- e) The Premises Licence holder shall ensure that the CCTV system is kept in a good working order.
- f) The licensee or another appropriate person must randomly examine any available recordings in an attempt to satisfy themselves that all relevant policies are being adhered to and act accordingly where there is any suspicion that staff are not following policy, such as requesting identification or questioning potential 'proxy sales'.
- g) The installation of a security system for the whole of the premises, including the stock area of an approved standard.
- h) Procedures for risk assessing promotions (e.g. drinks promotions) and special events with potential to cause crime and disorder. Plans to minimise the risks identified.
- i) Means to prevent the use and supply of illegal drugs.
- j) Training of staff, including the obtaining of qualifications to a national standard. Applicants are advised to keep written records of all staff training.
- k) The use of security staff, including the number to be deployed, methods of operation, training and qualifications. Applicants are reminded of the requirements of the Securities Industry Act. Applicants will be expected to maintain a register, detailing the security staff on duty at any one time and allow the Police and Licensing Officers access to that register at any time during the opening hours of the premises.
- l) That where Door Supervisors are employed it be in the ratio of two door supervisors for the first one hundred persons and one per hundred thereafter. If applicants wish to employ a different ratio, it is recommended they explain why.
- m) In the case of nightclubs and venues used for live entertainment and concerts, the use of metal detectors and/or other search facilities and procedures.
- n) Door supervisors whenever on duty must wear high visibility style clothing both indoors and outdoors. The type of clothing to be used indoors must be clearly visible and readily identifiable in premises where the lighting may be dim, so that they are recognisable to members of the public, police officers and licensing officers. Whenever on duty door supervisors must complete a register of the time they start and finish duty, the register must contain the contact details of the individual door supervisor.

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- o) Certain premises , particularly those with access restrictions for under 18's are advised to consider arranging for trading standards officers to deliver the free training regarding age verification, detailed in paragraph 9.10, for key staff such as door supervisors.
- 6.2 Applicants are strongly advised to state clearly in their operating schedules the measures to be taken to prevent customers removing glasses and/or open bottles/cans of alcohol from the premises.
- 6.3 All applicants are advised for the purposes of the prevention of crime and disorder that they include within the operating schedule, a capacity limit for the premises and the control measures to ensure it is enforced.
- 6.4 Applicants are advised to outline measures to be taken to supervise customers within any outside location at the premises either a beer garden or street café, in respect of the consumption of alcohol or smoking.
- 6.5 Applicants are advised that where they are planning to place tables and chairs on the highway or on private land, to indicate how they intend to control patrons at those locations and when they intend to remove those tables and chairs. Applicants are advised to contact the Street Scene section for advice regarding relevant permits under the Highways Act 1980.
- 6.6 It is recommended that Licensees support the Dyfed Powys Police in any initiatives to prevent crime and disorder such as passive drugs dogs, Itemiser drug scanning machine or any other relevant resource tool.
- 6.7 Licensees are encouraged to actively participate in an appropriate Pub Watch, LVA, Club Watch, Club Radio, Behave or be Banned, Best Bar None, and Home Watch Scheme or any other similar scheme. Applicants are advised to indicate whether or not they are willing to participate and also whether they are willing to contribute financially to the cost of such schemes.
- 6.8 Licensees are encouraged to promote and take part in any local or national initiatives, strategies or campaigns such as the 'Safer Clubbing Guide' and have regard to the Working Together to Reduce Harm – The Substance Misuse Strategy For Wales 2008 – 2018(Welsh Government 2008)
- 6.9 Applicants are advised where age restrictions on access apply, to put in place measures to control such activities, including staff training and the adoption of schemes such as "Challenge 25"
- 6.10 Licensees are reminded of their statutory duties to display certain licence documents and notices, Proper access to the licence and the display of the summary documents are vital elements of both the premises management and enforcement regimes. The Dyfed Powys Police and the Licensing Authority are of the view that in order to comply with these requirements, the premises summary document needs to be displayed in full public view, at a convenient height, not obscured and in such a way that each page of the document can easily be read by any person at the premises.

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Police and Licensing Officers will expect the responsible person at the premises to be able to produce the licence without delay.

- 6.11 Applicants requiring further information regarding the above or local crime prevention strategies should contact the Police at the address given in Appendix B.
- 6.12 The Dyfed Powys Police have identified the following areas within the County as hot spots of alcohol related crime and disorder. Applicants and existing Licence holders are strongly advised to pay special attention to measures aimed at preventing Crime and Disorder at premises located on these streets and in the vicinity.

Llanelli

Murray Street, Station Road, Stepney Street, Ann Street.

Carmarthen

Coracle Way, Lammas Street, Water Street, Priory Street, Queen Street, King Street. Nott Square

Ammanford

Quay Street, Wind Street.

7 PUBLIC SAFETY

- 7.1 Applicants are reminded that the safety of staff and patrons on licensed premises is the responsibility of the licensee.

7.2 **New Psychoactive Substances**

A recent trend has been the use and availability of New Psychoactive Substances(NPS), so called ' legal highs'. The authority recognises that legislation is sometimes slow to change to deal with such substances and that both the Police and local authority have powers under other legislation to tackle premises supplying substances that could be considered as legal highs. The Licensing Authority expects licence holders and qualifying clubs to actively discourage and prevent the use or supply of such substances in licensed premises.

- 7.3 All applicants are strongly advised to include within their operating schedule details of the maximum numbers of persons to be allowed in the premises at any time, how that figure was reached, and the control measures to ensure it is enforced.

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- 7.4 Applicants are reminded that such maximum numbers should be calculated to ensure that premises can be safely evacuated in the event of any emergency, not just in the event of fire (which is the subject of separate legislation). The proposed maximum numbers and control measures should therefore also provide for other types of emergency (e.g. violent disorder, flooding, bomb threats etc).
- 7.5 All applicants are strongly advised to assess as to when the use of alternatives to glass, such as plastic bottles, plastic glasses and/or toughened glasses may be appropriate. The Licensing Authority believes that this is of particular relevance not just to high volume premises such as nightclubs and large town centre pubs, but also to other premises during peak periods such as bank holidays, other special occasions and external beer gardens and street cafes. Failure to properly address this issue could result in representations being submitted by the responsible authorities.
- 7.6 Applicants are advised to set out how they intend to make adequate first aid provisions for staff and customers.
- 7.7 The Licence Holder are advised to ensure that there is in force an appropriate public Liability Insurance Policy relating to his/her use of the premises for licensable activities. A copy of which should be on display at the principal point of entry and be produced to a Police Officer or an officer of the Licensing Authority on request.
- 7.8 Applicants are reminded electrical safety is of paramount importance. Applicants should be aware of the importance of ensuring that the electrical installations of a venue are maintained in safe correct working order, and are periodically checked to ensure they remain in such a condition.

Applicants are advised that the electrical installation in the premises should be in accordance with the requirements contained in the Institution of Electrical Engineers Regulations for the Electrical Equipment of Buildings (IEE Wiring Regulations – issued as BS 7671:2001-amd 2002: Requirements of electrical installations). The Local Authority also advises that the electrical installation of the premises should be inspected and tested annually by a qualified electrical engineer. Applicants are encouraged to keep a record of such certificates for a period of twelve months.

- 7.9 Applicants are reminded that in circumstances where temporary structures (e.g. stages, marquees, seating etc) and/or temporary installations (e.g. generators, heaters) are used, it is the applicants responsibility to ensure that they are suitable for their intended use and they are erected/installed correctly. Applicants are encouraged to ensure only competent people install/erect temporary structure(s) and installations, and the applicant is strongly advised to obtain completion / conformity certificates from the persons responsible for erecting or installing the structure. In addition, applicants are encouraged to keep a record of such certificates for a period of 12 months following obtaining the certificate.

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- 7.10 The use of LPG is not uncommon, in particular, at outdoor events. In circumstances where LPG is intended to be used and stored, applicants are urged to familiarise themselves with the requirements of the LPG Association code of practices and follow such codes.
- 7.11 Applicants and existing licence holders are reminded of the need to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005. Advice regarding Fire safety can be obtained from the Mid and West Wales Fire Brigade, contact details for their Fire Safety department appear in Appendix B.
- 7.12 The Licensing Authority recommends that applicants contact the Fire Brigade, Health and Safety Executive and or Carmarthenshire County Council Commercial Services as appropriate for further information and guidance on these issues. (See Appendix B for relevant contact details).

8 THE PREVENTION OF PUBLIC NUISANCE

- 8.1 Applicants are reminded that licensed premises do not exist in isolation and that their operation contains an inherent risk of public nuisance.
- 8.2 Applicants are advised, as part of the assessment referred to in paragraph 5.2, to identify potential instances of public nuisance, arising from the operation of the premises and the measures to be implemented to control them.
- 8.3 Inaudibility - The simple presence of noise at a complainant's premises would not itself be sufficient to determine the matter as being a Public Nuisance or statutory noise nuisance as defined by the Section 79 of the Environmental Protection Act 1990. In determining the existence of a public nuisance or statutory noise nuisance a number of factors must be taken into consideration such as time, duration, frequency and loudness of the noise.
- 8.4 Applicants are reminded that their responsibilities in this respect are not limited to activities taking place within the premises during opening hours. Applicants are advised to have regard to (amongst other things) the manner in which their premises are prepared for opening (e.g. cleaning and deliveries), the management of patrons entering and leaving the premises and the manner in which the premises is closed down, including the way in which glass bottles are disposed of.

Applicants are also advised to consider:-

- a) Displaying Neighbour courtesy notices to be displayed at the premises.
 - b) Adopting a Dispersal Policy for the premises in respect of any person leaving the premises after midnight.
- 8.5 Applicants are reminded that public nuisance is not limited in scope to noise nuisance. Regard should therefore be had to (amongst other things) issues of light pollution, odour pollution, vibration etc.

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- 8.6 As a result of the introduction of The Health Act 2006 and subsequently The Smoke-free Premises etc. (Wales) Regulations 2007, a large number of premises have erected external shelters and smoking areas, a number of which use street furnishings. Applicants should consider carefully the layout and locations of such external areas and are advised that such furnishings be situated in locations so as not to cause obstruction to the public.
- 8.7 Prior to erecting smoking structures applicants are reminded to consider whether their structure may conflict with relevant planning/building control permission for the premises. If the applicant is unsure whether this is the case or where they are aware of such a conflict, then they should contact the relevant Section of the Authority to resolve this matter.
- 8.8 Applicants are advised to consider how noise arising from the use of external smoking shelters/smoking areas is controlled. Applicants are advised to locate such areas away from residential properties if possible. It is also advised that applicants consider restricting the access to such areas and the activities undertaken within the areas e.g. alcohol not to be used in the external areas beyond a particular time and carefully manage access to and use of such areas.
- 8.9 Applicants are advised not to provide entertainment such as music and televisions in the external smoking areas. Not only can the noise from the entertainment cause disturbance, but external entertainment encourages people to stay outside for prolonged periods of time and this itself can give rise to noise and disturbance
- 8.10 Advertising by means of fly posting is increasing and can have a detrimental effect on the surroundings. Applicants who use such methods of advertisement are recommended to have procedures in place to ensure that the advertisements are removed as soon as possible. Applicants are reminded that fly posting may give rise to criminal liability, both for those who fly post and the business that is being advertised.
- 8.11 Applicants are advised to consider how customers using the smoking areas dispose of their used cigarettes. Applicants are encouraged to provide receptacles for the used cigarettes and also to have systems in place to ensure the area is kept free from litter.
- 8.12 The Public Health Team has encountered a number of cases where trade waste is not being effectively managed by Licensed Premises. The result of which can give rise to Public Health problems such as rodent infestations, flies and odours. Situations have also arisen where premises (especially food premises) have been depositing their waste oil into the foul drainage system that resulted in blocked drainage system. Applicants are therefore reminded of their obligation to comply with legislation in relation to these issues.

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- 8.13 Carmarthenshire County Council Public Health Services has produced further detailed guidance to assist applicants to address the public nuisance licensing objective. The Licensing Authority advise applicants to have regard to this guidance when producing operating schedules.
- 8.14 The Public Health Team has a duty to investigate nuisance complaints and therefore should be the first point of contact in cases where individuals are experiencing problems of nuisance from licensed premises.

9 THE PROTECTION OF CHILDREN FROM HARM

- 9.1 The Licensing Authority will not seek to require that access to any premises is given to children at all times. Under normal circumstances this will be left to the discretion of the licensee. Generally the Licensing Authority will not seek to limit access of children to any premises unless it is necessary for the prevention of harm to them. Applicants are reminded that their general responsibilities towards staff and customers are increased where such staff/customers are children.
- 9.2 Applicants are advised to include within their operating schedules a clear statement as to when children will be employed at the premises and/or when they will be allowed on the premises as customers or performers in regulated entertainment. Applicants are reminded of the existence of local by laws governing the employment of children, and are advised to contact Education and Children Services in relation to this issue.
- 9.3 The range of alternatives which may be considered for limiting the access of children include:
- a) Limitations on the hours when children may be present.
 - b) Limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place.
 - c) Limitations on the parts of premises to which children might be given access.
 - d) Age limitations (below 18).
 - e) Requirements for accompanying adults.
 - f) Full exclusion of people under 18 from premises when licensable activities are taking place.
- 9.4 Where applicants intend to allow children to enter their premises they are advised to establish and enforce clear codes of conduct to be observed at all times when children are present. The Licensing Authority suggests such codes to be incorporated within or annexed to operating schedules and to include reference to (amongst other things):
- a) The prohibition of foul and abusive language
 - b) The prohibition of threatening behaviour
 - c) The prohibition of entertainment of an adult or sexual nature
 - d) The prohibition of entertainment of a violent nature

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- e) The prohibition of gambling (other than small numbers of AWP machines).
- 9.5 Applicants are advised to clearly state which parts of the premises children are allowed to enter, the circumstances in which this can take place and the control measures to ensure this is enforced. Applicants should seek advice from the Licensing Authority and Children's Services on a case by case basis.
- 9.6 Applicants are advised to include within their operating schedule a declaration that children of school age will not be allowed into their premises during school hours.
- 9.7 Applicants whose premises are used to provide services specifically to children and/or family groups are advised to adopt the following measures:
- a) Security checks on all staff, including temporary staff.
 - b) Training for key staff in relation to child protection and safety issues.
 - c) The adoption of fixed time deadlines after which children of a certain age will generally be expected to leave the premises. The Licensing Authority recommends that on a day preceding a school day this should be 8pm for children up to and including primary school age, and 10pm for secondary school children.
 - d) Procedures to ensure that unaccompanied children have the means to travel home safely.
- 9.8 In respect of licensed premises that hire their function rooms for private events, they adopt a system where all bookings are checked and details of the event or functions are verified as being bona fide. Such details to be recorded to include name of person who took the booking, contact details of person make the booking and what steps were taken to confirm that the event or function was not for persons under 18 years of age. This is to prevent the possibility of licensing offences being committed by the premises or those attending the function, such as an under 18's party, school proms or similar events where the majority of those attending will be under 18.
- 9.9 Applicants whose premises are to be used for Parties or events aimed primarily at 18 year olds and under are advised that the following arrangements are prudent to protect children from harm.
- Bookings for such events should only be taken from an adult. A requirement of an accompanying adult to supervise should be considered.
 - A Designated Premises Supervisor should be present whenever the premises is in use for such events
 - Specific arrangements need to be made by the premises to ensure that children and young people are able to get home safely. For example having a freephone available for booking local taxis.
 - Specific arrangements need to be made to ensure that children and young people that turn up at the premises and are denied access due to

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intoxication get home safely to the care of a parent or carer or responsible adult.

- Fixed time deadlines at which such parties will generally be expected to leave the premises.
- 9.10 Consideration should be given to the age of bar staff serving at these events and the potential impact that peer pressure could have on the likelihood of alcohol being served to underage persons. Arrangements should include the supervision and training of these staff to deal with peer pressure.
- 9.11 Applicants are reminded of research carried out on behalf of the Department of Children & Families by Newcastle University, which concluded that children who misuse alcohol are likely to suffer harm to their physical and mental health, educational development and personal safety.
- 9.12 Applicants whose premises are to be used for the sale and/or supply of alcohol are advised to set out in their operating schedules the steps that will be taken to prevent the sale and/or supply of alcohol to persons under age. This may include (but not necessarily be limited to):
- a) The Implementation of a “Challenge 25” policy to ensure that all staff will insist on appropriate ID if they believe that a purchaser may be 25 or under – “No ID – No Sale”.
 - b) The provision of notices / posters to be clearly displayed in store, near the point of sale areas, to emphasise to customers that they will be challenged if they look 25 or under. It is recommended that similar posters relating to the sale of age related products to be clearly displayed near the products themselves.
 - c) What forms of proof of age will be accepted at the premises e.g. Photo-card driving licence, passport, Validate card or any PASS accredited proof of age card.
 - d) A requirement that all new employees to undergo induction training in relation to the sale of age restricted products, immediately on commencing employment, and a written record and details be kept of such training.
 - e) A requirement that all relevant staff undertake refresher training in relation to the sale of age restricted products at least once every 6 months.
 - f) That such training include information on the acceptable forms of ID, and in particular the “Validate” proof of age card, promoted within Carmarthenshire. Sample “Validate” ID cards, should be made available, for staff, to assist confidence in their understanding of information contained on such cards.
 - g) A Requirement that a “Refusals Log” be maintained, kept at the till area, and entries completed every time a sale is refused. These “refusals” should be examined and analysed by an appropriate person within the organisation, at regular intervals, and any potential concerns addressed immediately. Any such actions should be recorded, signed and dated.
 - h) Where a person under is 18 is employed, a signed record should be made by the relevant “supervisor” in charge of that person, prior to them commencing duty on each day.

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- i) The Premises Licence Holder should have installed a CCTV system that covers the checkout area. The licensee or another appropriate person should randomly examine any available CCTV recordings, in an attempt to satisfy themselves that all relevant policies are being adhered to, and act accordingly where there is any suspicion that staff, are not following policy, such as not requesting ID, or questioning potential “proxy sales”.
- j) The preparation of a written policy in relation to the sale of age restricted products, a copy of which to be provided to all staff. Such a policy should be annually reviewed and if relevant, updated to reflect changes in the law, and / or guidance issued by relevant bodies.
- k) Where an EPOS system is in use, a till prompt is automatically generated to alert staff that an alcoholic product has been scanned, and that staff need to acknowledge this, before such a sale can continue.
- l) Arranging for the DPS to be in full time employment at the premises, with an active “hands on” role in, and responsibility for, overseeing staff. The DPS should have successfully completed, and provide evidence of such, a nationally accredited “personal licence” course.
- m) Ensuring that all documents referred to above, are kept at the premises and made available on request, at all times to Police, Trading Standards or Licensing Officers. Applicants are advised that where such a requirement is made a condition of licence, a failure to produce could be interpreted as documents “not being available”, which could be a breach of licensing conditions.

9.13 The Trading Standards Services Section offer free training for premises staff in relation to the sale of alcohol and other age restricted products. Licence holders wishing to take advantage of this service must make arrangements well in advance by contacting the Trading Standards Section using the contact details contained in Appendix B.

9.14 Applicants should have regard to such advice and guidance as may be issued from time to time by the Police and the Carmarthenshire County Council’s own Trading Standards Officers.

9.15 Applicants are reminded that the advice to keep training records set out in paragraph 6.1 in this policy is equally applicable in this context.

9.16 The Licensing Authority recognises that the Department for Education and Children of Carmarthenshire Council is the competent body to advise on matters relating to the protection of children from harm. The address to which applicants should forward copies of their application is contained in Appendix E.

9.17 The Licensing Authority strongly advises applicants to make a commitment in their operating schedules to follow the Portman Group code of practice on the naming, packaging and promotion of alcoholic drinks. Failure to do so may be regarded as intelligence of irresponsible drinks promotions under section 19 (2) of this policy.

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10 CUMULATIVE IMPACT

- 10.1 The Licensing Authority has received sufficient evidence to show that a Cumulative Impact Policy continues to be required in relation to the lower end of Station Road, Llanelli, between its junction with Queen Victoria Road south to the railway crossing as shown on the plan attached at appendix F. However, in accordance with paragraph 1.7 this matter will be kept under constant review.

This Policy applies to any property which has a boundary on the relevant portion of Station Road.

- 10.2 Where relevant representations are received, it is the Licensing Authority's policy to refuse applications in respect of the lower end of Station Road, Llanelli, between its junction with Queen Victoria Road south to the railway crossing as shown on the plan attached at appendix F for;

- (a) New Premises Licences
- (b) The variation of such licences that are considered likely to add to the existing cumulative impact.

The policy is intended to be strictly applied and will only be overridden in genuinely exceptional circumstances

Exceptions are unlikely to be made on the grounds that the premises are, or will be, well managed

Exceptions should be directed at the reasons underlying the policy.

An exception might arise where an application proposes;

- (a) To effect a real reduction in capacity
- (b) To replace vertical drinking with seated consumption and waiter service.
- (c) To transfer an operation from one premises to another, where the size and location of the second premises is likely to cause less detrimental Impact and will promote the licensing objectives.
- (d) The substitution of existing licensable activity at a premises with licensable activities which would have less impact on the area and would be more likely to further the licensing objectives.

Variation applications which are likely to be considered to add to the existing cumulative impact include;

- (a) An increase in the capacity of the premises
- (b) An extension in the hours of operation of the premises
- (c) Introducing opportunities to consume alcohol other than ancillary to table meals
- (d) Introducing opportunities to take food away from the premises
- (e) Introducing dance floors or similar facilities

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- (f) Any other change to the way the premises operate which is likely to have an impact on the promotion of the licensing objectives.
- (g) The varying of an existing licence condition attached to a premises licence, which is likely to have an impact on the promotion of the licensing objectives.

The Licensing Authority acknowledges that it has departed from the Secretary of State's guidance by including premises which sell alcohol for consumption off the premises within the scope of this policy. However the Licensing Authority believes that this departure is justified due to the evidence of price competitive behaviour linked to street drinking, underage drinking, proxy sales and pre-loading associated with the concentration of such premises in Station Road, Llanelli.

The Licensing Authority acknowledges that this policy goes further than that set out within the Secretary of State's Guidance. However the Licensing Authority believes this is justified on the grounds set out below.

The reasons for adopting this policy are as follows;

1. The portion of Station Road, Llanelli, between its junction with Queen Victoria Road south to the railway crossing as shown on the plan attached at appendix F contains a total of 23 licensed premises, including pubs, nightclubs, off licences and late night take away outlets.
 - a) During the period 01/01/13 to 31/07/15 the following incidents occurred in Station Road –
 - 101 incidents of alcohol related ASB
 - 84 Incidents including alcohol related public safety concerns
 - 233 alcohol related crimes.
 - b) Station Road accounted for 57% of alcohol related anti social behaviour and 67% of alcohol related crime recorded in the hot spot areas in Llanelli identified in the policy.
2. The Road is in close proximity to a large number of residential streets. There is clear evidence that these streets are subject to alcohol related crime and disorder by persons who have purchased alcohol in Station Road.
3. Station Road is the location for a number of licensed premises. There is clear evidence linking these premises to late night noise and anti social behaviour in Station Road and the surrounding residential streets.
4. Evidence has been received that late night food outlets attract passing custom from people leaving the town centre, leading to a greater concentration of people than would otherwise be the case, before dispersing through nearby residential streets.
5. There have been licence applications relating to premises in Station Road which have highlighted issues of alcohol related anti-social behaviour and crime and disorder.
6. The evidence to support the above is contained in the Policy review file and on the individual premises files held by the Licensing Section.

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7. The evidence from the consultation shows that residents are continuing to be affected by alcohol related crime and disorder, however this is primarily between it's junction with Queen Victoria Road south to the railway crossing, as shown on the plan attached at appendix F.

11 LICENSING HOURS

- 11.1 The Licensing Authority recognises that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when large numbers of people tend to leave licensed premises at the same time. Longer licensing hours may therefore be an important factor in reducing friction at late night food outlets, taxi ranks and other sources of transport in areas where there have already been incidents of disorder and disturbance.
- 11.2 However, the Licensing Authority recognises that in certain cases, the presumed benefits of longer licensing hours may be outweighed by the disadvantages of increased public nuisance, crime and disorder. This may be particularly the case in rural or residential areas. The Licensing Authority advises applicants to address this possibility when preparing their operating schedules in accordance with section 5 of this policy.
- 11.3 As far as the Licensing Authority's overall approach to licensing hours is concerned, it has not introduced any form of zoning at present.
- 11.4 Instead, regard will be given to the individual characteristics of the premises concerned and the area in which it is located. It is recognised that pubs, nightclubs, restaurants, hotels, theatres, members clubs and community venues all contribute to the night time economy but with contrasting styles and characteristics. Proper regard will be had to those differences and the impact they are likely to have on the local community.
- 11.5 Premises licensed to sell alcohol will generally be permitted to do so during the normal hours they intend to open for business
- 11.6 Where representations are received, the Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. For example, when issuing a licence, stricter controls may be imposed in the case of premises which are situated in the vicinity of residential accommodation.
- 11.7 Applicants for new licences, or those seeking variation of their existing licences and permissions, are advised to set out in detail in their operating schedules the control measures which they intend to adopt to address the licensing objectives.
- 11.8 Applicants are strongly recommended to include provision for drinking up time in their operating schedules.

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12. FILMS

- 12.1 In the case of premises which are used for film exhibitions, conditions will be imposed restricting access only to those who meet the required age limit in line with any certificate granted by the British Board of Film Classification or, in specific cases, a certificate given to the film by the Licensing Authority itself.

In recent years, the Act has been amended to exempt some types of film entertainment provided at certain locations from the requirement to be licensed between the hours of 8am and 11pm. Persons considering providing film entertainment are advised to contact the licensing section for detailed guidance regarding these exemptions.

13. INTEGRATING STRATEGIES AND THE AVOIDANCE OF DUPLICATION

- 13.1 The Policy is not intended to duplicate existing legislation and regulatory regimes that already place obligations on employers and operatives.
- 13.2 The Licensing Authority will endeavour to secure proper integration with local crime prevention, substance misuse action plans and strategies, planning, transport, tourism, cultural and health, social care and well-being strategies.
- 13.3 Where any protocols agreed with the police identify a particular need to disperse people from any areas swiftly and safely to avoid concentrations which could lead to disorder and/or nuisance, the Licensing Authority will aim to inform those responsible for providing local transportation so that arrangements can be made to reduce the potential for problems to occur.
- 13.4 The licensing authority will seek to encourage licensable activities which do not undermine the licensing objectives and which are consistent with the economic regeneration strategies and objectives of the authority, particularly those of the Llanelli town centre task force.
- 13.5 The Licensing Authority recognises that licensing applications should not be seen as a re-run of the planning application process and that there should be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency. Therefore, the Licensing Authority will not insist that a premises has the benefit of appropriate planning consent before considering an application, although applicants are reminded that the local planning authority, as a relevant authority, has the power to object to the granting of a licence and/or request the imposition of conditions upon any licence granted. Applicants are also reminded that the fact that planning consent may permit them to operate until a particular hour does not mean that they will necessarily be granted a licence on the same terms as different statutory criteria is applied under the planning and licensing regimes.
- 13.6 The Licensing Authority recognises that, apart from the licensing function, there are a number of other means available for addressing issues of

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disorder and nuisance that can occur away from licensed premises, including:

- a) Planning Controls.
- b) Positive measures to create a safe and clean town centre environment in partnership with (amongst others) local businesses, transport operators and other departments of the Local Authority.
- c) The provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols.
- d) Powers of Local Authorities to designate parts of the Local Authority area as places where alcohol may not be consumed publicly.
- e) Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices.
- f) The prosecution of any personal licence holder or member of staff at such premises, selling alcohol to people who are drunk.
- g) The confiscation of alcohol from adults and children in designated areas.
- h) Police powers to close down instantly for up to 24 hours any licensed premises or temporary events on the grounds of disorder, or the likelihood of disorder or noise from the premises causing a nuisance.
- i) The powers of the police, other relevant authority or a local resident or business to seek a review of the licence or certificate in question.
- j) The powers of Public Health Services to issue abatement notices under Section 80 of the Environmental Protection Act 1990 to prevent statutory nuisance.

13.7 The Licensing Authority will continue to address issues of this type through the Carmarthenshire Community Safety Partnership.

14. LIVE MUSIC, DANCING AND THEATRE

14.1 In recent years, the Act has been amended by the Live Music Act, Deregulation Act and other legislative orders, which have exempted some types of entertainment provided at certain locations from the requirement to be licensed between the hours of 8am and 11pm. It should be noted that exempt entertainment is still subject to the powers under the Environmental Protection Act 1990 and that live music provided at licensed premises under The Live Music Act must still promote the licensing objectives and could still be subject to a licence review. Persons considering providing entertainment are advised to contact the licensing section for detailed guidance regarding these exemptions.

14.2 When determining applications for live and/or community based events the Licensing Authority will take into account the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole, and in particular the need to support and promote the linguistic and cultural heritage of Carmarthenshire.

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- 14.3 If representations are made concerning the potential for disturbance in a particular neighbourhood as a result of such activities, such representations will be balanced against the wider benefits to the community of such events taking place.
- 14.4 When attaching conditions to licences granted for such events, the Licensing Authority recognises the need to avoid measures that might deter live music, dancing or theatre by the imposition of substantial indirect costs.
- 14.5 The Licensing Authority acknowledges the advice previously received from the DCMS in this context that the views of vocal minorities should not be allowed to predominate over the general interests of the community.
- 14.6 Only conditions strictly appropriate for the promotion of the licensing objectives will be attached to licences for activities of this nature.

15. SMALL SCALE TEMPORARY EVENTS

- 15.1 The Act provides for certain occasions when small-scale events (for no more than 499 people at any one time and lasting for no more than 168 hours) do not need a premises licence providing that advance notice is given to the Police, Environmental Health and the Licensing Authority. Only the Police or Environmental Health can object to such a Temporary Event Notice if they believe the event is likely to undermine any of the licensing objectives.

Standard Temporary Event Notices

- 15.2 Persons wishing to hold such events under the authority of a standard temporary event notice (TEN) must give a **minimum of 10 clear working days** notice to the Police, Environmental Health and the Licensing Authority. The addresses to which such notices must be sent can be found in Appendix C to this policy.

Late Temporary Event Notices

- 15.3 A late temporary event notice can be submitted up to **five clear working days prior to the start** of an event and must be served in the same way as set out above for standard TENs. However if one of the authorities objects to a late TEN, the Notice will not be valid and the event will not be able to go ahead.
- 15.4 The Licensing Authority recommends that responsible event organisers give far greater notice of events however, to ensure that potential problems can be identified and resolved well in advance. Ideally the Licensing Authority would like to receive three months notice of such 'small' temporary events, although it is recognised that this may not be practicable in some cases.
- 15.5 Those submitting Temporary Event Notices are therefore strongly recommended to contact licensing officers early in the planning of such events to obtain further guidance regarding the process.

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- 15.6 Those submitting Temporary Event Notices are advised to consider the advice about organising events for 18 year olds and under which can be found at paragraph 9.9 and the impact of alcohol consumption on young people which can be found at 9.10
- 15.7 Organisers of Temporary Events are strongly advised to refer to the good practice advice contained in other sections of this policy document. In particular :-
- Section 6 The Prevention of Crime and Disorder,
 - Section 7 Public Safety
 - Section 8 The Prevention of Public Nuisance and
 - Section 9 The Protection of Children From Harm

Organisers are also strongly advised to consult the Authorities listed in Annex B for advice regarding their obligations under other separate legislation.

16 LARGER OCCASIONAL EVENTS

- 16.1 Organisers of larger Occasional events involving 500 or more people will be required to submit applications for premises licences. The Licensing Authority again strongly recommends that event organisers contact licensing officers early in the planning stages of the event. Ideally the Licensing Authority would like to receive 12 months notice of any such event, although it is again recognised this may not be practicable in some cases.
- 16.2 The Following table is included as a suggested minimum period of time prior to an event for submitting a complete application, following consultations with the responsible authorities.

Maximum number of attendees at any time	Minimum notice period
500 - 999	Not less than 2 months
1000 - 2999	Not less than 3 months
3000 - 4999	Not less than 4 months
5000 - 19999	Not less than 5 months
20000 – 49999	Not less than 6 months
50000 +	Not less than 7 months

- 16.3 Organisers of all occasional events, irrespective of their size and duration, are reminded that failure to consult with the Licensing Authority and Responsible Authorities well in advance of the event taking place increases the risk of objections to the event, and the subsequent cancellation of the event itself.
- 16.4 Organisers of occasional events are advised to prepare an Event Management Plan setting out details of all aspects of the arrangements for the event. Organisers are advised to contact the licensing section for advice and guidance regarding the preparation of such management plans.

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- 16.5 The Licensing Authority will establish a multi-agency advisory group, consisting of the emergency services and other council services such as Highways and Public Health, to advise and co-ordinate planning for public events in the County, irrespective of their size and duration.
- 16.6 Organisers of occasional events are advised to consider the advice about events aimed at 18 year olds and under that can be found at 9.9 and the impact of alcohol consumption on young people which can be found at 9.10.

17. THE LICENSING PROCESS

- 17.1 The powers of the Licensing Authority under the Act will be carried out either by the Licensing Committee, by a sub-committee of that committee, or by one or more officers of the council in accordance with the scheme of delegation, which is prescribed from time to time by regulations and guidance under the Act. See Appendix A.
- 17.2 In general terms however, the Licensing Committee will have a largely supervisory role, contested applications will be dealt with by sub-committees, and uncontested applications by officers. See Appendix A.
- 17.3 Applicants are strongly encouraged to consult the Licensing Authority, responsible authorities, local businesses and residents whilst preparing their applications. The Licensing Authority firmly believes that this will assist applicants in identifying potential problems so that they can be addressed before they occur, and allay the fears of such businesses and residents as to the impact of the new licensing regime.
- 17.4 Applicants are strongly encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their operating schedules.
- 17.5 There is a presumption that a Sub Committee will not undertake site visits. A site visit will only be arranged where a valid representation is received and in the opinion of the licensing officer the sub committee may benefit from such a visit when determining the application. Officers will consult the chairman of the relevant Sub Committee prior to arranging a site visit.

If when dealing with applications where a site visit has not been arranged, the sub committee subsequently feels that a site visit is necessary in order to determine the application, the hearing may be deferred to allow this to take place.

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17.6 Minor Variations

The Licensing Act 2003 has been amended by the insertion of Section 41A to 41C relating to minor variations. This allows for certain small variations to be processed through a simplified 'minor variations' process.

Minor variations will generally fall into four categories:

- Minor variations to the structure or layout of the premises
- Small adjustments to licensing hours
- The removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions
- The addition of certain licensable activities

Applicants are advised to contact the Licensing Section to discuss their proposed application prior to submitting a formal application.

17.7 Community Premises

The Licensing Act 2003 has been amended to allow certain community premises which have, or are applying for, a premises licence that authorises alcohol sales to be exempted from the need to have a designated premises supervisor.

Such an application may only be submitted where the licence holder is the management committee, who would then be responsible for the supervision and authorisation of all alcohol sales made.

Community premises are defined as church or chapel halls, village or community halls or similar buildings.

Applicants are advised to discuss their proposals with the Licensing Section prior to submitting a formal application.

Making Representations

17.8 Persons considering making representations in relation to an application may wish to contact the licensing section for further information regarding the application and for guidance regarding the process of making representations.

17.9 The Authority advises individuals wishing to make representations against submitting a petition, as it is often difficult to verify that all the signatories meet the criteria contained in the legislation for relevant representations. In line with advice from LACORS, where lengthy petitions are submitted in relation to licence applications, a lead contact should be given and the Authority will then only correspond directly with that individual. Information regarding the application will be made available upon reasonable request to other signatories of the petition.

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- 17.10 In the interests of Local Authority cost and efficiency, where large numbers of representations are received regarding an application, copies of all the representations may not be distributed to all persons. The relevant documents will however be made available for inspection.
- 17.11 Any persons who have submitted representations are strongly advised to attend the hearing arranged to determine the application, as the committee may have to attach less weight to their representation if they are not present to answer questions regarding matters raised.
- 17.12 Where a person does not agree for their personal information being disclosed to an applicant, they are advised that this may result in less weight being attached to their representations.
- 17.13 Where a person has a genuine and well founded fear of intimidation and may be deterred from making a representation, they are advised to consider contacting the relevant Responsible Authority to discuss their concerns regarding the application.
- 17.14 Any person may make relevant representations in respect of licence applications.
- 17.15 Persons who make representations are expected to set out in detail the problems complained of and how they affect them.

18. LICENCE REVIEWS

- 18.1 At any stage following the grant of a premises licence, any person or responsible authority may ask the Licensing Authority to review the licence because of problems arising at the premises in connection with any of the four licensing objectives. In addition, a review of the licence will normally follow any action by the police to close down premises for up to twenty-four hours on grounds of disorder or public nuisance.
- 18.2 Any person who wishes to apply to review a licence or certificate are reminded that such an application cannot be made on a confidential basis. It is a requirement of the Act that the identity of the person or organisation making the application be disclosed in order for the request to be valid.
- 18.3 Where the application for a review originates with a person other than a responsible authority the Licensing Authority will first consider whether the request made is irrelevant, vexatious, frivolous or repetitious. This decision will be made by officers of the Licensing Authority in conjunction with the Chair or Vice Chair of the Licensing Committee.
- 18.4 Nothing in this policy shall be taken to prevent any individual making separate applications for the review of different licences, or more than one application for the review of the same licence where such requests are based on different complaints or evidence.

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18.5 Following receipt of an application for review or where the closure procedures referred to in paragraph 18.1 above apply, the Licensing Authority will arrange a hearing, which will be conducted in accordance with the prescribed regulations.

19. DISPUTE RESOLUTION

19.1 In the first instance, individuals or groups with concerns about particular premises are encouraged to raise their concerns directly with the applicant or licensee concerned.

19.2 Where the following have occurred the Licensing Authority will offer to arrange for mediation between the parties concerned to try to address, clarify and resolve the issues in dispute:

- a) A valid representation regarding a licence application
- b) A valid request for the review of a licence
- c) A valid complaint about licensed premises.

19.3 This offer will not override the right of any party to ask that the Licensing Committee (through its sub-committees) consider their representation, request or objection, nor the right of any applicant or licensee to refuse to take part in the mediation process.

20. ENFORCEMENT

20.1 The Licensing Authority has established protocols with the police and other enforcing authorities. These protocols will provide for the targeting of unlicensed premises, problem premises and high-risk premises, but with a lighter touch being applied to those premises which are shown to be well managed and maintained.

The authority has established a Licensing Action Group to provide a forum for representatives of the responsible authorities to meet regularly to focus coordinated action in respect of clubs or premises which are a source of complaint or concerns.

20.2 In establishing whether premises are high risk, regard will be had to the following:

- a) Intelligence relating to disorder and/or nuisance at, or in the vicinity of the premises.
- b) Intelligence relating to the sale/consumption of alcoholic drinks at, or in the vicinity of the premises by persons under age.
- c) Intelligence relating to drug taking and/or dealing at, or in the vicinity of the premises.
- d) Intelligence relating to irresponsible drinks promotions at the premises.
- e) Intelligence relating to binge drinking at the premises.

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- f) Whether the premises can be categorised at any time as high volume or high-density vertical drinking establishments.

20.3 In general, action will only be taken in accordance with set enforcement principles and in line with the Licensing Authority's own enforcement policy. To this end, the key principles of consistency, transparency and proportionality will be maintained.

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Appendix A

DELEGATION OF FUNCTIONS

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a Police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary Designated Premises Supervisor		If a Police objection	All other cases
Request to be removed as Designated Premises Supervisor			All cases
Application for transfer of premises licence		If a Police objection	All other cases
Applications for interim authorities		If a Police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a representation or review application is irrelevant, frivolous, vexatious etc.			All cases (In consultation with the Chair or Vice Chair of Licensing)
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a Police objection to a temporary event notice		All cases	
Adjourning a sub committee where all parties consent			In consultation with sub-committee chairperson

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Appendix B

CONTACT DETAILS

Licensing Authority

Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 234567
e-mail : PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 229141

Licensing Officer
Dyfed Powys Police
Police Station
Waunlanyrafon
Llanelli
Carmarthenshire
SA15 3AD

Tel No. 101 Ext 26464
e-mail: Mike.Price@Dyfed-Powys.pnn.police.uk

The relevant Planning Authority for your premises:-

Either

Head of Planning
Carmarthenshire County Council
8 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LQ

Tel No. 01267 224663 / 01267 224882 / 01267 224118
e-mail: Planning@Carmarthenshire.gov.uk
Fax No. 01267 237612

Or

Brecon Beacons National Park, for premises within its administrative area

Enforcement Officer
Brecon Beacons National Park Authority
Plas Y Ffynnon

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Cambrian Way
Brecon
Powys
LD3 7HP

Tel No: 01874 620431
Email: planning.enquiries@breconbeacons.org
Fax: 01874 622524

Public Health Services Manager (for Public Nuisance issues)
C/O Public Protection Division
Carmarthenshire County Council
Ammanford Town Hall
Iscennen Road
Ammanford
SA18 3BE

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 221616

Trading Standards Manager
Public Protection Division
Carmarthenshire County Council
Ty Elwyn
Llanelli
Carmarthenshire
SA15 3AP

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk
Fax No. 01554 742115

County Commander
Mid and West Wales Fire and Rescue Services
Carmarthenshire County Command HQ
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP

Tel No. 0870 6060699
e-mail: Mail@Mawwfire.gov.uk
Fax: 01267 222382

Department for Education and Children
Carmarthenshire County Council
Building 2
St. Davids Park
Jobs Well Road
Carmarthen

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SA31 3HB

Tel No. 01267 246544
e-mail. SocialCare@Carmarthenshire.gov.uk
Fax: 01267 246746

The relevant Health and safety authority for your premises

Either

Public Health Services Manager (for Public Safety Issues)
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
SA31 1LE

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 221616

Or

Health and Safety Executive
Services Division
Ty Myrddin
Old Station Road
Carmarthen
Carmarthenshire
SA31 1LP

Tel No. 01267 244230
Fax No 01267 223267

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.

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Appendix C

ADDRESSES FOR SERVICE OF TEMPORARY EVENT NOTICES

Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Public Health Services Manager
C/O Public Protection Division
Carmarthenshire County Council
Ammanford Town Hall
Iscennen Road
Ammanford
SA18 3BE

Licensing Officer
Dyfed Powys Police
Police Station
Waunlanyrafon
Llanelli
Carmarthenshire
SA15 3AD

Tel No. 101 Ext 26464
e-mail: Mike.Price@Dyfed-Powys.pnn.police.uk

Envelopes should be marked 'URGENT TEMPORARY EVENTS NOTICE'

Appendix D

ADDRESS FOR SERVICE OF APPLICATIONS ON THE LICENSING AUTHORITY

The Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

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STATEMENT OF LICENSING POLICY

Appendix E

ADDRESSES FOR SERVICE OF RESPONSIBLE AUTHORITIES

Licensing Authority

Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Licensing Officer
Dyfed Powys Police
Police Station
Waunlanyrafon
Llanelli
Carmarthenshire
SA15 3AD

The Relevant planning Authority

Either ,

Head of Planning
Carmarthenshire County Council
8 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LQ

Or

Brecon Beacons National Park, for premises within its administrative area

Enforcement Officer
Brecon Beacons National Park Authority
Plas Y Ffynnon
Cambrian Way
Brecon
Powys
LD3 7HP

Tel No: 01874 620431
Email: planning.enquiries@breconbeacons.org
Fax: 01874 622524

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Public Health Services Manager (for Public Nuisance issues)
C/O Public Protection Division
Carmarthenshire County Council
Ammanford Town Hall
Iscennen Road
Ammanford
SA18 3BE

Trading Standards Manager
Public Protection Division
Carmarthenshire County Council
Ty Elwyn
Llanelli
Carmarthenshire
SA15 3AP

County Commander
Mid and West Wales Fire and Rescue Services
Carmarthenshire County Command HQ
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP

Department for Education and Children
Carmarthenshire County Council
Building 2
St. Davids Park
Jobs Well Road
Carmarthen
SA31 3HB

The relevant Health and safety authority for your premises,

Either

Public Health Services Manager (for Public Safety issues)
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
SA31 1LE

Or

Health and Safety Executive
Services Division
Ty Myrddin

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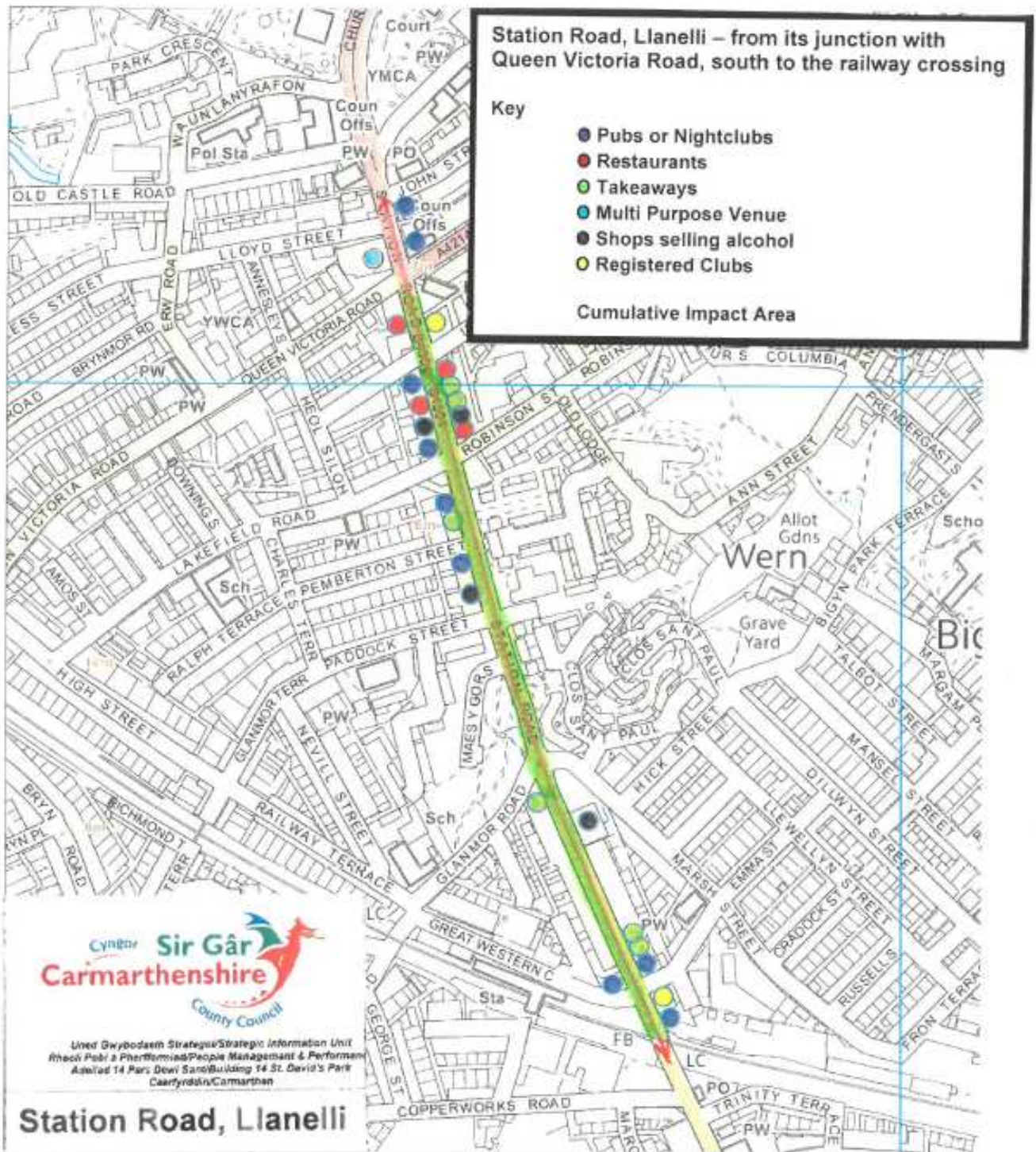
STATEMENT OF LICENSING POLICY

Old Station Road
Carmarthen
Carmarthenshire
SA31 1LP

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.

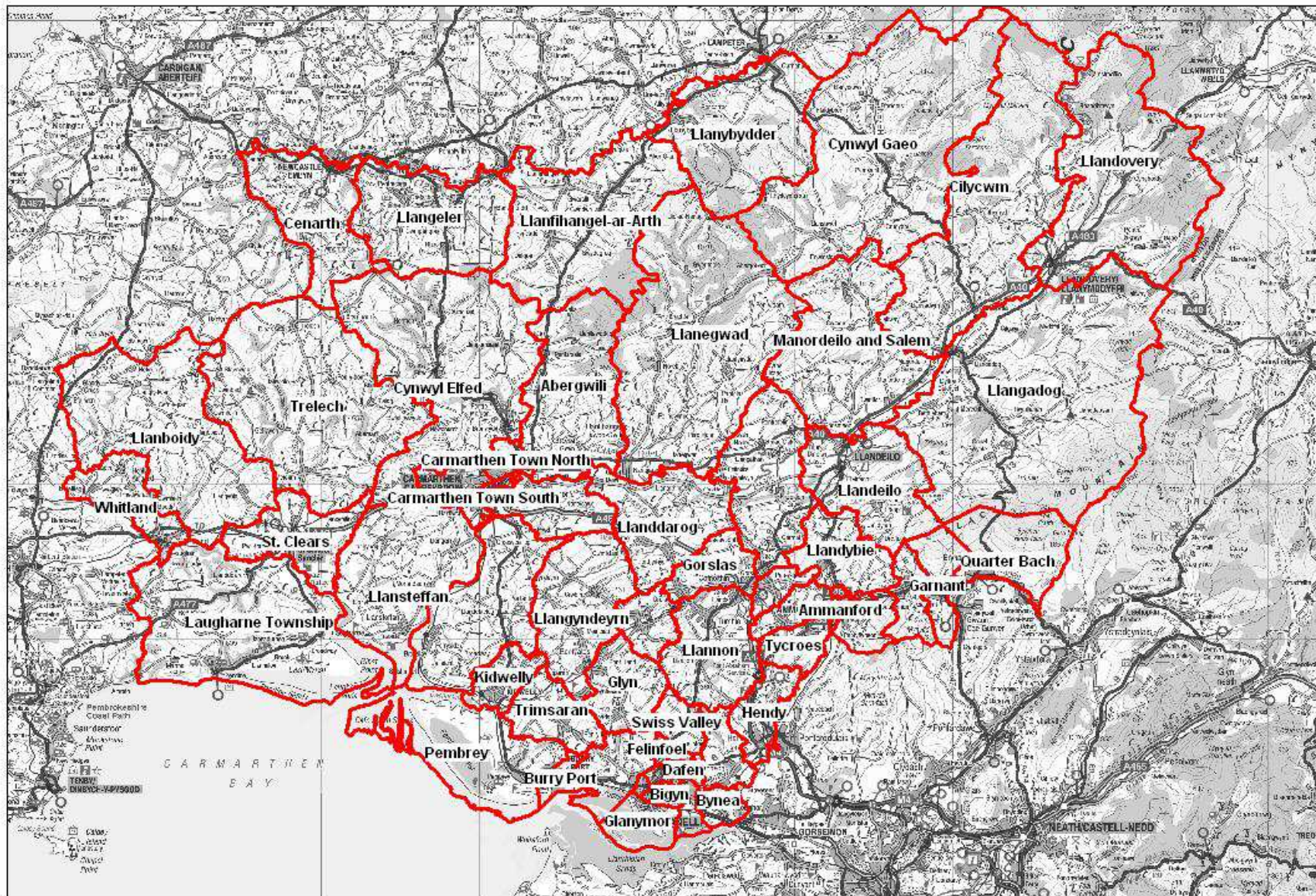
STATEMENT OF LICENSING POLICY

Appendix F



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STATEMENT OF LICENSING POLICY

Appendix G



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EXECUTIVE BOARD

DATE: 4TH JANUARY, 2016

**SUBJECT:
REVIEW OF GAMBLING POLICY**

Recommendations/Key Decisions Required:

A summary of the consultation responses is attached.

It is recommended that:-

- The amended Gambling Policy be approved.

Reasons:

- The attached revised Gambling Policy document reflects the results of the consultation and review process and complies with relevant legislation and guidance

Relevant Scrutiny Committee to be consulted: YES – Environmental & Public Protection – 11th December, 2015

Scrutiny Committee Recommendations/Comments:

- The Committee RESOLVED to recommend to Executive Board that the amended Gambling Policy be approved.

Exec Board Decision Required YES – 4th January, 2016

Council Decision Required YES - 10th February, 2016

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:-

Cllr. Jim Jones (Environmental & Public Protection Portfolio Holder)

Directorate Department for Communities	Designations:	
Name of Head of Service: Robin Staines	Head of Housing and Public Protection	Tel. 01267 228960 rstaines@carmarthenshire.gov.uk
Report Author: Emyr Jones	Principal Licensing Officer	Tel 01267 228717 eorjones@sirgar.gov.uk

EXECUTIVE SUMMARY

EXECUTIVE BOARD

DATE: 4TH JANUARY, 2016

REVIEW OF GAMBLING POLICY

The current Gambling Policy was adopted by the authority in December 2012 and came into effect on the 31st of January 2013. The legislation requires it to be reviewed at least every three years to ensure that it reflects feedback from the local community that the statutory objectives are being met.

The authority's licensing section in conjunction with the council's legal department have reviewed the policy document in light of revisions to Gambling Commission guidance. The authority has liaised closely with the Gambling Commission to ensure that the revised document embraces the changes being introduced by the commission, which included hosting a collaboration meeting with representatives of the Gambling Commission, Pembrokeshire and Ceredigion licensing authorities.

The key changes to the legislation and guidance include :-

- Revisions to Licence Conditions and codes of practice, including the introduction of premises specific risk assessments from April 2016.
- Developing a more local focus for gambling policies, including the option of developing a local area profile.

As part of the review, the authority is required to undertake a consultation exercise aimed at the chief officer of Police, representatives of gambling businesses and persons representing the interests of residents and businesses in the area, in order for their views to be formally considered by the authority.

The consultation began on the 7th of July and finished on the 13th of September 2015.

Approximately two thousand individuals and organisations, including licence holders and their representatives, town and community councils, members of parliament, assembly members, county councillors, council departments and responsible authorities received consultation documents. The responsible authorities include, The Licensing Authority, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service, Gambling Commission, Environmental Health (Pollution Section), Planning Authority, HMRC, Children Services.

On this occasion the survey was undertaken using the iLocal consultation facility on the Council's web site. This enabled the majority of consultees to be contacted via e-mail, thus reducing the cost whilst increasing the accessibility of the consultation.

A total of 44 responses were received.

The key issues raised as a result of the consultation exercise and review were:-

- No areas of the county were identified as suffering with gambling related problems.
- There is evidence of a link between gambling and financial exploitation.

A revised gambling policy document, incorporating amendments to reflect the relevant consultation responses is attached. Once approved by full council the revised Gambling Policy will come into effect four weeks after being published on the authority's web site in accordance with the regulations.

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: Robin Staines

Head of Housing and Public Protection

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

1. Policy, Crime & Disorder and Equalities

The proposed amendments to the Gambling Policy promote the prevention of crime and disorder. The Policy complies with the Authority's duty under section 17 of the Crime and Disorder Act.

An Equalities impact assessment has been undertaken and no negative impacts have been identified.

2. Legal

Legal services are satisfied that the proposed amendments comply with the Gambling Act 2005 and the statutory guidance issued by the Gambling Commission.

CONSULTATIONS

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

Signed: Robin Staines

Head of Housing and Public Protection

1.Scrutiny Committee

The Environmental and Public Protection Scrutiny Committee was consulted on 11th December, 2015.

2.Local Member(s)

Local Members were consulted through correspondence.

3.Community / Town Council

Town and Community Councils were consulted through correspondence.

4.Relevant Partners

Relevant partners were consulted through correspondence and consultation meetings.

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
Consultation Responses	Review of Gambling Policy 2015	3, Spilman Street, Carmarthen
Gambling Commission Guidance	Review of Gambling Policy 2015	3, Spilman Street, Carmarthen

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CARMARTHENSHIRE COUNTY COUNCIL



Gambling Policy CONSULTATION REPORT

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3	Outline of approach and consultation methods
6	Key quantitative findings from the survey
10	Analysis of general comments from the survey (matrix table)
13	Summary – key changes to the gambling policy
<hr/>	
14	<i>Appendix 1 – Gambling Policy survey</i>
18	<i>Appendix 2 – Map of Carmarthenshire’s postcode districts</i>

CARMARTHENSHIRE COUNTY COUNCIL

Gambling Policy CONSULTATION

INTRODUCTION & CONTEXT

On a periodic basis – at least once every three years – the local authority is legally required to review its Gambling Policy under the Gambling Act 2005 to ensure fitness for purpose. Consultation is an intrinsic part of this process: the policy must be responsive to local needs, it should take under advisement comments from myriad stakeholders and seek evidence that will help evaluate progress against its statutory objectives.

To this end, a ten week consultation (July 7th to September 13th 2015) was held to garner views from a wide range of organisations and individuals with an interest in licensing matters. The consultation was the first opportunity that local residents, businesses, existing licence holders and their representatives have had to formally comment on the Policy since 2012.

This report, incorporating the results of the public consultation and the authority's response in summary form, will go to both the Licensing Committee and Environmental & Public Protection Scrutiny Committee mid-November and then to the Executive Board for a decision before the month ends.

This report:

- 1) Outlines the approach and consultation methods deployed;
 - 2) Summarises results and key findings;
 - 3) Considers free-text responses from residents, license holders, organisations and town and community councils in a summary matrix table;
 - 4) Provides a short summary
-

1) OUTLINE OF APPROACH AND CONSULTATION METHODS

A mixed-methods approach to ascertaining views on Carmarthenshire's Gambling Policy was employed to gather quantitative and qualitative data for analytical and evaluative purposes. Specifically, the consultation focused on identifying locations where gambling and gambling-related problems were perceived to be a serious issue.

In accordance with the Gambling Act 2005, a number of statutory consultees were engaged throughout the consultation. This included:

- the fire authority
- the police service
- the Gambling Commission
- Planning
- Environmental Health
- Child Protection

- HMRC

The gambling consultation was jointly publicised with the licensing policy. Awareness was raised through use of the following consultation channels:

Publicity

The consultation was publicised through the Council's press office, through means including: press releases; article in Carmarthenshire News; information on the Council's website; online consultation portal (hosted on iLocal) and through social media feeds.

Carmarthenshire Citizens' Panel & 50+ Forum

Carmarthenshire's Citizens' Panel (a representative group comprising c. 600 members) – and 50+ Forum (2400 members aged 50 plus) are a useful barometer of public opinion and are regularly consulted on Council services. Information was disseminated electronically to members on email: c. 230 Citizens' Panel and c. 550 50+ members.

Survey

Surveys are a cost-effective method for finding out stakeholders' views and can be administered in a variety of different ways. An electronic and paper survey was thus selected as the principal method for gathering data. The survey contained a number of fixed-response (closed) and free-response (open) questions. Furthermore, the survey encouraged respondents to upload/attach evidence to support their submission.

The on-line survey was made available through Carmarthenshire County Council's iLocal consultation portal. In addition to listed statutory consultees, links to the survey were circulated to members of the Citizens Panel, 50+ Forum, Equality Carmarthenshire and Youth Council; county councillors and town and community councils, license holders, licensing solicitors, MPs, AMs and the Police and Crime Commissioner. Taken as a whole, consultation invites were sent to over 1900 individuals and organisations (excluding Carmarthenshire News recipients).

The consultation exercise resulted in **44 submissions**, covering a wide section of the community. Half of the responses received were from members of the public,¹ 14 (32%) from a body/person representing the public, 4 (9%) were a premises licence holder, 2 (5%) were club premises licence holders and 2 (5%) were other organisations/groups. A full breakdown is tabulated overleaf. Considering all responses, 24% of responses were received from premises/households in SA14, 18% in SA32, 15% in both SA15 and SA18, 12% in both SA17 and SA33 and 3% in both SA19 and SA34. No other postcode attracted a response.

¹ The demographic profile of respondents is as follows. Ethnicity: all respondents described themselves white. Age: 5% were under 25, 5% were 25-34; 27% were 35-44, 14% 45-54, 36% 55-64, 14% 65-74, (age cohorts with no responses are not listed). Gender: 50% female, 50% male. Disability: 5% yes, 86% no, 9% preferring not to say (PNTS). Religion or belief: 48% held a religion or belief, 48% did not and 5% PNTS. Sexual orientation: 91% heterosexual, with 9% PNTS.

Are you responding as a...	
Premises licence holder	4 (9%)
Personal licence holder	-
Club premises certificate holder	2 (5%)
Member of the Public	22 (50%)
Local business	-
Body representing licence holders / clubs	-
Body/ Person representing members of the Public (e.g. County councillors; Town & Community Council)	14 (32%)
Other Organisation or Group	2 (5%)

Proper weight has been given to the views of all those consulted and, in particular, 'due regard' given to free text (literal) responses.

Other

Carmarthenshire's Licensing department also convened a meeting with Ceredigion and Pembrokeshire Councils and the Gambling Commission.

2) KEY QUANTITATIVE FINDINGS FROM THE SURVEY

The section will be structured by considering each quantitative survey question in turn. Mention will be made of the views of different categories of respondent, to enable comparisons to be made. This process is known as the disaggregation of survey data: examining trends by age, gender and other demographic variables to enrich the consultation. In section 3, comments from the consultation will be considered separately in a matrix table, whether these have arisen through survey submission, or letter or email submissions.

*About the **Average Index Score (AIS)***

Sometimes known as a 'weighted average', the AIS is a way of distilling the 'balance and strength of opinion' down into one number. Useful for questions with options to 'strongly agree', 'disagree', etc., the technique is used throughout the report.

Example

10 people are asked whether they 'strongly agree', 'agree', 'have no opinion', 'disagree' or 'strongly disagree' that Wales will win the six nations.

Results...

3 strongly agree (each response worth 2, so=**6**)

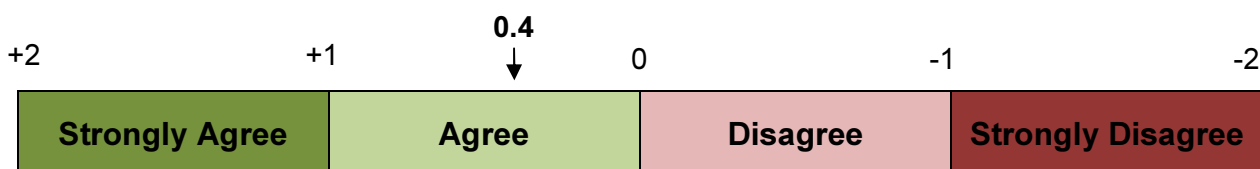
3 agree (each response worth 1, so=**3**)

1 no opinion (each response worth 0, so=**0**)

1 disagree (each response worth -1, so=**-1**)

2 strongly disagree (each response worth -2, so=**-4**)

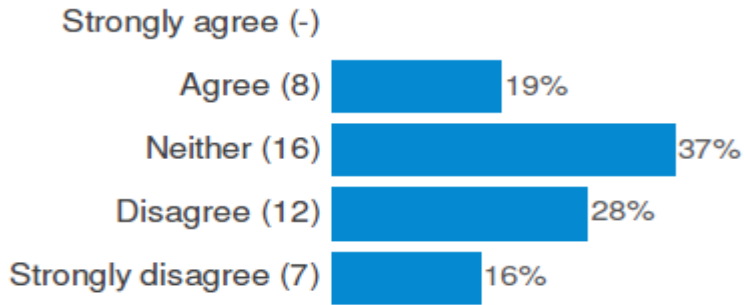
The AIS is calculated by adding all the numbers in bold: So, $6+3+0-1-4=4$; Then dividing by the number of responses (10 in this case). The average index score is: $4 \div 10 = \mathbf{0.4}$



Following a series of demographic profiling questions, respondents were asked to indicate the extent to which they agreed or disagreed with a series of statements about gambling – designed to elicit information on the prevalence of gambling-related problems across Carmarthenshire. A likert scale was used, with 'strongly agree' and 'strongly disagree' as response anchors.

Firstly, 42% of respondents disagreed (16% disagree; 28% strongly disagree) that there were **gambling-related problems in their area**. 'Neither' was the largest response category, attracting 37% of responses. This may suggest that respondents do not feel they have sufficient knowledge/information or local intelligence to make an informed judgment, thus preferring to remain neutral. Less than one fifth (19%) of respondents agreed with the statement. Of those who agreed gambling-related problems were an issue in their area, the following streets/towns were cited: Llanelli (x2 respondents); Carmarthen (x1); Ammanford (x1) and a belief that the problem is county wide (Carmarthenshire x1).

1. There are gambling-related problems in my area

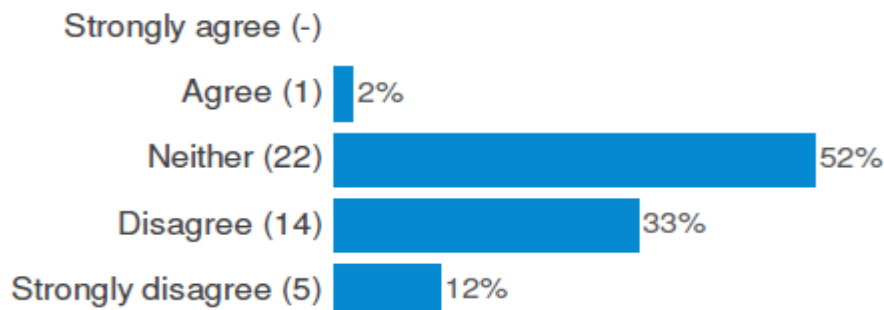


That the majority do not consider gambling-related problems to be an issue in their area is borne out by a negative Average Index Score (AIS) of **-0.42** (plotted below).

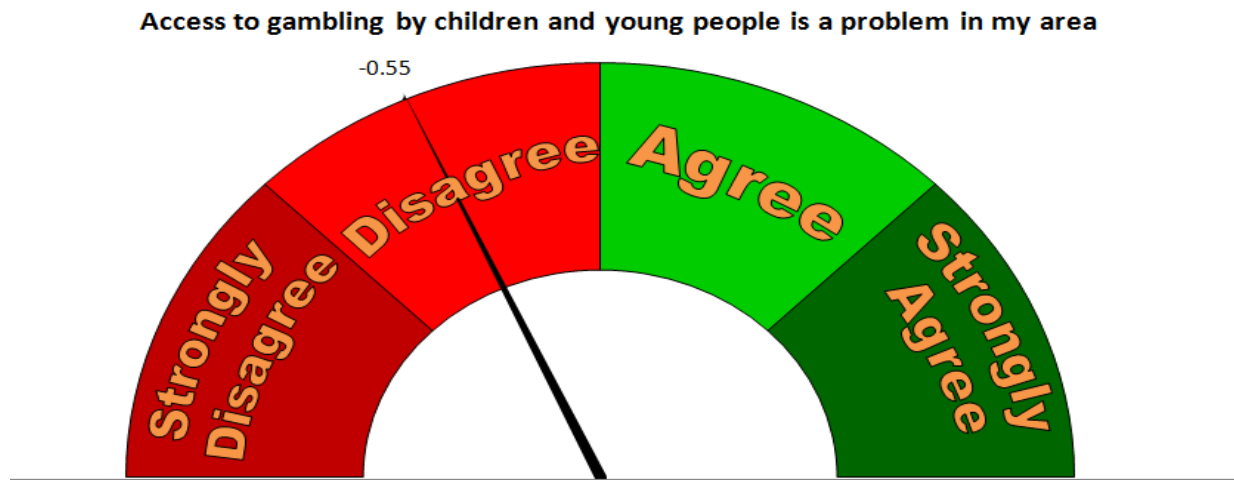


Next, 45% of respondents disagreed that **access to gambling by children and young people was a problem in their area**. As with the preceding question, 'neither' attracted the most responses (52%). Only one respondent (2%) agreed.

2. Access to gambling by children and young people is a problem in my area

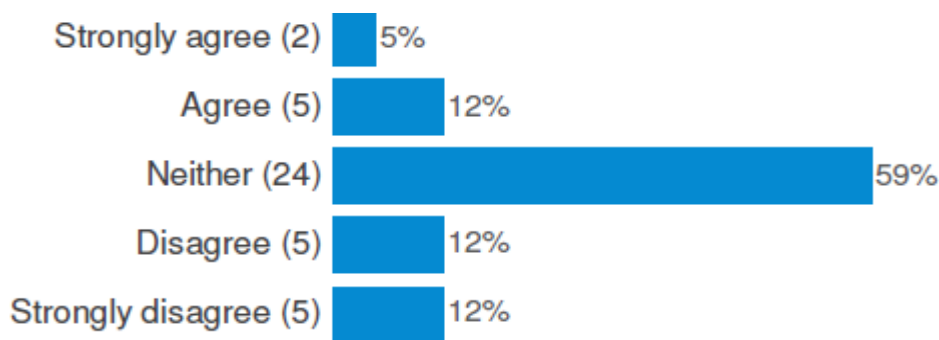


An Average Index Score of -0.55 confirms this result, with a score in the 0 – -1 range indicating disagreement.



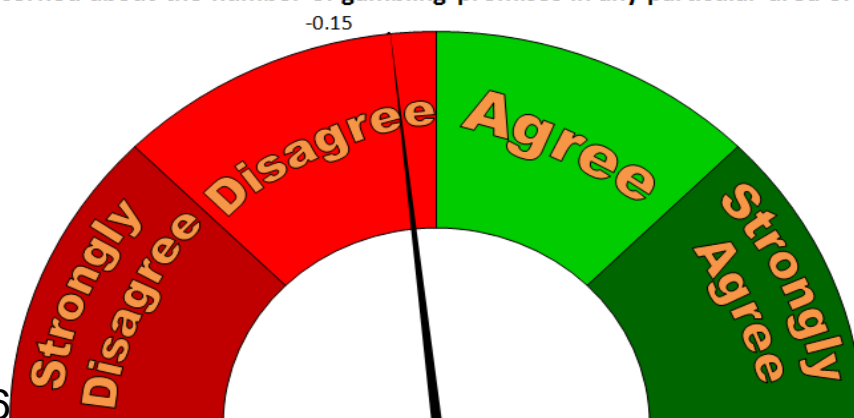
Lastly, around six in ten (59%) respondents neither agreed or disagreed that they were **concerned about the number of gambling premises in any particular area of the County**. Again, this suggests most respondents are neutral/undecided on the matter or have insufficient knowledge or experience to form strong feelings. Around a quarter (24%) disagreed (12% strongly disagree; 12% disagree), with 17% agreeing (5% strongly agree; 12% agree).

3. I am concerned about the number of gambling premises in any particular area of the County



An Average Index Score of -0.15 suggests, overall, slight disagreement. Values closer to a '0' value are indicative of a fairly neutral response.

I am concerned about the number of gambling premises in any particular area of the County



The AIS for selected demographic categories, and that of particular postcodes, has been tabulated below for each of the three statements.² The table draws upon a process known as ‘exception reporting’ to shade values that are critical; in this case positive values indicating agreement with the statements. Of particular note, the positive AIS for male respondents (0.09) denotes slight concern about the number of gambling premises in the County.

+2	+1	0	-1	-2
Strongly Agree	Agree	Disagree	Strongly Disagree	

	SA14	SA15	SA17	SA18	SA32	SA33	M	F
<i>There are gambling-related problems in my area</i>	-0.13	-0.8	-1	-0.6	-0.17	-0.5	0	-0.8
<i>Access to gambling by children and young people is a problem in my area</i>	-0.5	-1	-0.75	-0.8	-0.17	-0.33	-0.36	-0.8
<i>I am concerned about the number of gambling premises in any particular area of the County</i>	-0.13	-0.25	-0.5	-0.6	-0.2	-0.25	0.09	-0.27

Bringing the analysis of quantitative data to a close, 98% of respondents said they were not aware of any problems that have occurred as a result of gambling premises being located in close proximity to sensitive buildings such as schools, sixth form colleges and children’s play areas. Similarly, 93% of respondents were unaware of any premises where problems have occurred as a result of gaming machines being made available to the public. Although a general comment was made about the proliferation of gaming machines, information on locality was not provided.

² Please note that in some instances, the sample sizes of each postcode are relatively small – distorting the results. Categories (postcodes, age, gender) which have received fewer than 4 responses are omitted from the table. . A map showing the postcode areas of Carmarthenshire is appended to this report (appendix 2).

3) ANALYSIS OF COMMENTS – SUMMARY MATRIX TABLE

The report now considers comments expressed in the survey's free-text questions. Note is made of the respondents ID number (to provide a traceable record), comment(s) received, the Council's response and, where appropriate, changes to the gambling policy as a result of the consultation. Respondents that have not submitted a reply are omitted from the table.

RESPONDENT	COMMENTS	APPRAISAL	RESPONSE	CHANGES
Respondent 1	Question 3 Concerned about the number of premises in Llanelli	Noted	To be taken into account when reviewing the policy	No Change
Respondent 3	Question 3 Gambling can lead to financial problems and physical abuse for the gambler's family. Arcades are breeding grounds for future addicts. Care needed to balance establishments and limit numbers of machines.	Noted	To be taken into account when reviewing the policy	Change to Appendix A and new paragraph regarding Financial Exploitation Safeguarding Scheme (FESS).
Respondent 4	Question 3 Councillors should spend time reviewing this issue. Their job is to protect the vulnerable and they should send a clear message to gambling businesses that exploitation will not be tolerated	Noted	To be taken into account when reviewing the policy	Change to Appendix A and FESS.
Respondent 14	Question 3 Concerned about the number of gambling premises in Stepney	Noted	To be taken into account when reviewing the	FESS.

	Street/Station Road, Llanelli. Gambling encourages people to waste money		policy	
Respondent 17	Question 3 The main problem is the ease of access to online gambling and the high profile advertising	Noted. However the policy is unable to deal with issues of online gambling	No change required to policy	No Change
Respondent 22	Question 3 The introduction of online gambling has seen a dramatic increase in the numbers of people with a gambling problem. Gambling adverts on television should be banned.	Noted. However online gambling is not a matter that can be dealt with by the policy	No change required to the policy	FESS
Respondent 28	Question 3 Poverty due to an increase in gambling. Betting shop windows advertisements encourages betting. Should be forced to also say how often people win.	Noted	To be taken into account when reviewing the policy	FESS
Respondent 34	Question 3 Evidence of a link between problem gambling and vulnerability to financial exploitation. Gambling premises should promote the Financial Exploitation Safeguarding Scheme (FESS) as a means of protecting the vulnerable from problem gambling	Noted	To be taken into account when reviewing the policy	FESS

Respondent 35	Question 1 Gambling related problems in Llanelli. Increase in number of betting shops in Llanelli a concern. Should limit the number of betting shops in socially deprived areas of the town.	Noted	To be taken into account when reviewing the policy	Cannot limit numbers.
Respondent 37	Question 3 Some bookmakers have so many Gambling machines that they look more like arcades	Noted	To be taken into account when reviewing the policy	No Change as dealt with by legislation and guidance.
Respondent 44	Question 3 Detailed representations submitted on the following points; <ol style="list-style-type: none"> 1. Generally supports current policy 2. Would be happy to provide risk assessments should the policy be amended to require this 3. Such assessments should assess specific local risks and the control measures to address them. 4. No evidence of betting shops close to places frequented by children actually causing harm 	Noted	To be taken into account when reviewing the policy	Risk assessment paragraph.

4) SUMMARY – KEY CHANGES TO THE GAMBLING POLICY

1. Updated demography and plan of County inserted
2. Glossary of terms inserted
3. Details of Responsible Authorities revised and updated
4. Guidance to applicants inserted on matters to consider when preparing applications
5. Updated advice inserted on the protection of children and vulnerable persons from gambling harm, including reference to the Financial Exploitation Safeguarding Scheme.
6. Inserted new section on Risk Assessments.
7. Scheme of Delegation amended to give elected members a greater role in determining gaming machine permit applications.

Gambling Act 2005 - Review of Gambling Policy

Part 1 - About You

- 1 Are you responding as a...
- Premises licence holder
 - Personal licence holder
 - Club premises certificate holder
 - Member of the Public
 - Local business
 - Body representing licence holders / clubs
 - Body/ Person representing members of the Public (e.g. County councillors; Town & Community Council)
 - Other Organisation or Group

- 2 If responding as an organisation/business/body, please write its name here
-

- 3 Following 'SA', please specify the two numbers of your postcode
-

- 4 What is your age group?

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 55 - 64 |
| <input type="checkbox"/> 16 - 24 | <input type="checkbox"/> 65 - 74 |
| <input type="checkbox"/> 25 - 34 | <input type="checkbox"/> 75 - 84 |
| <input type="checkbox"/> 35 - 44 | <input type="checkbox"/> 85+ |
| <input type="checkbox"/> 45 - 54 | |

- 5 What is your gender?

- Female Male Prefer not to say

- 6 What is your ethnic group?

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Black / African / Caribbean / Black British |
| <input type="checkbox"/> Mixed / multiple ethnic groups | <input type="checkbox"/> Other ethnic group |
| <input type="checkbox"/> Asian / Asian British | <input type="checkbox"/> Prefer not to say |

- 7 The Equality Act 2010 states that a person has a disability for the purposes of this Act if he/she has or has had '*a physical or mental impairment which has had a substantial and long term adverse effect on his/her ability to carry out normal day to day activities*'.

Long term has been defined as meaning having lasted 12 months or is likely to last at least 12 months

Do you consider yourself to be disabled?

- Yes No Prefer not to say

- 8 Do you hold a religion or belief?

- Yes No Prefer not to say

9 What is your sexual orientation?

- Heterosexual
- Bisexual
- Lesbian
- Gay
- Prefer not to say

Part 2

To what extent would you agree or disagree with the following statements:

1. There are gambling related problems in my area

- Strongly agree Agree Neither Disagree Strongly disagree

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

Street

Town / Village

Nature of problem

2. Access to gambling by children and young people is a problem in my area

- Strongly agree Agree Neither Disagree Strongly disagree

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

Street

Town / Village

Nature of problem

3. I am concerned about the number of gambling premises in any particular area of the County

- Strongly agree Agree Neither Disagree Strongly disagree

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

Street

Town / Village

Nature of problem

Are you aware of any problems that have occurred as a result of gambling premises being located in close proximity to sensitive buildings e.g. schools, sixth form colleges, children's play areas etc?

- Yes
- No

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

Street

Town / Village

Nature of problem

Are you aware of any premises where problems have occurred as a result of gaming machines being made available to the public?

- Yes
- No

If you would like to provide specific information on any of these issues, such as past or ongoing problems, please do so below:

Street

Town / Village

Nature of problem

Is there anything else that you want us to take into account when reviewing the Gambling Policy?

If you would like to attach a document to your survey response, please note below

Part 3 - Your Details (optional)

Name:

Address:

Tel No:

Fax:

E-mail:

Under certain circumstances, we may wish to contact you to follow-up on your response, either to ask for additional comment or to reply to the points you have raised.

Do you consent to CCC using your details in this way?

- Yes - I am happy to be contacted
 No - I do not wish to be contacted

Data Protection Act 1998

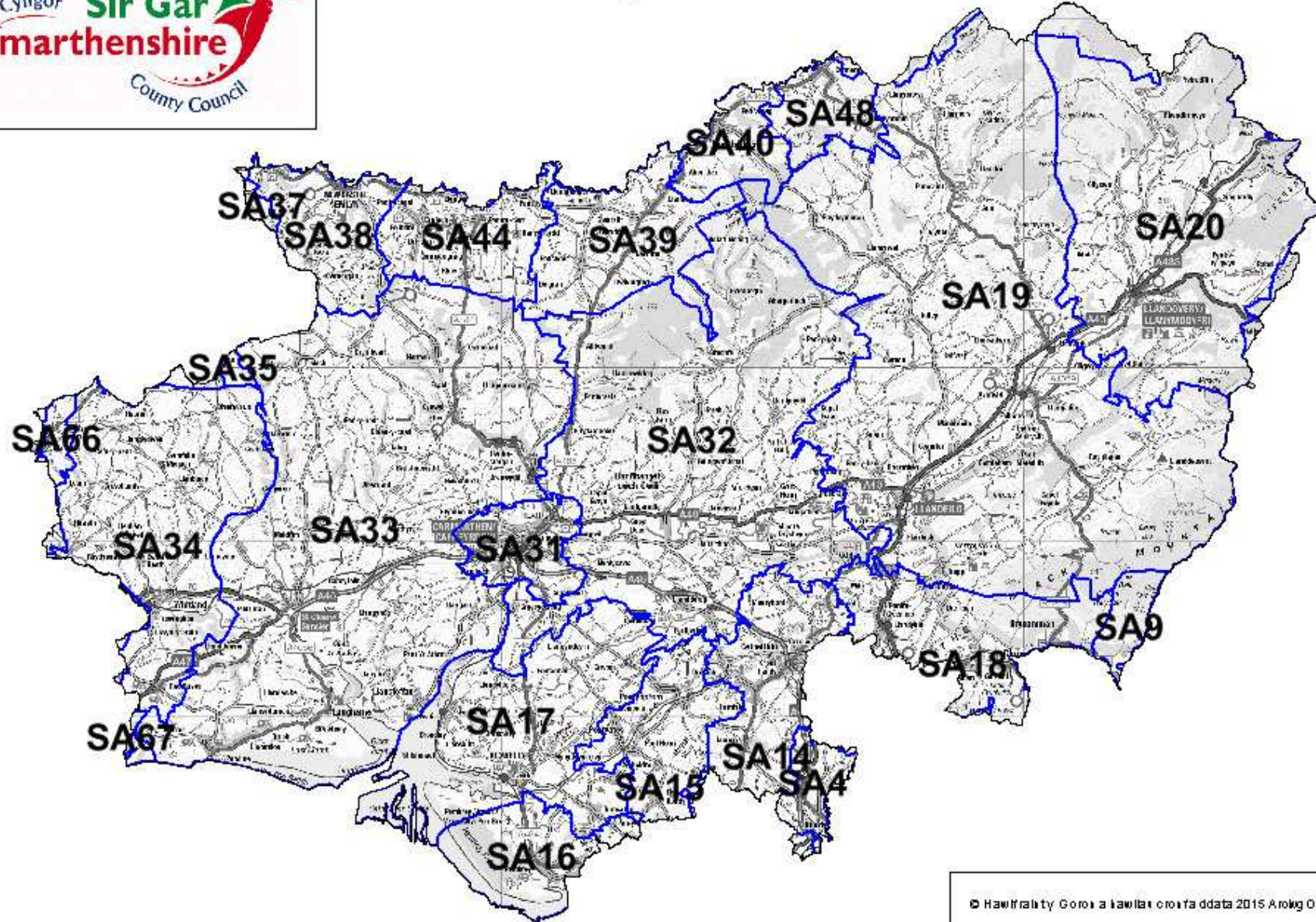
The information contained in this form will be held and processed by Carmarthenshire County Council in accordance with the Data Protection Act 1998.

Your personal details will not be made public in any Council report.

Thank you for your response



APPENDIX 2 - Map of Carmarthenshire Postcode Districts



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Gambling Policy Gambling Act 2005

STATEMENT OF GAMBLING POLICY

Gambling Act 2005

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PART A

Statement of Gambling Policy

1. The Licensing Objectives

- 1.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;**
 - **Ensuring that gambling is conducted in a fair and open way;**
 - **Protecting children and other vulnerable persons from being harmed or exploited by gambling.**
- 1.2 It should be noted that the Gambling Commission has stated: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".
- 1.3 This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:
- **in accordance with any relevant code of practice issued by the Gambling Commission;**
 - **in accordance with any relevant guidance issued by the Gambling Commission;**
 - **reasonably consistent with the licensing objectives and**
 - **in accordance with the authority's statement of Gambling policy.**

2. Introduction

- 2.1 Carmarthenshire is the third largest county in Wales in geographic terms, with a population in 2013 of 184 681. As a primarily rural area, Carmarthenshire has a strong agricultural base with a 'necklace' of key market towns providing for the needs of communities in those rural areas. South East Carmarthenshire is the most densely populated part of the county, and is characterised by close knit former industrial communities. A plan of the county showing individual wards is attached as Appendix C.
- 2.2 Currently there are 26 Gambling Premises in the County, consisting of 15 Betting Premises, 3 Bingo Premises, 4 Adult Gaming Centres, 3 Family Entertainment Centre and 1 Track Betting Licence.
- 2.3 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles, which they proposed to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed periodically and any amended parts re-consulted upon. The statement must be then re-published. This document is Carmarthenshire County Council's statement of principles in accordance with the Act.
- 2.4 This policy has been formulated as a result of a consultation exercise involving (but not limited to):-
- a) The Police

- b) Gambling Commission
- c) Other Responsible Authorities
- d) Licence Holders and their representatives
- e) Permit Holders and their representatives
- f) Local Gambling businesses and their representatives
- g) Local residents and their representatives

Due consideration has been given to all those who have responded.

- 2.5 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 2.6 It is noted that applicants for premises licences need to obtain operating licences from the gambling commission and have responsibilities to the Commission as a result.

3. Declaration

- 3.1 In producing this policy document, Carmarthenshire County Council declares that it has had regard to the licensing objectives of the Gambling Act 2005 and the guidance issued by the Gambling Commission.

3.2 Glossary of Terms

Within this Statement of Policy, the following words and terms are defined as stated:

Licensing Objectives:	As defined in section 1.1 above
Council:	Carmarthenshire County Council (hereinafter referred to as “the Council”)
County	The area of Carmarthenshire administered by Carmarthenshire County Council referred to in the map attached (see Appendix C)
Licences:	As defined in section 1.4 below
Applications:	Applications for licences and permits as defined in section 1.4 below
Licensing Authority	A Licensing Authority within the meaning of Section 2 of the Gambling Act 2005 (hereinafter referred to as “the Authority”)
Notifications:	Means notification of Temporary and Occasional Use Notices
Act:	The Gambling Act 2005
Regulations:	Regulations made under the Gambling Act 2005
Premises:	Any place
Code of Practice:	Means any relevant code of practice under section 24 of the Gambling Act 2005

Mandatory Condition:	Means a specified condition provided by regulations to be attached to a licence
Default Condition:	Means a specified condition provided by regulations to be attached to a licence, unless excluded by Carmarthenshire County Council

4. Responsible Authorities

The following are responsible authorities in relation to premises licences under the Act :-

1. The Licensing Authority in whose area the premises are wholly or partly situated ("Carmarthenshire County Council");
2. The Gambling Commission;
3. Chief Constable of Heddlu Dyfed-Powys Police;
4. Mid and West Wales Fire and Rescue Service
5. Head of Planning, Carmarthenshire County Council
6. Public Health Services Manager, Public Protection Carmarthenshire County Council.
7. Department for Education and Children, Carmarthenshire County Council.
8. HM Revenue and Customs.
9. In relation to a vessel, a navigation authority, Environment Agency, British Waterways Board and Secretary of State
10. Any other person prescribed in regulations by the Secretary of State

4.1 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm.

4.2 The principles are:

- a) the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- b) the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

4.3 For these reasons, this authority designates the Department for Education and Children , Carmarthenshire County Council for this purpose.

4.4 The contact details of all the Responsible Authorities under the Gambling Act 2005 are contained in Appendix B of this Policy document and are also available via the Council's website at: www.carmarthenshire.gov.uk

5. Interested parties

5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”.

5.2 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision-making. It will consider the examples of considerations provided in the Gambling Commission’s Guidance for local authorities at 8.9 and 8.17. It will also consider the Gambling Commission’s Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.
- Interested parties can be persons who are democratically elected such as councillors and MP’s. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, community councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate/relative) ‘represents’ someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the **Licensing Section, Department for Communities, 3 Spilman Street, Carmarthen, SA31 1LE.**

5.3 Any community or County Councillors who are approached to represent interested persons should ensure that they comply with the Code of Conduct and seek dispensation from the Standards Committee if appropriate.

6. Exchange of Information

6.1 Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act

with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 of the Act.

- 6.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any guidance issued by the Gambling Commission to local authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 6.3 Should any protocols be established as regards information exchange with other bodies then they will be made available.

7. Enforcement

- 7.1 Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 This licensing authority's principles are that it will be guided by the Gambling Commission's Guidance for local authorities, and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;
 - Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects.
- 7.3 As per the Gambling Commission's Guidance for local authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions, which it authorises. The Gambling Commission will be the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission
- 7.5 This licensing authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 7.6 Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements will be available upon request to the Licensing Section, 3 Spilman Street, Carmarthen, Carmarthenshire, SA31 1LE. Our risk methodology will also be available upon request.

8. Licensing Authority functions

8.1 Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences; for Bingo premises, Betting premises, Tracks, Adult Gaming Centres and Family Entertainment Centres.
- Issue Provisional Statements;
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres;
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
- Register small society lotteries below prescribed thresholds;
- Issue Prize Gaming Permits;
- Receive and Endorse Temporary Use Notices;
- Receive Occasional Use Notices;
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange');
- Maintain registers of the permits and licences that are issued under these functions.

8.2 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operating licences.

PART B PREMISES LICENCES – CONSIDERATION OF APPLICATIONS

9. General Principles

9.1 Premises licences will be subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

9.2 All applicants for Premises Licences will be required to set out how they will have regard to the licensing objectives, as specified in section 1.1 above, and what measures they intend to employ to ensure compliance with them.

9.3 Decision-making

This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission ;

- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

9.4 It is appreciated that as per the Gambling Commission's Guidance for local authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for a licensing authority.

This licensing authority also notes Gambling Commission guidance on ensuring that betting is the primary activity of a licensed premises. Gaming machines may be made available for use in licensed betting premises only at times when there are also sufficient facilities for betting available. Operators will need to demonstrate that betting will continue to be the primary activity of the premises when seeking variations to licenses.

In making this determination, this licensing authority will have regard to the six indicators of betting as a primary gambling activity.

- The offer of established core products (including live event pictures and bet range)
- The provision of information of products and events
- The promotion of gambling opportunities and products
- The actual use made of betting facilities
- The size of premises
- The delivery of betting facilities

9.5 **Definition of "premises"** – In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, we will pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

9.6 The Gambling Commission states in S7.6 of the fifth edition of its Guidance to Licensing Authorities that: "In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing authority. S7.7 The Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises. If a premises is located within a wider venue, a licensing authority should request a plan of the venue on which the premises should be identified as a separate unit"

9.7 This licensing authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also

preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.

- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

9.8 The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises’ neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

9.9 **The Gambling Commission’s relevant access provisions for each premises type are reproduced below:**

7.23:

Casinos

- The principal access entrance to the premises must be from a street (as defined at 7.21 of the Guidance)
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street (as per para 7.20 Guidance to Licensing Authorities) or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino
 - an adult gaming centre

- a betting premises, other than a track

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

9.10 Premises "ready for gambling"

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

9.11 If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

9.12 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

9.13 Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

9.14 More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.58-7.65 of the Guidance.

9.15 **Location** - This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's Guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. This does not preclude any applications being made and each application will be decided on its merits.

9.16

When determining an application to grant a Premises Licence or review a Premises Licence, regard will be taken regarding the proximity of the premises to schools, vulnerable adult centres or residential areas where there is an evidential link between the proximity of such premises and the gambling premises. The proximity of premises taken into consideration will vary depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits and will depend to a large extent on the type of gambling that it is proposed will be offered on

the premises. Therefore, if an Applicant can effectively demonstrate how they might overcome licensing objective concerns, this will be taken into account.

9.17 **Duplication with other regulatory regimes**

When determining an application, the Authority shall not take into account matters not relevant under the Act such as the likelihood of the applicant obtaining planning permission or building control approval.

An applicant can apply for a “provisional statement” if the building is not complete or if he does not yet have a right to occupy it. Such an application is, however, a separate and distinct process to the granting of planning permission or building control approval.

9.18 This licensing authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a premises is likely to be awarded planning permission or building regulations approval or comply with any existing permission or approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions, which are not able to be met by licensees due to planning restrictions, should such a situation arise.

9.19 When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

9.20 **Licensing objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission’s Guidance to local authorities and some comments are made below.

1. **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime –**

This licensing authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime.

The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective.

Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. Issues of nuisance cannot be addressed via the Gambling Act provisions.

When preparing licence applications, applicants are advised to consider the following:-

1. The design and layout of the premises;
2. Location in so far as the location relates to the licensing objectives
3. The training given to staff in crime prevention measures appropriate to those premises;
4. Physical security features installed in the premises. This may include matters such as the position of cash registers or the standard of CCTV that is installed;
5. Where premises are subject to age restrictions, the procedures in place to conduct age verification checks;
6. The likelihood of any violence, public order or policing problem if the licence is granted.
7. In relation to the prevention of disorder, the Authority has the ability (under S169 of the Act) to impose licence conditions.
8. The staffs awareness of the Money Laundering Regulations and the provision of a clear procedure for reporting any suspicious activity to senior management

2. Ensuring that gambling is conducted in a fair and open way –

This licensing authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section below – page 16).

3. Protecting children and other vulnerable persons from being harmed or exploited by gambling –

This licensing authority has noted the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling. The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances/machines, segregation of areas within the same premises, staff training and design and layout of the premises.

This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

Children and vulnerable persons

Children

The Gambling Act and guidance issued by the commission make detailed provision for the protection of children from gambling harm. Licence holders should familiarise themselves with these provisions.

Test Purchasing

The Authority supports the stance of the Gambling Commission in promoting operators to test the integrity of their age verification policies and procedures to prevent children from accessing gambling facilities. Each premises will be expected to inform their Primary Authority (where there are such agreements in place with specific operators) in writing of the approach they have adopted and share the results of such tests with the Authority annually with a view to working with the Authority to enhance robustness of procedures preventing children using gambling facilities.

Vulnerable Persons

As regards the term “vulnerable persons” it is noted that the Gambling Commission is not seeking to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” This licensing authority will consider this licensing objective on a case by case basis.

The Authority expects all gambling premises to make available information regarding the Financial Exploitation Safeguarding Scheme (FESS) .Given the evidence of a link between gambling and financial exploitation. Further information regarding the scheme can be obtained from the Licensing Section.

Conditions

9.21 - Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

9.22 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to ways in which the licensing objectives can be met effectively.

9.23 This licensing authority will also consider specific measures, which may be required for buildings that are subject to multiple premises licences.

9.24 Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

9.25 This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- that all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- that only adults are admitted to the area where these machines are located;
- that access to the area where the machines are located is supervised;
- that the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- that at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

9.26 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact

upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

9.27 It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

9.28 **Door Supervisors** - The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence condition to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirement for different types of premises vary (as per the Guidance, Part 33).

9.29 However, where an applicant chooses not to engage SIA registered door supervisors this Licensing Authority will expect the applicant to describe in their application how they intend to: -

- a) Carry out Criminal Record checks (CRB) on each individual
- b) Provide details of their criminal convictions criteria
- c) Explain the proposed method of identifying these individuals when working in the capacity of door supervisors.
- d) Indicate the ratio of male and female operatives
- e) Provide details of the appropriate training for the role
- f) Provide a work register showing the duty time and date (same applies to SIA registered).

9.30 **Closed Circuit Television Systems** - This Licensing Authority recognises the value of CCTV systems in preventing crime and disorder. Applicants are advised to follow the guidance available from the Dyfed Powys Police regarding the standards and specifications of any proposed system to ensure that it is appropriate for the premises.

10. Adult Gaming Centres

10.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

10.2 This licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices/signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

11. (Licensed) Family Entertainment Centres:

11.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

11.2 This licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- CCTV;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices/signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets/helpline numbers for organisations such as GamCare;
- Measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

11.3 This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

- 12.1 There are currently no casinos operating within the county.
- 12.2 There is no resolution to prohibit casinos in the county at present. However the Council reserves the right to review this situation and may, at some time in the future, resolve not to permit casinos.
- 12.3 Should the Council choose to make such a resolution, this will be a resolution of Full Council following considered debate, and the reasons for making the resolution will be given. There is no right of appeal against this resolution.

13. Bingo premises

- 13.1 This licensing authority notes that the Gambling Commission's Guidance states:

18.5 Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or multiple new premises licences, with the aim of creating separate premises in that area. Essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises.

- 13.2 This authority also notes the Guidance at paragraph 18.9 regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.
- 13.3 Paragraph 18.7 further states that children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

14. Betting premises

- 14.1 **Betting machines** - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer. This Licensing Authority expects applicants to demonstrate suitable measures to ensure children do not have access to such machines.
- 14.2 The Authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the Authority a single named point of contact, who shall be a senior individual, and whom the Authority will contact first should any compliance queries or issues arise.

15. Tracks

15.1 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

15.2 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities.

15.3 It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

15.4 This licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entry;
- Notices/signage;
- Specific opening hours;
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

15.5 **Gaming machines** - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.

15.6 **Betting machines** - This licensing authority will, as per Part 6 of the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

15.7 **Condition on rules being displayed** - The Gambling Commission has advised in its Guidance for local authorities that "...licensing authorities should attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office."

15.8 This Licensing Authority will expect applicants to demonstrate how they will comply with this guide as part of their application.

15.9 Applications and plans

The Gambling Act (s51) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity. (See Guidance to Licensing Authorities, para 20.43).

15.10 **Plans** – Applicants will be expected to provide a plan of the premises in a scale of 1:100 unless the Authority has agreed in writing to the applicant to accept a plan in an alternative scale. The plan should show:

- The entire boundary of the premises, and all buildings and structures within the premises.
- The location of the points of access to and egress from the premises.
- The areas to be used for gambling activities whether permanent or temporary.
- Any areas where access by children is restricted/prohibited.
- Location of any warning or information notices.
- Location of any public conveniences.
- Location of any gambling areas at the premises covered by separate licences or permits.
- The plan may include a legend through which the above matters may be identified.

15.11 This Licensing Authority is of the view that, it would be preferable for all self-contained premises operated by off-course betting operators on track to be the subject of separate premises licences, to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

15.12 This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information so that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan. (See Guidance to Licensing Authorities, para 20.46).

16. Travelling Fairs

16.1 It will fall to this licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

16.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

16.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

17. Provisional Statements

17.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

17.2 S.204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

17.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

17.4 In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

17.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

17.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

18. Reviews:

- 18.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below;
- in accordance with any relevant Code of Practice issued by the Gambling Commission;
 - in accordance with any relevant guidance issued by the Gambling Commission;
 - reasonably consistent with the licensing objectives; and
 - in accordance with the authority's statement of principles.
- 18.2 The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.
- 18.3 The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.
- 18.4 Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.
- 18.5 The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.
- 18.6 The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:-
- (a) add, remove or amend a licence condition imposed by the licensing authority;
 - (b) exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
 - (c) suspend the premises licence for a period not exceeding three months; and
 - (d) revoke the premises licence.
- 18.7 In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.
- 18.8 In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 18.9 Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:
- the licence holder
 - the applicant for review (if any)
 - the Commission
 - any person who made representations
 - the chief officer of police or chief constable; and
 - Her Majesty's Commissioners for Revenue and Customs

19. Risk Assessments

19.1 Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence. The Licence Conditions and Code of Practice issued by the Gambling Commission (The code) requires all operators of; Adult Gaming Centres (AGC's), Bingo Premises, Family Entertainment Centres (FEC's), Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

19.2 Operators are required by the code from 6th April 2016 to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the Authority's inspection regime and may be requested when officers are investigating complaints.

19.3 The code requires the Authority to set out matters they expect the operator to take account of in the risk assessment in its statement of policy and this Authority expects the following matters to be considered by operators when making their risk assessment.

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Gaming trends that may reflect benefit payments and paydays.
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.

19.4 The Authority expects the following matters to be considered by Operators when making their risk assessment.

Matters relating to children and young persons, including;

- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.
- Any premises where children congregate including bus stops, cafés, shops, and any other place where children are attracted,
- Areas that are prone to issues of youths participating in anti social behaviour, including such activities as graffiti/tagging, underage drinking, etc.
- Recorded incidents of attempted underage gambling

19.5 Matters relating to vulnerable adults, including;

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.

- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, places of worship, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

19.6 This list is not exhaustive and other relevant factors not in this list that are identified must be taken into consideration.

PART C

Permits/Temporary & Occasional Use Notice

20. **Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits – Schedule 10 paragraph 7).**

20.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238 of the act).

20.2 An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and the Chief Officer of Police has been consulted on the application. This Licensing Authority will expect applicants to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- that staff are trained to have a full understanding of the maximum stakes and prizes.

20.3 It should be noted that a licensing authority cannot attach conditions to this type of permit.

20.4 **Statement of Principles** - This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

20.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, appropriate measures / vetting of staff/training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

20.6 Applicants are advised to contact the relevant Responsible Authorities for further guidance.

21.(Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1)).

21.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority and pay the prescribed fee.

21.2 The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

21.3 **Permit: 3 or more machines** If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives under the 2005 Act, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “such matters as they think relevant”.

This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

21.4 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

21.5 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

21.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

21.7 The Local Authority may consult the Police prior to determining any such applications.

22.Prize Gaming Permits - (Statement of Principles on Permits - Schedule 14 paragraph 8 (3)).

22.1 The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”.

22.2 **Statement of Principles** - Applicants should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- and that the gaming offered is within the law.
- Clear policies that outline the steps to be taken to protect children from harm.

22.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance (Gambling Act 2005, Schedule 14 paragraph 8(3)).

22.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

23.Club Gaming and Club Machines Permits

23.1 Members Clubs and Miners’ welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit . The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations.

Members Clubs and Miner’s welfare institutes – and also Commercial Clubs – may apply for a Club Machine Permit. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club.

23.2 This licensing authority notes that the Gambling Commission’s Guidance states:

25.46 The LA has to satisfy itself that the club meets the requirements of the Act to obtain a club gaming permit. In doing so it will take account a number of matters as outlined in sections 25.45-25.47 of the Gambling Commission’s Guidance. These include the constitution of the club, the frequency of gaming, and ensuring that there are more than 25 members.

The club must be conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs.

23.3 The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police".

23.4 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced". The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

23.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

24. Temporary Use Notices

24.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

24.2 The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

24.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

24.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", the licensing authority will look at, amongst other things, the ownership/occupation and control of the premises.

24.5 This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

25. Occasional Use Notices

25.1 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice. This licensing authority will also ensure that no more than 8 OUNs are issued in one calendar year in respect of any venue.

26. Small Society Lotteries

26.1 This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:

- Submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- Submission of incomplete or incorrect returns
- Breaches of the limits for small society lotteries

26.2 Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- by or on behalf of, a charity or for charitable purposes
- to enable participation in, or support of, sporting, athletic or cultural activities.

Charities and community groups should contact this licensing authority on 01267 228717 for further advice.

DELEGATION OF FUNCTIONS

Matter to be dealt with	Full Council	Sub Committee	Officers
Final approval of three year Licensing policy	X		
Policy not to permit casinos	X		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received and representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received and representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received and representations have been withdrawn
Application for a review of a premises / club licence		X	
Application for club gaming/ Club machine permits		Where objections have been made and not withdrawn	Where no objections made or where objections have been withdrawn
Cancellation of club gaming/ Club machine permits		X	
Applications for other permits		Where objections have been made and not withdrawn	Where no objections made or where objections have been withdrawn
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Fee setting (when appropriate)	Executive Member Board Decision Meeting		
Decision of whether a representation is irrelevant, frivolous or vexatious			X In consultation with Licensing Committee Chairperson

GAMBLING ACT 2005

GAMBLING POLICY

Appendix B

Contact Details

Licensing Authority

Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 234567
e-mail : PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 229141

Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel No. 0121 230 6666
e-mail: info@gamblingcommission.gov.uk
Fax No. 0121 230 6720

HMRC
The National Registration Unit
Betting and Gaming
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel No. 03000 516023
e-mail nrubetting&gaming@hmrc.gsi.gov.uk
Fax No. 03000 516249

The Relevant planning Authority

Either ,

Head of Planning
Carmarthenshire County Council
8 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LQ

Tel No. 01267 224663 / 01267 224882 / 01267 224118
e-mail: Planning@Carmarthenshire.gov.uk
Fax No. 01267 237612

Or

Brecon Beacons National Park, for premises within its administrative area

Enforcement Officer
Brecon Beacons National Park Authority
Plas Y Ffynnon
Cambrian Way
Brecon
Powys
LD3 7HP

Tel No: 01874 620431
Email: planning.enquiries@breconbeacons.org
Fax: 01874 622524

Public Health Services Manager
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

Tel No. 01267 234567
e-mail: PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 221616

Licensing Officer
Dyfed Powys Police
Police Station
Waunlanyrafon
Llanelli
Carmarthenshire
SA15 3AD

Tel No. 101 Ext 26464
e-mail: Mike.Price@Dyfed-Powys.pnn.police.uk

County Commander
Mid and West Wales Fire and Rescue Services
Carmarthenshire Command HQ
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP

Tel No. 0870 6060699
e-mail : Mail@Mawwfire.gov.uk

Fax: 01267 222382

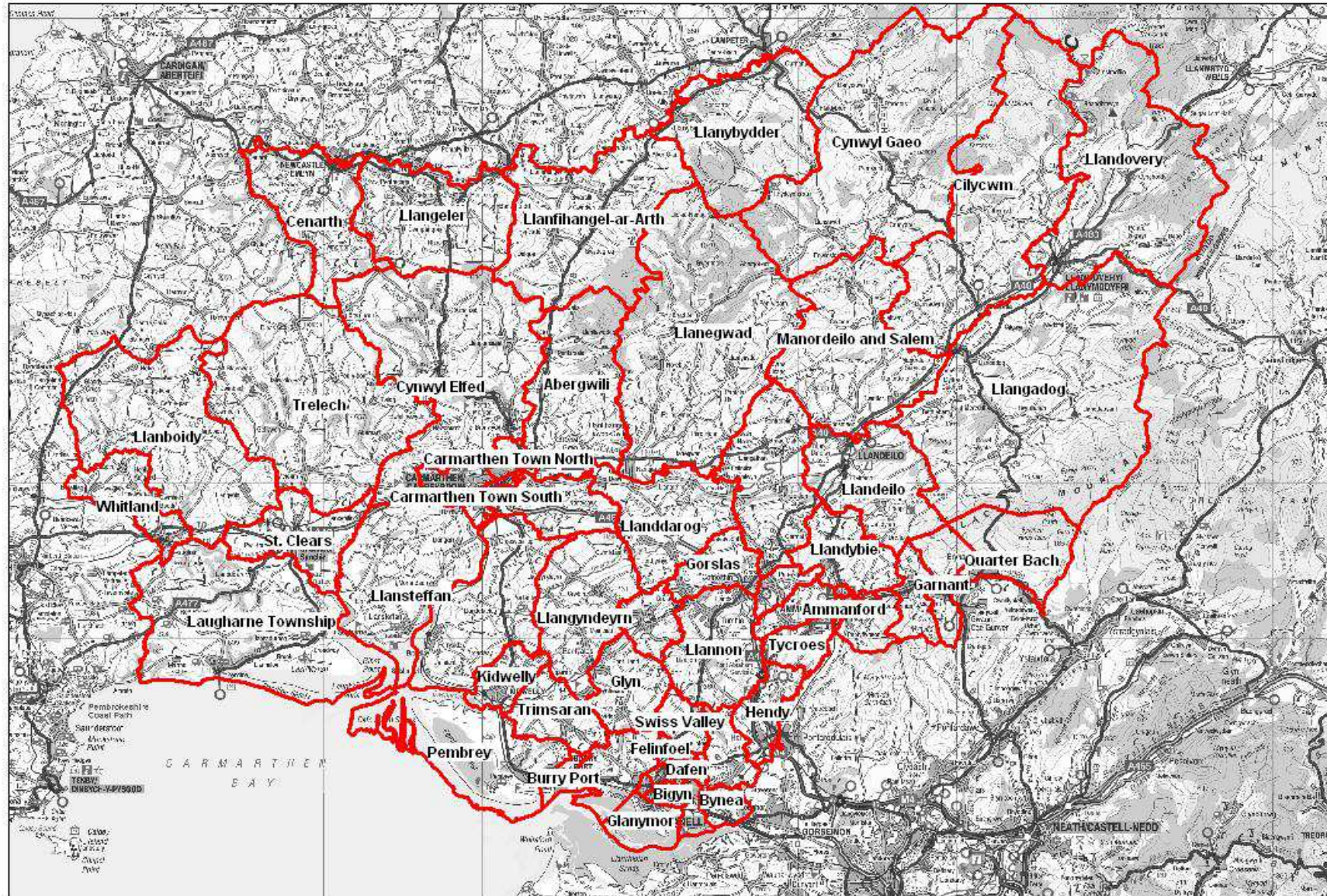
Head of Children Services
Department for Education and Children
Carmarthenshire County Council
Parc Dewi Sant
Carmarthen
Carmarthenshire
SA31 3HB

Tel No. 01267 246549

e-mail. Childrensocialcare@Carmarthenshire.gov.uk

Fax: 01267 246746

Applicants for licences in respect of vessels should contact the Licensing Authority for additional information.



EXECUTIVE BOARD

4TH JANUARY, 2016

REVIEW OF LOCALLY SET FEES IN ENVIRONMENTAL HEALTH AND LICENSING SECTION

Recommendations/Key Decisions Required:

- 1.1. To advertise the proposed hackney carriage and private hire fees in Appendix 1 for a period of 28 days as required by the Local Government (Miscellaneous Provisions) Act 1976 for persons to submit objections. Where there are no objections, the fees shall be implemented immediately following this period of advertisement. Where objections are received, the fees concerned and objections shall be brought back to Council for further consideration and determination.
- 1.2. To advertise the remainder of the fees in Appendix 1 for a period of 28 days. The reviewed fees to be implemented immediately following this period of advertisement.

REASONS:

- To receive stakeholders views on the proposed fees.
- To ensure transparency and good practice in fee setting.

Relevant Scrutiny Committee to be consulted: YES – Environmental & Public Protection – 11th December, 2015

Scrutiny Committee Recommendations/Comments:

The Committee RESOLVED to recommend to Executive Board that:

- The report be received.
- The proposed hackney carriage and private hire fees in Appendix 1 be advertised for a period of 28 days as required by the Local Government (Miscellaneous Provisions) Act 1976 for persons to submit objections. Where there are no objections, the fees shall be implemented from the 1st April 2016.
- The remainder of the fees in Appendix 1 be advertised for a period of 28 days and that the reviewed fees be implemented from the 1st April 2016.

Exec Board Decision Required YES – 4th January 2016
Council Decision Required YES - 10th February 2016

Executive Board Member Portfolio Holder:

Cllr. J. Jones (Environment & Public Protection Portfolio Holder)

Directorate: Communities	Designations:	Tel Nos.
Name of Head of Service:	Head of Housing and Public Protection	01267 228960
Robin Staines		Rstaines@carmarthenshire.gov.uk
Report Author:	Environmental Health and Licensing Manager	01267 228929
Sue Watts		sewatts@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
EXECUTIVE BOARD
4TH JANUARY, 2016

**REVIEW OF LOCALLY SET FEES IN ENVIRONMENTAL HEALTH AND
LICENSING SECTION**

BACKGROUND

The common principles of setting locally set fees has been recently scrutinised in a high court case (Hemmings v Westminster). The outcome of the case has clarified the type of costs that councils can recover through locally set licence fees. This includes the administration, issuing and, where applicable, enforcement of licences. Fee setting must be transparent, must not exceed the cost of the procedure and be open to scrutiny.

As a result of this clarity of costs that may be included in fee setting, 'tool kits' have been devised by the Welsh Licensing Expert Panel which allows for a consistency of approach for Local Authorities when deciding their charges. They allow for Authorities to ensure that all relevant costs are considered during the calculation.

Appendix 1 sets out the proposed fee structure for Environmental Health and Licensing fees.

The proposed charges are the result of a recent review of fees. Previously, only minimal index linked increases have been adopted. During the review, it was identified that;

- Some fees will remain unchanged;
- Some fees will be increased;
- Some fees will decrease and
- Fees will now be set where they were not in place previously.

The following gives some background to the findings of the review:

Hackney Carriage and Private Hire Licensing

The section currently licence drivers, operators and vehicles annually. However, from 1st October 2015, the Deregulation Act 2015 legislation provides for licences to be issued every 3 years rather than annually for drivers and every 5 years for operators. There is also a provision in the legislation that annual licences can be issued in 'exceptional circumstances'. As a result, the review has calculated fees for annual and 3/5 year licences. The Trade have been notified that the section is allowing the applicant to choose whether an annual or 3/5 year licence is more suitable for them.

Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 requires Local Authorities to publicise proposed fees for vehicle and operator licences in a local newspaper giving 28 days for persons to submit objections. Where there are no objections, the advertised fees would take immediate effect. However, where there are objections to the proposed fees for either vehicle or operator licences, the objection to the proposed fee will be brought back to Council for consideration. The remaining fess will take effect at the end of the 28 day period.

Currently, we have issued 576 Dual Drivers Licences, 355 Hackney Carriage Licences, 97 Private Hire Vehicle Licences and 36 Private Hire Operators Licences.

Sex establishments

There has been a significant reduction in these fees. The relevant fees toolkit has been utilised to calculate the proposed fees. Members are minded that the case law referred to above was in regard to excessive fees for sex establishments and many other authorities have been challenged as a result.

Currently, there are no establishments in the County that required this type of licence.

Private Water supplies

The current fees are the suggested maximum charges set by Welsh Government. During the first 5 years of implementation, Welsh Government paid the charges for the risk assessments. From this year, the Welsh Government are no longer contributing towards these fees. The relevant fees toolkit has been utilised to calculate the proposed fees which has resulted in some fees (for example the risk assessment) to be reduced. In light of the fact that Welsh Government made a contribution towards the risk assessments to date, there should be no challenge from previous charges.

Tattooing and skin piercing

This is an initial, on-off registration/licensing fee. The relevant fees toolkit has been utilised to calculate the proposed fees. The Public Health Bill will be establishing a more robust enforcement process for tattooing and skin treatments as this is a very progressive industry. There may be prescribed fees with the introduction of said legislation, however, the proposed fees attached are reflective of current cost recovery.

Currently, we have 85 licensed premises and 144 persons registered in the County.

Safety at Sports Grounds

The legislations states that Local Authorities may charge for administrating a sports ground safety certificate. We have not charged for this service to date, however, the relevant fees toolkit has been utilised to calculate the proposed fee.

There are currently 3 sports grounds that have a safety certificate.

Food Hygiene rescore

The relevant fees toolkit has been utilised to calculate the proposed fee and it is found that the charge reflects the officer's time to carry out the visit. It must be highlighted that officers will carry out revisits (at no charge) should there be a concern regarding food hygiene and will endeavour to work with businesses to ensure that the businesses attain a minimum rating of 3. This charge is for a service that is available should the businesses require an official inspection to change the rating score for the public.

Carmarthenshire currently has 1482 premises with a Mandatory food hygiene score.

In Carmarthenshire, the ratings reflect this improvement with 64% of food businesses having a rating of 5 and 97% having a rating of 3, 4 or 5. There are 37 premises scoring 1 or 2, all of whom have been subject to multiple visits by enforcement officers and enforcement action where appropriate in securing broadly compliant standards. Carmarthenshire currently has no businesses with a '0' rating.

This year we have received 11 applications for rescore revisits.

Stray Dogs

The changes in the fees are reflective of the charges from the dog pound. Having spoken to neighbouring Authorities, the 'first day' charge is slightly higher than the proposed fee which is actually deterring owners from recovering their dogs.

Housing Act Notice fees

Currently the policy is to charge a flat fee rate of £400 for the service of statutory notices under the Housing Act 2004. The fee does not reflect the time taken by officers to take the necessary action, is sometimes disproportionate to the actual costs. A more appropriate way of charging for statutory notices would be to calculate the cost of the 'actual time taken' by the officers to take the enforcement action as well as including any other additional costs such as mileage, specialist reports, re-housing. This has been calculated for Housing and Public Protection officers.

The average hourly rate for both Housing and Public Protection officers has been calculated at £75 per hour. We propose, that when serving statutory notices under the Housing Act 2004, to charge an hourly rate of £75 per hour.

Mobile Home Site licensing

This legislation was introduced in October 2014 with 12 months lead in period. Officers are currently liaising with the site owners (11 in the county) to ensure that the site management fulfils criteria required by legislation. The relevant fees toolkit has been utilised to calculate the proposed fee and it is found that the charge reflects the officer's time to carry out the visit.

We have received 6 applications to date.

Selective and House in Multiple Occupation (HMO)

Selective licensing is a discretionary scheme for Local Authorities to adopt to target private rented properties in low demand or where there is significant problems relating to anti social behaviour. Carmarthenshire in March 2014 declared the Tyisha ward as a selective licensing area. There are approximately 400 private rented properties (25% of the overall housing stock in the ward). We currently have 175 selective licenses.

The Authority is aware that there are approximately 500 HMO'S within the County. The Authority has a mandatory duty to license the higher risk HMO's. These would include, for example, bedsits and shared accommodation where there are over 5 or more people over 3 or more stories of which there are 35 all of which are licensed.

The relevant fees toolkit has been utilised to calculate the proposed fee and it is found that the charge reflects the officer's time to carry out the visit.

Grant Agency fees

The fees are reflective of the cost to the local authority in administering such services and there is no need to vary them at this stage. They will be reviewed at regular intervals throughout the lifetime of the schemes.

Empty Properties / Houses into Homes

The fee structure has been set by the Welsh Government, as Houses into Homes is a National scheme. The wording specific to the Land Registry charges has been altered, for the purposes of clarity, as the maximum loan available to an individual Applicant is £150,000.

DETAILED REPORT ATTACHED ?

NO – *Appendix 1 Attached*

IMPLICATIONS

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

Signed: **Robin Staines**

Head of Housing and Public Protection

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

CONSULTATIONS

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

Signed: **Robin Staines**

Head of Housing and Public Protection

1.Scrutiny Committee

The Environmental & Public Protection Scrutiny Committee was consulted on 11th December, 2015.

1.Local Member(s)

Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 requires Local Authorities to publicise proposed fees in a local newspaper giving 28 days for persons to submit objections.

2.Community / Town Council

Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 requires Local Authorities to publicise proposed fees in a local newspaper giving 28 days for persons to submit objections.

3.Relevant Partners

N/A

4.Staff Side Representatives and other Organisations

N/A

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

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection
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Appendix 1

Environmental Health and Licensing proposed locally set fees 2016 – 2017.

1.1 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING

Vehicles

	Current fee	Proposed fee
Hackney Carriage Vehicle Renewal (inclusive of initial test, one retest and licence plate without MOT)	£121.45	£130.00
Private Hire Vehicle Renewal (inclusive of initial test, one retest and licence plate without MOT)	£121.45	£135.00
Hackney Carriage Vehicles Renewal (inclusive of initial test, one retest and licence plate and MOT)	£133.75	£142.00
Private Hire Vehicles Renewal (inclusive of initial test, one retest and licence plate and MOT)	£133.75	£147.00
Hackney Carriage New Application (inclusive of initial test, one retest and licence plate, door stickers and roof sign without MOT)	£141.45	£146.00
Hackney Carriage New Application (inclusive of initial test, one retest and licence plate, door stickers and roof sign with MOT)	£153.75	£158.00
Private Hire Vehicles New Application (inclusive of initial test, one retest and licence plate, door stickers without MOT)	£138.35	£148.00
Private Hire Vehicles New Application (inclusive of initial test, one retest and licence plate, door stickers and MOT)	£150.65	£160.00
Retest If vehicle retest fails, each subsequent retest	£25.65	£ 26.00
Replacement Plate	£8.85	£ 10.00
Replacement Door Sticker	£8.85	£ 9.00
Meter test	£13.20	£ 14.00
Replacement roof sign sticker	£1.55	£ 2.00
Replacement drivers badge	£5.50	£ 7.00
Replacement licence	£10.50	£ 11.00
Vehicle Transfer	£23.05	£ 24.00

Operators

Private Hire Operators Licence New application (1yr)	£133.25	£145.00
Private Hire Operators Licence New application (5yr)	N/A	£639.00

Private Hire Operators Licence Renewal (1yr)	£133.25	£ 138.00
Private Hire Operators Licence Renewal (5yr)	N/A	£ 631.00

Drivers

Dual Driver Licence Renewal (1 yr)	£33.00	£ 38.00
Dual Driver Licence Renewal (3 yr)	N/A	£ 101.00
Dual Driver Licence New application (1 yr)	£33.00	£ 75.00
Dual Driver Licence New application (3 yr)	N/A	£ 137.00
Disclosure Barring Service	£44.00	£ 44.00
Knowledge test (per test)	N/A	£ 19.00

Boat man licence	£ 60.00	£ 60.00
Pleasure craft	£500.00	£ 120.00

1.2 STREET TRADING

Street trading in markets managed by the Council and where stallholders provide their own stalls	3m x 3m pitch	£15.00 / day	£15.00 / day
	6m x 3m pitch	£30.00 / day	£30.00 / day
Street trading in markets managed by the County Council and where stalls are provided by the Council in Licensed Streets		£46.00 / day	£46.00 / day
Street trading in specialist or themed markets operated or managed privately in Licensed Streets		£25.00 / day	£25.00 / day
Street trading in laybys in Licensed Streets No advance payments available	Town Centre Zones	£25.00/day	£25.00/day
Street trading in laybys in Licensed Streets 3 month advance payments available	Rural 3mx3m Rural 6mx6m	£15.00/day £30.00/day	£15.00/day £30.00/day
Street trading in laybys in Licensed Streets Annual advance payment	Rural 3mx3m Rural 6mx6m	£1,000 £2,000	£1,000.00 £2,000.00

1.3 SEX ESTABLISHMENTS

	Current fee	Proposed fee
Sex establishment new	£5000	£975.00
Sex establishment renewal	£3500	£750.00
Sex establishment transfer	£800	£180.00
Sex establishment replacement of licence	N/A	£ 21.00

1.4 PRIVATE WATER SUPPLIES

	Current fees	Proposed fee
Risk assessment (each assessment)	£500.00	£120.00
Sampling (each visit)	£100.00	£100.00*
Investigation (each supply)	£100.00	£100.00
Granting an authorisation for temporary exemption from certain limits on impurities	£100.00	£100.00
Analysing a sample taken under Regulation 10 for single domestic supplies	£ 25.00	£ 25.00
Analysing a sample taken during check monitoring of large and small supplies	£100.00	Up to £100.00
Analysing a sample taken during audit monitoring of large and small supplies	£500.00	Up to £500.00

* plus analysis costs

1.5 TATTOOING, SKIN PIERCING AND COLOURING

	Current fee	Proposed fee
Premises Registration Fee	£140.00	£140.00
Personal Registration Fee	£ 55.00	£ 55.00

1.6 SAFETY AT SPORTS GROUNDS

	Current fee	Proposed fee
Safety certificate new and review	£00.00	£930.00

1.7 FOOD HYGIENE RESCORE REQUEST

	Current fee	Proposed fee
Food hygiene rating rescore request	£150.00	£150.00

1.8 STRAY DOGS

	Current fee	Proposed fee
For the first day or part day	£ 60.00	£ 80.00
Additional £ per day thereafter	£15.00	£15.00

1.9 SCRAP METAL DEALERS

	Current fee	Proposed fee
Site Licence – New	£380.00	£380.00
Site Licence – Renewal	£320.00	£320.00
Site Licence – Variation	£ 60.00	£ 60.00
Collectors Licence – New	£260.00	£260.00
Collectors Licence – Renewal	£260.00	£260.00
Collectors Licence – Variation	£ 60.00	£ 60.00

1.10 HOUSING ACT 2004 NOTICE FEES

	Current fee	Proposed fee
Enforcement fee	£400.00	Hourly fee of £75

1.11 MOBILE HOME SITE LICENSING: 5 YEAR LICENSING PERIOD

Cost break down	Set Up Cost(£)	Administration Cost of Licence(£)	Cost per pitch (£)	Total(£)
Property Type				
Initial Licence (Year 1)	300.29	80.09	9.73	Calculated
Re- licence (Year 5)	-	80.09	9.73	Calculated

Example

A site that has 50 pitches will have to pay:
 $300.29 + 80.09 + (9.73 \times 50) = \underline{\pounds 866.88}$ for the initial licence
and
 $80.09 + (9.73 \times 50) = \underline{\pounds 566.59}$ for a re- licence.

1.12 HOUSE IN MULTIPLE OCCUPATION/SELECTIVE LICENSING SCHEME FEES

Cost Break Down Property Type	Set Up Cost(£)	Administration Cost of Licence(£)	Compliance Checks (£)	Other Costs(£)	Total(£)
Single Let	75.26	145.53	50.47		240
2 Flats	75.26	145.53	62.64	76.57	360
3 Flats	75.26	145.53	166.97	92.24	480
4 Flats	75.26	145.53	246.96	132.25	600
5 Flats	75.26	145.53	344.30	154.91	720
6+ Flats	75.26	145.53	441.46	177.56	840
3 Person (Shared)	75.26	145.53	86.98	72.23	380
4-6 Persons (Shared)	75.26	145.53	198.29	100.92	520
7-10 Persons (Shared)	75.26	145.53	295.63	143.58	660
11+ Persons (Shared)	75.26	145.53	392.97	186.23	800

1.13 GRANT AGENCY FEES

Where we administer and act as agents for grants/ home improvement loans we charge 10% of the overall value of the scheme.

1.14 EMPTY PROPERTIES/ HOUSES INTO HOMES

Value of Property For Security	Proposed wording change; Loan Value	Land Registry Charge Per Title For Security Of Loan	Administration Fee	
If over £ 150,000	If £150,000	£ 70.00	Loan Amount Fee	Admin
If under £150,000	If £149,999 or under	£ 50.00	£0-£50,000 £295.00	£395.00
			£50,001 - £100,000	£495.00
			£100,001-£150,000	

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EXECUTIVE SUMMARY
EDUCATION & CHILDREN SCRUTINY COMMITTEE
DATE: 17TH DECEMBER 2015

**Future Provision of Adult Community Learning by the Department
for Education and Children**

This report updates Executive Board members on the current financial position facing the Department of Education and Children's Adult Community Learning Service. This service is not core funded by the County Council and is dependent on Welsh Government (WG) grants to function. Over the past year, the service has experienced a £289k reduction in the Welsh Government grants that fund course provision, staff and related buildings.

In addition to this reduction in grant funding, in September 2015 the management of Coleg Sir Gâr decided that it will not be possible to transfer service staff and course provision from the County Council into the college structure. A detailed budget monitoring exercise has highlighted that the service is currently approximately £147k over the allocated budget for community learning in the 2015-2016 year. These factors mean that unless alternative funding from County Council budgets to support community learning delivery is identified, the service will not be able to continue to deliver the current range of courses, manage the range of service buildings and employ the related service staff.

In the absence of any identified additional funding to support the service, officers have planned how the ACL service can function using the budget available (approx £435k tbc) in the 2016-2017 financial year.

It is recommended that the following actions be undertaken:

1. The ACL service budget be prioritised for the delivery of adult basic education, literacy, numeracy, digital literacy courses, English for Speakers of Other Languages (including language provision for refugees) and activities to target the hardest to reach learners and people experiencing the effects of poverty;
2. The Adult Basic Education section of the service is restructured in 2016 to be able to deliver this provision in the most cost effective manner possible;
3. A review of the course fee policy takes place, with fees to be charged for ESOL courses, though Basic Skills (literacy and numeracy) courses will remain free;
4. The provision of other adult community learning classes (e.g. in subjects such as art, crafts, languages, computing and humanities) cease to be provided by the service after 31st March 2016 with the resulting reduction in the number of related staff employed;
5. The service formally relinquishes management and all related running costs of the Cennen Centre, Ammanford, Glanamman Community Education Centre and Felinfoel Community Education Centre as of 31st March 2016;
6. The service retains a presence in Carmarthen town, exploring options for the location of provision by assessing the viability of utilising space in Carmarthen library, or continuing to use the Carmarthen Community Education Centre or other premises, and retains the use of rooms in Llanelli library;
7. The ACL service retains a role in collating information about courses offered by other organisations and individuals in Carmarthenshire and promotes this information via website listings and a named contact officer.

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: *JARees* Aeron Rees

Head of Learner Programmes

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

Adult and community learning does not impact directly on the Crime and Disorder theme. However, community learning courses are one way to engage with people who are at risk of offending or ex-offenders. The service has a long history of work with the probation service. Welsh for Adults, Basic Skills (literacy and numeracy). English for Speakers of Other Languages (ESOL) courses help people play their full part in society, gain work and integrate into their local communities.

The most recent profile of learners enrolled in courses provided by the service indicates that 72% of learners are female, 43% are in the 60+ age category and 85% are not currently employed. Any changes to this provision will affect these population groups to a greater extent than others. The service currently delivers English for Speakers of Other Languages (ESOL) courses. Changes to this provision will affect the opportunities for people who have moved from other counties, including refugees, who are seeking to integrate into local communities. Women make up 95% of the staff employed by the service. Any reduction in service staffing will affect women disproportionately.

An Equalities Impact Assessment has been prepared related to the proposed changes to the work of the ACL Service as outlined in this report.

2. Legal

The Learning & Skills Act 2000 specifies "*LEAs are [also] responsible for certain categories of further education... LEAs may, in respect of part-time provision for those over compulsory school age and full time education for those over 18, secure provision for their area of appropriate facilities.*" (Section 22.)

Thus the direct provision of adult and community learning is not one of the statutory obligations placed on Local Authorities through the Learning & Skills Act 2000. This means that Carmarthenshire County Council has no statutory duty to provide adult community learning courses directly, since this provision could be offered via third party providers who already offer some of these courses in the local area.

1. Finance

The full financial details for the adult community learning service are contained in the main body of this report.

4. ICT

Provision of IT and digital literacy classes together with providing local access to computer facilities are key components of current community learning provision. Changes to course delivery and the management of community education centres this will impact upon these courses and the ability of people to access IT locally. Currently, 19.60% of households in Carmarthenshire do not receive broadband speeds of at least 2 megabits per second (Mbps) and 22.8% of adults in Carmarthenshire have never been online. Further details about levels of digital exclusion in Carmarthenshire and Wales can be found via the following links <http://www.bbc.co.uk/news/uk-wales-34571416> & <http://www.go-on.co.uk/resources/heatmap/#details-container>

5. Risk Management Issues

Over the past five years, the Welsh Government has changed the emphasis of funding for ACL courses. They also published a strategy for the development of ACL provision in Wales in 2011 which highlighted the need for ACL to focus upon courses for literacy, numeracy, Welsh for Adults and English for Speakers of other languages (ESOL) together with targeting “hard to reach” learners, not currently taking part in education and training.

Should a decision be taken by the County Council to cease or reduce the currently levels of adult community learning course delivery, the local authority would retain a role (via the Education and Children’s Services Scrutiny Committee) in ensuring that suitable adult learning provision is available in Carmarthenshire.

6. Physical Assets

The ACL service has reduced the number of buildings that it manages by three since 2012. The service is currently transferring responsibility for the Glanamman Community Education Centre to Cwmamman Town Council via asset transfer arrangements. This will leave the service responsible for community education centres in Carmarthen and Felinfoel and the Cennen Centre, Ammanford which is the base for basic skills and ESOL provision in the Dinefwr area. The Llandeilo community education centre is now being managed by the Welsh for Adults Service. The majority of the courses run by the service take place at these centres. While these facilities are funded from the budget of the Department for Education and Children, they are used by a wide range of community and voluntary sector groups and play an important role in promoting social inclusion.

At most of these centres, community use outweighs the delivery of ACL classes. Thus education department funding intended for course provision is subsidising the wider community benefit. Rental income at these centres only covers a small percentage (typically around 15%) of the building administration and running costs. Given the scale of budget reductions detailed elsewhere in this report, it is proposed that the ACL Service will cease to run some or all of these buildings in the 2016-2017 financial year.

7. Staffing Implications

The ACL service has been restructured twice since 2008 most recently in 2012. This has, resulted in a reduction in the number of staff employed on each occasion. The service currently employs the following staff:

Service Management

- Lifelong Learning Networks Manager x1
- Community Learning Manager x1
- Data Officer x1

ACL Service delivery (including Basic Skills and ESOL)

- Community Learning Officers x1
- Basic Skills/ESOL officers x3
- Tutor co-ordinators x1
- Exams Officer x1
- Admin staff x 4
- Caretakers/Cleaners x 4
- Tutors (ACL/ABE/ESOL) x 29

Total number of individuals = 46

The proposed changes could result in the retention of these staff as employees of CCC, early voluntary retirement, redeployment or compulsory redundancy.

CONSULTATIONS

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

Signed: *JAREes* Aeron Rees

Head of Learner Programmes

1. Scrutiny Committee

The Education and Children's Scrutiny Committee has been updated regularly in recent years regarding the funding challenges faced by the Adult Community Learning Service. This committee was consulted on related service matters on the 6th July 2015, where committee members asked that "The Executive Board be asked to consider the possibility of finding funding to maintain the Community Education Centres going forward." Minutes of the related discussion are included at the following link <http://democracy.carmarthenshire.gov.wales/documents/s2183/EXTRACT.pdf>

The matters described in this report were subsequently discussed at the Education and Children's Scrutiny Committee meeting held on 17th December 2015.

2. Local Member(s)

All County Council members were formally invited to a series of meetings that took place during June 2015 to update all relevant parties including learners, centre users and service staff, about the challenges faced by the ACL service during the coming year. These meetings took place as follows:

- Tuesday 2nd June 2015 – Llandeilo Community Education Centre (30 attendees, 2 County Councillors present)
- Wednesday 3rd June 2015 – Felinfoel Community Education Centre (34 attendees, 2 County Councillors present)
- Thursday 4th June 2015 – Carmarthen Community Education Centre (24 attendees, no County Councillors present)

3. Community / Town Council

Officers have regular contact with councillors and officers from Pembrey and Burry Port Town Council and Cwmaman Town Council regarding the asset transfer of Pembrey Community Education Centre and Glanamman Community Education Centre respectively.

4. Relevant Partners

Officers work with the following partners through the forum of the Carmarthenshire Adult and Community Learning Group, a sub-group of the Carmarthenshire Children and Young People's Partnership. This group is chaired by the Lifelong Learning Networks Manager and comprises of:

- Coleg Sir Gâr
- Workers Educational Association (WEA)
- University of Wales Trinity St David
- Swansea University
- Communities First
- Careers Wales West
- Carmarthenshire Association of Voluntary Services
- Llanelli Rural Council
- YMCA Wales

Service officers represent Carmarthenshire in the relevant group meetings for the South West and Mid Wales Regional Learning Partnership.

5. Staff Side Representatives and other Organisations

The consultation meetings described in the local members section above included service staff, learners and other users of community education centres.

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
Delivering Community Learning for Wales (2010)	n/a	http://wales.gov.uk/topics/educationandskills/learningproviders/communitylearning/deliveringlearning/?lang=en
Transforming Education and Training Provision in Wales – Delivering Skills that Work for Wales	n/a	http://wales.gov.uk/topics/educationandskills/publications/guidance/transformationysiwrnai/?lang=en
Iaith Pawb: A National Action Plan for Bilingual Wales.	n/a	http://new.wales.gov.uk/956559/910682/iaith_pawb?lang=en
Welsh Medium Education Strategy	n/a	http://wales.gov.uk/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en
Data on further education, work-based learning and community learning in Wales, 2013/14	n/a	http://gov.wales/docs/statistics/2015/150325-further-education-work-based-learning-community-learning-2013-14-en.pdf
NIACE Dysgu Cymru – A Manifesto for Adult Learning	n/a	http://www.niacecymru.org.uk/sites/default/files/resources/Final%20Manifesto%20English.pdf
NIACE Dysgu Cymru – The Challenge for Post-16 Learning	n/a	http://www.niacecymru.org.uk/sites/default/files/resources/NIACE%20Cymru%20Post%2016%20Challenge.pdf
Learning Through Life: Inquiry into the Future of Lifelong Learning, Schuler, T. and Watson, D. (2009)	n/a	http://www.niace.org.uk/lifelonglearninginquiry/docs/IFLL-summary-english.pdf

Future Provision of Adult Community Learning by the Department for Education and Children

1.0 Background to ACL Provision

1.1 The Welsh Government defines adult community learning (ACL) as flexible learning opportunities for adults, delivered in community venues to meet local needs. Adult community learning (ACL) funded by the Welsh Government covers a diverse range of provision. It embraces learning opportunities which are offered by further education (FE) and higher education (HE) institutions and local authorities. This sector caters mainly for adults aged 19+, with courses being offered in local community-based venues, as well as main college campuses. This includes both formal and informal/non-accredited learning opportunities.

1.2 The Welsh Government set out six purposes for learning that adults undertake in the most recent strategy document for this sector, Delivering Community Learning for Wales (2010). These key purposes are:

- first steps learning;
- skills for life and embedded basic skills;
- skills for independent living;
- skills for work;
- personal development and well being;
- learning for active citizenship and/or community development.

These priorities link to related statistical evidence that shows that 12% of the Welsh population have not reached Level 1 of basic literacy skills. This issue is particularly acute in over 55s, where 15% of the population are below Level 1. Adult numeracy skills in Wales are also low, with 51% of the population at entry level, with 56% of 20-24 year olds and 54% in the 55-65 age bracket not reaching Level 1 competencies.

1.3 Historically, County Council provision of adult community learning in Wales has been funded by a combination of Welsh Government grants, revenue from learner fees and lettings and core council support from the Revenue Support Grant. In Carmarthenshire, the need for departmental budget savings from the ACL service budget over the past ten years has resulted in the incremental withdrawal of the £640k council core Revenue Support Grant subsidy. During this period the service has worked efficiently to be funded by grant and revenue income only. The funding withdrawn from the ACL service has been used to support other aspects of educational delivery within the department for Education and Children

1.4 Officers have achieved this substantial saving to the departmental/County Council budget by an on-going and comprehensive programme of transformation, innovation and change that has included:

- two staff restructures;
- revision of administrative and caretaking procedures;
- not filling posts as they become vacant and the reallocation of duties across service staff;
- reducing the number buildings managed by service (including asset transfers to Town and Community Councils);
- converting “leisure learning” classes to clubs and;
- increasing the fees paid by learners.

1.5 However, despite the on-going work to reduce service costs, the service reported a budget shortfall of approx £45k in the 14-15 year. This reflected the requirement of the service to run five community education centres across the county and the reducing numbers of learners enrolling in classes. This trend reflects a similar pattern across Wales (see <http://gov.wales/docs/statistics/2015/150325-further-education-work-based-learning-community-learning-2013-14-en.pdf>.)

1.6 Officers have attended Education and Children’s Services Scrutiny Committee meetings regularly to update members regarding the financial challenges faced by the ACL service. In March 2015, members

considered a service report advising of the extent of Welsh Government (WG) funding cuts to the ACL Service in the 2015-2016 financial year. Officers outlined how the local Authority's responsibility to oversee the delivery of this provision could be carried out in 2015-2016 and beyond. Members had previously endorsed the proposal that responsibility, staffing and funding for adult community learning provision would be transferred from the County Council to Coleg Sir Gâr from September 2015.

1.7 However, managers at Coleg Sir Gâr were subsequently informed by the Welsh Government that the overall college budget would reduce by approximately 10% in the 2015-2016 year, with a 50% cut to the budget for learners aged 19 and over. Thus while the college was still committed in principle to the transfer of the service, it was unable to meet the original deadline of September 2015 as the level of staffing in the college was reducing due to the Welsh Government budget cut. While the college will provide the County Council with franchise funding for the 2015-2016 year, this is reduced significantly in line with the budget cut affecting funding for part-time courses. In addition to the cut to the CSG franchise budget, other Welsh Government grants have also been cut for the coming financial year. The nature of these central Welsh Government grant cuts mean that in 2015-2016:

- The Coleg Sir Gâr franchise for adult community learning courses will reduce from £394k (2014-2015) to £260k (2015-2016);
- The WG direct grant to the ACL service will reduce from £190k (2014/15) to £156k (2015/16);
- The Family Learning Grant (£106k in 2014/15) has been cut altogether for 2015/16;
- There is no probation service funding income (£15k in 2014/15) in 2015/16 and beyond.

1.8 The combination of these factors has resulted in a reduction in the income to the service of approximately £289k for the 2015-2016 year. Consequently, the budget situation facing the service is primarily a result of direct cuts made by the Welsh Government and not the 2015/2016 budgetary decisions made by the Department for Education and Children. As a result of the decision not to transfer provision to Coleg Sir Gâr in September 2015, officers planned to deliver a service for the 2015-2016 year based upon estimated income of £524k following the cuts to service revenue sources identified above.

1.9 In the absence of core funding from Departmental or other County Council budgets, planning to meet the identified budget shortfall in the coming year was focussed upon the following actions:

1. Reducing the number of courses delivered by the service;
2. Increasing the fees paid by learners to take ACL service courses;
3. Further reducing the number of buildings managed by the service;
4. Reducing the overall level of staffing of the service.

1.10 All of these actions have been undertaken by officers over the past three months, further reducing the costs of running the service. This work includes the transfer of Glanamman Community Education Centre to Cwmamman Town Council, restructuring caretaking services at centres and not replacing three members of staff who have left the service

1.11 However, detailed budget monitoring in July 2015 has highlighted the full effect of the Welsh Government cuts on the service. This monitoring has identified a likely budget overspend of approximately £147k for the 2015-2016 year. While the final figure for the overspend is linked to the numbers of learners enrolling on courses offered by the service, the extent of the projected sum is such that any additional fee income generated will not impact significantly on the total overspend.

1.12 Budget monitoring has highlighted that the core costs for the service remain staffing and centre running costs. Other than reducing building related costs in this budget (by shutting community learning centres) and removing the RLP match-funding contribution, there is little scope to reduce this budget further other than by stopping service delivery altogether.

2.0 Service Update October 2015

2.1 Following a number of discussions with Coleg Sir Gâr managers during September 2015, a meeting was arranged involving Matt Morden (Lifelong Learning Networks Manager), Julie Stuart (CCC HR Officer), Mike Williams (CSG Assistant Principal) and Eirian Davies (CSG HR Officer) on Monday 28th September to look at the practicalities of the TUPE transfer of ABE and ESOL staff to the college during the 2015-2016.

2.2 Service staff had prepared a detailed staff breakdown showing the numbers of staff, teaching hours and roles, age profile and years of service, since the college were keen to have sight of this information before any transfer progressed. At the meeting, discussions focussed on these staff details and the liabilities that would fall upon the college should the transfer of these staff take place. During these discussions, Coleg Sir Gâr officers highlighted concerns that Transfer of Undertakings Protection of Employment (TUPE) liabilities would present too great a financial risk for the college. The consequent discussion identified a range of options for the future delivery of ACL courses.

2.3 Following the meeting, the College Executive Board considered these proposals on Friday 2nd October and subsequently confirmed that due to the financial risk to the College, they would not be able to progress with the TUPE transfer of CCC staff now or in the future. College management identified their wish to continue with the existing franchise agreement arrangement for the 2016-2017 financial year. This decision created an urgent need to identify how and what ACL provision the Department for Education and Children will be able to offer in the future.

2.4 While there has been a reduction in County Council delivered community learning courses in recent years, there has been an increase in non-accredited community learning across Carmarthenshire delivered by community groups and individuals. In some cases, these courses are being taught by tutors who also work for the ACL service. Should County Council provision reduce further, it is possible that independent course delivery of this will increase to fill the gap left as Welsh Government funding for this work reduces. Given these developments, there is a role for the ACL service to play in highlighting the range of independent courses on offer across Carmarthenshire. This could be achieved by a regularly updated web page listing of these courses hosted on the CCC site.

3.0 Proposal for the Future Departmental Role in the Delivery of Adult Learning Provision

3.1 The combination of the current franchise income from Coleg Sir Gar (allocated on an academic year basis) and the direct grant from Welsh Government provides the service with WG grant income of approx £435k for the 2015-2016 year. Pending any further Welsh Government budget cuts, a similar budget for the service is projected for the 2016-2017 year.

3.2 While all WG budgets are subject to cuts, it is assumed that funding for adult essential skills (literacy and numeracy), digital literacy, ESOL, return to work and learn and Welsh for Adults will be prioritised due to the strong links with a range of poverty related policy initiatives. However, funding to support the “leisure” ACL classes is likely to be cut significantly, with the WG expectation being that where these classes are offered it is on a cost recovery basis only. Given this context and the need to plan service provision in line with the significantly reduced service budget available, it is proposed that the following actions be taken:

1. Future expenditure on ACL services shall be contained with the level of grants or other external expenditure available from time to time.
2. The ACL service budget available (approx £435k) be prioritised for adult basic education, literacy, numeracy, digital literacy courses, ESOL (including language support for refugees) and activities to target the hardest to reach and people experiencing the effects of poverty;
3. The Adult Basic Education element of the service is restructured to be able to deliver this provision in the most cost effective manner possible;
4. A review of the course fee policy takes place, with fees to be established for ESOL courses, though Basic Skills courses will remain free;
5. The provision of other adult community learning classes (e.g. in subjects including art, languages, computing, humanities cease to be provided by the service after 31st March 2016) with the resulting reduction in the numbers of related staff employed;
6. The service formally relinquishes management and all related running costs of the Cennen Centre, Ammanford, Glanamman Community Education Centre and Felinfoel Community Education Centre as of 31st March 2016;
7. The service retains a presence in Carmarthen town, exploring options for the location of provision by assessing the viability of utilising space in Carmarthen library, or continuing to use the Carmarthen Community Education Centre or other premises, and retains the use of rooms in Llanelli library;
8. The ACL service retains a role in collating information about courses offered by other organisations and individuals and promoting this information via website listings and a named contact officer;

3.3 Following discussions of the proposals at these meetings, a programme of consultation with staff affected by these changes will take place. Further consultation with learners and community education centre users affected by these changes will also be required. Should redundancies result from this process, the cost to the Department for Education and Children will be significant due to the length of time that many service staff have been employed.

3.4 An Equalities Impact Assessment (EIA) for these proposals has been completed and will need to proceed through the corporate change review process. There will also need to be consultation with staff and unions regarding restructuring, redeployment and likely redundancies and the relevant HR processes to be followed. Consultation will also be required with learners and centre users in locations where venues will close.

Appendix 1 – current service delivery information

Current data (as of 2nd October 2015) shows that there are 502 learners enrolled in CCC ACL provision (including basic skills, ESOL and community learning but excluding Welsh for Adults classes) for the 2015-2016 year. Of these learners 73% are female and 27% are male. Learners over 40 make up the majority of service users, with 76.5% of those enrolled in courses in this category. The average age of female learners is 54 and 56 for male learners.

Non-employed learners make up 85% of those enrolled, with 15% in employment. 65% of learners categorise themselves as Welsh speakers. Learners with disabilities make up 44% of all students enrolled. The ethnicity of learners is predominately white British, with 95% of people in this category. Learners undertaking ESOL courses make up the majority of the further 5% in this category.

Appendix 2 – current usage of community education centres

Community Education Centre	Number of sessions used per week				Total sessions
	Basic Skills classes	ESOL classes	Adult Learning classes	Lettings and private hire	
Felinfoel	0	7	12	6	25
Carmarthen	10	4	5	16	35
Glanamman	0	0	0	14	14
Return to Learn, Llanelli	9	3	0	0	12
Cennen Centre Ammanford	9	4	0	0	13

EXECUTIVE BOARD COMMITTEE MEETING

4TH JANUARY 2016

Welsh in Education

Purpose: To update the Executive Board on developments in regard to the Welsh Language in Education

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To commend the approach and to advise the lead officers on other actions required.

REASONS: To ensure that the County Council complies with the requirements of the Welsh in Education Strategic Plan which encompasses the recommendations of the County Council's Welsh Language Panel.

PEB: November 16th, 2015.

Relevant scrutiny committee to be consulted

YES- Education and Children's Services Scrutiny committee- 23rd November

EXECUTIVE BOARD – 4th January, 2015

COUNCIL – 10th February, 2016

Welsh Language Panel/Welsh in Education Forum- aspects discussed on a termly basis

A Member Briefing Session was arranged for November 12th.

Scrutiny Committee recommendations/comments:

- The Committee welcomed the report and the progress made however concern was expressed that more places were needed in Welsh medium primary schools to respond to the growth in demand.
- The work looking at the reasons for the reduction in transition to Welsh medium secondary provision was welcomed.
- It was asked what the greatest obstacle was to developing the agenda- Head of Education Services stated that there were two main issues; namely staffing ability to teach through the medium of Welsh and also the statutory process to change a school's linguistic change.

The Education and Children's Services Scrutiny committee RESOLVED to endorse the report.

Exec Board Decision Required **YES**

Council Decision Required NO / NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Mair Stephens/Cllr G.O Jones

Directorate-Education and Children's Services

Name of Head of Service:

Gareth Morgans

Report Author:

Gareth Morgans

Designations:

Chief Education Officer

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**EXECUTIVE SUMMARY
EXECUTIVE BOARD
4TH JANUARY 2016**

The Welsh Language in Education

BRIEF SUMMARY OF PURPOSE OF REPORT.

- To provide an update on the Welsh in Education Strategic Plan.
- To provide an update on performance data in relation to the Welsh language in schools.
- To share progress in respect to 'Codi Caerau Sir Gâr' and marketing materials
- To provide an update on other developments.

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:



Chief Education Officer

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

Policy, Crime & Disorder and Equalities

The development of the Welsh Language in Education is an integral part of the 'Welsh Language in Carmarthenshire Report' prepared by the Welsh language Census Group in March 2014. The recommendations, as endorsed by full Council have been incorporated into Carmarthenshire's Welsh in Education Strategic Plan (WESP) which is our policy to meet the expectations of the Welsh Government's [Welsh Medium Education Strategy](#) (WMES) which sets out the Welsh Government's vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education. The aim is to facilitate an increase in the number of people of all ages able to use the Welsh language with their families, in their communities and in the workplace.

The WESPs are a key vehicle for creating an improved planning system for Welsh-medium education. Carmarthenshire's WESP details how the local authorities aims to achieve the Welsh Government's outcomes and targets outlined in the Welsh Medium Education Strategy

Finance

Many of the actions included in Carmarthenshire's Welsh in Education Strategic Plan have associated costs e.g. lead officer time, resources, language charter, training. Additional budget was secured to allow the Education Department to appoint a lead officer (part time) and develop the actions included in the plan. Using the Welsh in Education Grant and this additional funding has enabled us to realize many of the actions.

To ensure further progress the additional funding is required.

Risk Management Issues

Without sufficient resource it will be difficult to deliver the agreed actions and improve standards of attainment and increase participation in Welsh medium education.

This could lead to challenge from Members and external challenge from Welsh Government officials and ESTYN in respect to progress being achieved.

Staffing Implications


Due to additional central funding we have an officer (part-time) to lead the implementation of the WESP. Without this officer's time it would be challenging to implement the agreed actions.

In addition the Welsh Support Teachers (Athrawon Gwella'r Gymraeg a Dwyieithrwydd) are employed utilising the Welsh in Education Grant issued to ERW by the Welsh Government. Any reduction in this grant would have an adverse effect on this team and our capacity to deliver the WESP.

CONSULTATIONS

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

Signed:



Chief Education Officer

1. Scrutiny Committee

Education and Children's Services Scrutiny Committee consulted on November 23rd, 2015.

Recommendations / Comments:

2. Local Member(s)

All Members invited to a Briefing Session on November 12th, 2015.

3. Relevant Partners

The Welsh in Education Forum which includes representatives from schools and the voluntary sector have been consulted on the WESP

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 in Carmarthenshire Report'		http://www.carmarthenshire.gov.wales/media/68004/WelshLanguageCarms.pdf
Strategaeth Addysg Cyfrwng Cymraeg Llywodraeth Cymru		http://gov.wales/docs/dcells/publications/100420wels hmediumstrategycy.pdf
Welsh Government's Welsh Medium Education Strategy		http://gov.wales/docs/dcells/publications/100420wels hmediumstrategyen.pdf
Carmarthenshire's Welsh in Education Strategic Plan		http://www.carmarthenshire.gov.wales/media/988336/WESP.pdf
Cynllun Strategol y Gymraeg mewn Addysg Sir Gâr		http://www.sirgar.llyw.cymru/media/988333/CSGA.pdf

**Diogelu Plant a Gwella Safonau Addysg i Bawb
Safeguarding Children and Improving Education
Standards for All**



Y Gymraeg mewn Addysg

taith at ddwy
IAiTH
SIRGAR

Welsh in Education

Cynllun Strategol y Gymraeg mewn Addysg Sir Gar Carmarthenshire's Welsh in Education Strategic Plan 2014– 2017

Background

The National Assembly passed the **Schools Standards and Organisation (Wales) Act** in January 2013. The Act moved non-statutory WESPs to a statutory footing. The Act placed a duty upon local authorities to consult on, produce and publish a **Welsh in Education Strategic Plan** (WESP) that would be submitted for approval of, and monitoring by, Welsh Ministers. These would be 3 year plans and reviewed on an annual basis.

Section 85 required local authorities to prepare and submit a Welsh in Education Plan for approval or modification by Welsh Ministers. Sections 86 and 87 provided a power for Welsh Ministers to make provision by way of regulations in relation to:

- assessing the demand for Welsh-medium education
- the duration of a Welsh in Education Strategic Plan (WESP)
- its form and content
- its submission to the Welsh Ministers for approval
- the timing of its publication
- the manner of its publication
- the consultation on it
- its review
- the report on implementation of the WESP (or revised WESP).

WESPs detail how local authorities will aim to achieve the Welsh Government's outcomes and targets outlined in the **Welsh Medium Education Strategy** (WMES).

Policy context

The WMES sets out the Welsh Government's vision for an education and training system that responds in a planned way to the growing demand for Welsh-medium education. The aim is to facilitate an increase in the number of people of all ages able to use the Welsh language with their families, in their communities and in the workplace. The WESPs are a key vehicle for creating an improved planning system for Welsh-medium education.

The WESPs will provide the means for the Welsh Government to monitor the way in which local authorities respond and contribute to the implementation of the WMES objectives by:

- ensuring that every step of local authority education processes includes full consideration of Welsh-medium education;
- extending provision where a need is identified on the basis of improved planning;
- moving Welsh-language support services gradually away from the traditional roles of *athrawon bro* towards a new training and mentoring service;
- ensuring the delivery of Welsh-medium support services on the basis of consortia in the near future;
- improving standards and extending the use of Welsh by children and young people, and
- demonstrating progress against the specific targets in the WMES.

The intention of the WESPs is to:

- expect local authorities to be accountable to the Welsh Government for planning Welsh-medium and Welsh-language education provision;

- reflect the aims of the WMES;
- illustrate the current situation, outline appropriate activities and demonstrate improvement;
- be manageable and useful to you as a local authority; and
- demonstrate clear progress over 3-years in each local authority and consortium area towards achieving the WMES targets.

The WESPs will focus on the targets in the WMES and you will be asked to report annually on your performance against these targets:

- *more seven-year-old children being taught through the medium of Welsh as a percentage of the Year 2 cohort;*
- *more learners continuing to improve their language skills on transfer from primary school to secondary school;*
- *more learners studying for qualifications through the medium of Welsh;*
- *more learners aged 16-19 studying Welsh and subjects through the medium of Welsh; and*
- *more learners with improved skills in Welsh.*

You will also be required, in both quantitative and qualitative terms, to address the following and to explore and outline how best to report on progress in these areas:

- *Standards of attainment in Welsh and Welsh Second Language;*
- *Welsh-medium provision for learners with additional learning needs (ALN); and*
- *Workforce planning and continuing professional development (CPD).*

There are four main sections to the WESP as follows:

- Section 1:** **Your vision and aim for Welsh-medium education**
- Section 2:** **The action plan**
- Section 3:** **Commentary and further notes**
- Appendices:** **for presenting detailed data**

Carmarthenshire's Welsh Education Strategy 2014-2017 was approved by the Welsh Ministers on the 24th of September, 2014 and Publication, Implementation and Review of the Plan conditions were set.

The WESP reflects the County Council's aspirations and the aspirations of the Welsh Government, as laid out in the Welsh Medium Education Strategy and Carmarthenshire's Language Policy. The Plan emphasises the commitment to work together to achieve the best outcomes for all Carmarthenshire's children and young people.

In October 2015 we received a letter reminding us that the Welsh in Education Strategic Plans and Assessing Demand for Welsh-medium Education (Wales) Regulations 2013 require a local authority to review its Plan annually which, in effect, means a review of progress against the targets set out in the Plan. The review must be completed and the amended Plan which emerges from that process must be submitted to Welsh Ministers **no later than 20 December 2015**.

The Welsh Government expects to see the latest set of assessment and external examination results in amended Plans together, where appropriate, with brief details of other major developments particularly in relation to Outcomes 1 and 2. If a local authority wishes to amend any of its targets following the review, the Unit would expect to see a brief commentary.

Once the revised Plans have been submitted Welsh Ministers will exercise their functions to approve, approve with modifications or reject a Plan. We will receive written notification of Ministers' intentions as early as possible in 2016.

DATA

Cynllun Strategol y Gymraeg mewn Addysg Welsh in Education Strategic Plan

Deilliant 2- Mwy o ddysgwyr yn parhau i wella eu sgiliau iaith wrth drosglwyddo o'r ysgol gynradd i'r ysgol uwchradd

- Cynyddu canran y disgyblion Blwyddyn 9 sy'n cael eu hasesu yn y Gymraeg (iaith Gyntaf)

Outcome 2: *More learners continue to improve their language skills when transferring from primary to secondary schools*

- *Increase the percentage of Year 9 learners assessed in Welsh 1st language*

Blwyddyn Year	Targed / Target	% BI9 wedi eu hasesu yn Gymraeg iaith 1af % Y9 assessed in Welsh 1st Language
2010		36.0%
2011		36.0%
2012		36.5%
2013		35.6%
2014		38.8%
2015	40%	43%
2016		
2017	45% (<i>Revised target</i>)	

Deilliant 3: Mwy o fyfyrwyr 14-16 oed yn astudio ar gyfer cymwysterau drwy gyfrwng y Gymraeg.

Deilliant 4: Mwy o fyfyrwyr 16–19 oed yn astudio pynciau drwy gyfrwng y Gymraeg, mewn ysgolion, colegau a dysgu seiliedig ar waith

- Cynyddu canran y myfyrwyr 14-16 sy'n astudio ar gyfer cymwysterau drwy gyfrwng y Gymraeg.
- Cynyddu canran y myfyrwyr (a gofrestrwyd ar gyfer TGAU Cymraeg iaith gyntaf) sy'n astudio ar gyfer 5 neu fwy o gymwysterau diwedd Blwyddyn 11 drwy gyfrwng y Gymraeg

Outcome 3: *More learners aged 14-16 studying for qualifications through Welsh.*

Outcome 4: *More learners aged 16-19 studying subjects through the medium of Welsh, in schools, colleges and work-based learning*

- *Increase the percentage of students aged 14-16 studying for qualifications through the medium of Welsh.*
- *Increase the percentage of students (entered for GCSE Welsh 1st language) who are studying for 5 or more qualifications in Welsh at the end of Year 11*

Blwyddyn Year	Targed / Target	Canlyniad Result
2010		55.0%
2011		60.0%
2012		56.1.%
2013		60%
2014		60.2%
2015	65%	<i>I'w gadarnhau / to be confirmed</i>
2016		
2017	67%	

- Cynyddu canran y myfyrwyr (a gofrestrwyd ar gyfer TGAU Cymraeg iaith gyntaf) sy'n astudio ar gyfer 2 neu fwy o gymwysterau diwedd Blwyddyn 11 drwy gyfrwng y Gymraeg-
- *Increase the percentage of students (entered for GCSE Welsh 1st language) who study for two or more qualifications in Welsh at the end of Year 11-*

Blwyddyn Year	Targed / Target	Canlyniad Result
2010		68%
2011		70%
2012		83.9%
2013		87.7%
2014		91.6%
2015	89%	<i>I'w gadarnhau / to be confirmed</i>
2016		
2017	93% (Revised target)	

Cynyddu canran y myfyrwyr 16-19 oed sy'n astudio pynciau drwy gyfrwng y Gymraeg

- Canran y myfyrwyr 16-19 sy'n astudio 2 neu fwy o bynciau drwy gyfrwng y Gymraeg/dwyieithog (e.e. elfennau o gymwysterau/modiwlau)

Increase the % of students aged 16-19 studying subjects through the medium of Welsh

- *The percentage of 16-19 learners studying two or more subjects through Welsh/bilingually (e.g. elements of qualifications/modules):*

Blwyddyn Year	Targed / Target	Canlyniad Result
2010		29%
2011		38%
2012		30.9%
2013		31.3%
2014		33.8%
2015	35%	<i>I'w gadarnhau / to be confirmed</i>
2016		
2017	37%	

Gwella darpariaeth a safonau Cymraeg iaith Gyntaf.

- Canran o ddisgyblion diwedd y Cyfnod Sylfaen sy'n cyrraedd Deilliant 5 mewn iaith, Llythrennedd a Chyfathrebu mewn lleoliadau cyfrwng Cymraeg (ysgolion Cyfrwng Cymraeg, Trawsnewidiol a Dwy Ffrwd)

Improving provision and standards of Welsh First Language.

- *The percentage of pupils at the end of the Foundation Phase who have reached Outcome 5 in Language, Literacy and Communication in Welsh-medium settings (Welsh Medium schools, Transformational and Dual Stream)*

Blwyddyn Year	Targed Target	% sy'n cyrraedd Deilliant 5 Cymraeg ar ddiwedd y Cyfnod Sylfaen % reaching Outcome 5 in Welsh at end of Foundation Phase
2012		85.4%
2013		86.2%
2014		89.2%
2015	92%	91.4%
2016		
2017	93%	

- Canran o ddisgyblion diwedd CA2 sy'n cyrraedd L4+
- *Percentage of learners reaching Level 4+ at the end of KS2*

Blwyddyn Year	Targed Target	% sy'n cyrraedd L4+ Cymraeg ar ddiwedd CA2 % reaching L4+ in Welsh at end of KS2
2010		75.1%
2011		80.5%
2012		83.2%
2013		84.5%
2014		84.4%
2015	89%	88.6%
2016		
2017	90%	

- Canran y disgyblion diwedd CA3 sy'n cyrraedd Lefel 5 ar gyfer asesiadau athro mewn Cymraeg
- *The % of pupils achieving Level 5 for teacher assessments in Welsh at the end of KS3*

Blwyddyn Year	Targed Target	CA3 L5+ Cymraeg KS3 L5+ welsh
2010		72.70%
2011		82.30%
2012		83.2%
2013		83.6%
2014		88.7%
2015	86%	86.5%
2016		
2017	88%	

- Canran o ddisgyblion diwedd CA4 sy'n cyrraedd graddau A*-C TGAU Cymraeg.
- *Percentage of learners at the end of KS4 who reach grades A*-C Welsh*

Blwyddyn Year	Targed Target	CA4 graddau A*-C TGAU Cymraeg
2011		74.1%
2012		74.1%
2013		71.3%
2014		69.1%
2015	77%	72.3%
2016		
2017	80%	

Gwella darpariaeth a safonau Cymraeg Ail iaith.

- Canran y disgyblion diwedd CA2 sy'n cyrraedd o leiaf L4 mewn Cymraeg Ail iaith

Improve Welsh 2nd Language provision and standards

- *Percentage of learners at the end of KS2 who reach at least L4 in Welsh 2nd Language*

Blwyddyn Year	Targed Target	L4+ mewn Cymraeg Ail iaith ar ddiwedd CA2 L4+ in Welsh 2nd Language at ends of KS2
2011		58.4%
2012		51.4%
2013		61.1%
2014		67.1%
2015	64%	65.4%
2016		
2017	68%	

- Canran y disgyblion diwedd Cyfnod Allweddol 3 sy'n cyrraedd Lefel 5 mewn Cymraeg Ail iaith
- *Percentage of learners at end of KS3 who reach Level 5 in Welsh 2nd language*

Blwyddyn Year	Targed Target	Lefel 5 Cymraeg Ail iaith ar ddiwedd CA3 Level 5 in Welsh 2nd Language at end of KS3
2010		52.9%
2011		61.8%
2012		63.5%
2013		70.6%
2014		76.6%
2015	72%	80.9%
2016		
2017	82% (Revised target)	

- Canran y disgyblion diwedd Cyfnod Allweddol 4 sy'n cyrraedd graddau A*-C mewn TGAU Cymraeg Ail iaith Cwrs Llawn
- *Percentage of learners at end of KS4 who reach grades A*-C in GCSE Welsh 2nd language Full Course*

Blwyddyn Year	Targed Target	Canlyniad Result
2010		67.7%
2011		69.7%
2012		67.0%
2013		69.8%
2014		78.2%
2015	72%	79.5%
2016		
2017	82%(Revised target)	

Cynyddu cofrestrïadau Cymraeg Safon Uwch Cymraeg a Chymraeg Ail Iaith fel canran o gofrestrïadau TGAU Cymraeg a Chymraeg Ail Iaith.

- Y canran o ymgeiswyr TGAU Cymraeg sy'n mynd ymlaen i astudio Safon Uwch

Increase registrations for Welsh, A Level Welsh and Welsh Second Language as a percentage of registrations GCSE Welsh and Welsh Second Language.

- The percentage of Welsh GCSE candidates who go on to study A Levels

Blwyddyn Year	Targed Target	Canlyniad Result
2010		7.0%
2011		7.0%
2012		4.5%
2013		5.4%
2014		4.5%
2015	6%	4.2% (30)
2016		
2017	6% (<i>Revised target</i>)	

- Y canran o ymgeiswyr Cymraeg Ail Iaith sy'n mynd ymlaen i astudio Safon Uwch
- *The percentatge of Welsh 2nd Language candidates who go on to study A levels*

Blwyddyn Year	Targed Target	Canlyniad Result
2010		4.00%
2011		3.00%
2012		3.60%
2013		2.5%
2014		3.2%
2015	3%	2.55% (30)
2016		
2017	4%	

Atodiad 3 :

Niferoedd a chanrannau'r disgyblion mewn ysgolion cynradd Cymraeg a dwyieithog sy'n trosglwyddo i ysgolion uwchradd Cymraeg

Cyfanswm y disgyblion mewn ysgolion cynradd Cymraeg a dwyieithog	Cyfanswm y disgyblion sy'n trosglwyddo i ysgolion uwchradd Cymraeg	Canran y disgyblion sy'n trosglwyddo i ysgolion uwchradd Cymraeg a dwyieithog
Carfan BI6 2010 = 863	789	91.4%
Carfan BI6 2012 = 1035	952	92%
Carfan BI6 2013 = 1073	1005	93.7%
Carfan BI6 2014 = 1057	967	91.8%
Carfan BI6 2015- 1127	960	85.25% *

**Darn o waith manylach wedi ei gomisiynu i ymchwilio i'r data yma*

Cyraeddiadau a pherfformiad mewn Cymraeg Ail Iaith

Cyfnod Allweddol 2 Aseidiadau athro mewn Cymraeg Ail Iaith ar ddiwedd Cyfnod Allweddol 2	Nifer y disgyblion	Canran y disgyblion	Canran sy'n cyrraedd Lefel 4
2011	1,877	49%	58.9%
2012	1,779	42%	51.4%
2013	1,862	49.2%	61.1%
2014	895 allan o 1868	47.9%	67.4%
2015	818 allan o 1767	46.3%	65.4%

Cyfnod Allweddol 3 Disgyblion Blwyddyn 9 sy'n cael asesiad athro mewn Cymraeg Ail Iaith ar ddiwedd Cyfnod Allweddol 3	Nifer y disgyblion	Canran y disgyblion	Canran sy'n cyrraedd Lefel 5
2012	1289 allan o 2021	63.7%	67% (864 allan o'r 1289)
2013	1257 allan o 1983	63.3%	71% (888 allan o'r 1257)
2014	1198 allan o 1959	61.2%	76.6% (918 allan o 1198)
2015	1081 allan o 1926	56.1%	80.9% (885 allan o 1081)

Appendix 3:

Number and percentage of learners from Welsh/bilingual primary schools transferring to Welsh/bilingual secondary schools

Total number of pupils in Welsh/bilingual primary schools	Number of pupils transferring to Welsh medium/bilingual secondary schools.	Percentage of pupils transferring to Welsh medium/bilingual secondary schools.
2010 Year 6 Cohort = 863	789	91.4%
2012 Year 6 Cohort = 1035	952	92%
2013 Year 6 Cohort = 1073	1005	93.7%
2014 Year 6 Cohort = 1057	967	91.8%
2015 Year 6 Cohort = 1127	960	85.25% *

**A more detailed analysis has been commissioned in respect to the 2015 outcome*

Welsh 2nd Language attainment and performance

Key Stage 2 Teacher Assessments at the end of Key Stage 2	Number of learners	% of learners	% attaining Level 4+
2011	1,877	49%	58.9%
2012	1,779	42%	51.4%
2013	1,862	49.2%	61.1%
2014	895 out of 1868	47.9%	67.4%
2015	818 out of 1767	46.3%	65.4%

Key Stage 3 Year 9 learners receiving Welsh 2nd language Teacher Assessments at the end of Key Stage 3	Number of learners	% of learners	% attaining Level 5
2012	1289 out of 2021	63.7%	67% (864 out of 1289)
2013	1257 out of 1983	63.3%	71% (888 out of 1257)
2014	1198 out of 1959	61.2%	76.6% (918 out of 1198)
2015	1081 out of 1926	56.1%	80.9% (885 out of 1081)

DATBLYGIADAU / DEVELOPMENTS

1. All Members Seminar

In order to inform Members, many who are also School Governors, a Briefing Session was arranged for Thursday, November 12th.

The agenda will cover the following issues-

- The Welsh in Education Strategic Plan
- Welsh language attainment data for 2015
- Bilingual education promotional materials
- Codi Caerau Sir Gâr- our new language charter
- The work of the Teachers who Support Welsh and Bilingualism

Very positive feedback was received from Members.

2. Materials to promote the benefits of being bilingual

Working with the County Council's Communications Department promotional materials have been developed which can be used by schools to share with parents and their community.

This include-

- a) A clear branding for the promotional materials- **Taith at Ddwy Iaith**
 - b) Reissuing the 'Taith at Ddwy Iaith leaflet' prepared for 2014 Llanelli Eisteddfod
 - c) A simple, concise leaflet for parents noting the value of being bilingual
 - d) Posters/PPTs which can be displayed/shown around the school/community with statements based on evidence-
- ✓ *Two languages = Twice the choice*
 - ✓ *Worldwide, speaking two or even three languages is completely normal- we want the same for Carmarthenshire's children and young people*
 - ✓ *Learning another language increases opportunities and choices.*
 - ✓ *Two languages gives people two different cultures to experience- there is a wealth of history, music and literature in the Welsh language.*
 - ✓ *Speaking a second language helps us to respect and show tolerance to other languages and other cultures.*
 - ✓ *There are cognitive benefits to being Bilingual. It has a positive effect on intellectual growth and enhances a child's mental development.*
 - ✓ *Researchers have shown that the Bilingual brain can have better task-switching capacities, flexibility, creativity and focus in thinking.*
 - ✓ *It is easier to learn a third language when you are Bilingual as there is a greater sensitivity to language and a better ear for listening.*
 - ✓ *There are definite economic and employment advantages.*
 - ✓ *Bilingualism does not have a detrimental effect on a child's development of English language skills.*
 - ✓ *Children receiving Bilingual education tend to do better across the curriculum – including English.*

- e) Contributions by 'local' Welsh celebrities e.g. Alex Jones and Nigel Owens on the value of being bilingual
- f) Case Studies.

3. Codi Caerau Sir Gâr

One of the actions of the WESP was to develop a Carmarthenshire language charter based on the Welsh Government funded initiative which has been successful in Gwynedd.

The simple objective of the charter- **Codi Caerau Sir Gâr** (literal translation is to create Welsh strongholds) is to provide a clear framework, which can be used to promote and increase the use of Welsh by children in a social context. In a nutshell, the **Codi Caerau Sir Gâr's** main aim is to encourage the children of Carmarthenshire to learn and speak Welsh.



Codi Caerau Sir Gâr exhorts participation from every member of the school community, and members of the school workforce and council, the pupils and their parents, school governors and the wider community are all encouraged to take full ownership of it.

Bronze, Silver and Gold Awards

Codi Caerau Sir Gâr is based on the principle that every individual school may set its own challenging and attainable vision in connection with promoting the use of the Welsh language. This recognizes that circumstances may vary from school to school and provides an opportunity for every school to implement its own programme and achieve its own vision.

The aim is to achieve the gold award over a three year period.

Setting a Baseline and Evaluating Impact

An appropriate method of setting a baseline and of evaluating success has been developed in connection with the objective of increasing children's use of Welsh in a social context: primary school pupils throughout Carmarthenshire will be asked eleven pertinent questions in an on-line questionnaire.

This questionnaire will allow children in years 3 to 6 to give details about their use of Welsh within the classroom, on the playground and - beyond school boundaries - within the wider community, and will thus provide an opportunity to measure how confident children are about conversing or undertaking schoolwork through the medium of Welsh. At the same time, the questionnaire will also allow pupils to note their more general feelings about the Welsh language (i.e. whether or not they feel that the language is important to them.)

Every pupil will provide their answers on a scale of zero to ten, by placing a number beside every statement to reflect how much use they make of the Welsh language in certain contexts and how confident they feel when doing so.

This data will provide firm evidence about the language situation at every school, and allow us to establish a baseline, from which each school will be able to develop its own individual vision. By analysing the responses to the questionnaire, it will be possible to determine which specific aspects each school should focus upon, and thus - through data interpretation - every individual school will be able to see which trail it should follow.

After a period of time, the questionnaire will be revisited - and the same questions asked for a second time – in order to observe what impact has been made in connection with promoting and developing the use of Welsh by primary school pupils in a number of various contexts.

This initial charter is for Welsh medium primary schools. A Welsh 2nd Language Charter is being developed in partnership with ERW Local Authorities to be launched in 2016.

Codi Caerau Sir Gâr was launched on the 4th December in Yr Atom with an input from Cllrs. Mair Stephens and Gareth Jones, Gareth Morgans, Chief Education Officer, Gwynedd's lead officer for their Charter, Headteachers from Gwynedd, our Teachers who support Welsh and Bilingualism and a contribution from the pupils of Ysgol Bancffosfelen.

4. The work of the Teachers who Support Welsh and Bilingualism

The Local Authority have a team of 12 teachers who support schools in raising standards in Welsh 1st and 2nd language. Historically these have been funded through the Welsh in Education Grant which in 2015 has been subsumed into the regional Education Improvement Grant. In Carmarthenshire, due to the importance of this agenda, we have decided to protect this funding to ensure we have an effective service to support schools.

The team support in many ways which includes-

- a. **Canolfannau Iaith Hwyrddyfodiaid** (Language Centres) for latecomers to Carmarthenshire which includes support in school, placement in a centre and follow up support in schools on reintegration.
- b. Development of **bespoke resources** e.g. Cwrs Cwmcoedyceirw, reading books.
- c. **Sessions for Parents**- Blas ar Gymru (A taste of Wales)
- d. **Gorsafodded Iaith** (Language Stations)- used to target Year 5 pupils and support them to achieve higher levels in Welsh especially in writing
- e. **Support for teachers** to develop their pedagogy/language teaching skills.
- f. **Support for Teaching Assistants**- improving their Welsh language skills
- g. Supporting transition from Year 6 to Year 7 and bespoke programmes for Year 7 and 8 learners in secondary schools
- h. Development of Welsh language skills through Mathematics and Science
- i. Contribute to the Welsh Sabbatical Course hosted by Trinity St David's University

The service also includes the Welsh for Adults provision to ensure that investment in schools is mirrored by investment in the community and offering school staff and parents opportunities to learn/further develop their Welsh skills.

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EXECUTIVE BOARD 4TH JANUARY 2016

MODERNISING EDUCATION PROGRAMME

PROPOSAL TO DISCONTINUE LLANGENNECH INFANT SCHOOL AND LLANGENNECH JUNIOR SCHOOL AND ESTABLISH LLANGENNECH COMMUNITY PRIMARY SCHOOL

Recommendations / key decisions required:

It is recommended that Executive Board approves:

1. the proposal as outlined below;
2. officers to initiate formal consultation on the proposal as soon as possible;
3. that a report is submitted to the Executive Board at the end of the consultation period.

Reasons:

- To comply with statutory procedures and guidance in relation to school re-organisation.

Relevant Scrutiny Committee Consulted - YES (23RD November 2015)

The Education and Children's Services Scrutiny Committee UNANIMOUSLY RESOLVED to endorse the proposal.

Council Decision Required - NO

Executive Board Member Portfolio Holder: Cllr. Gareth Jones (Education & Children)

<p>Directorate: Education & Children</p> <p>Name of Head of Service: Gareth Morgans</p> <p>Report Author: Simon Davies</p>	<p>Designations:</p> <p>Chief Education Officer</p> <p>School Modernisation Manager</p>	<p>Tel Nos. / E-Mail Addresses:</p> <p>01267 246450 EDGMorgans@carmarthenshire.gov.uk</p> <p>01267 246471 SiDavies@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY

EXECUTIVE BOARD 4TH JANUARY 2016

MODERNISING EDUCATION PROGRAMME

PROPOSAL TO DISCONTINUE LLANGENNECH INFANT SCHOOL AND LLANGENNECH JUNIOR SCHOOL AND ESTABLISH LLANGENNECH COMMUNITY PRIMARY SCHOOL

Background

Since the inception of the Modernising Education Programme, it has been set out to create Community Primary Schools to replace Infants and Junior Schools.

Following the retirement of the Llangennech Infants school Headteacher at the end of the Summer term 2013 a soft federation has already taken place with the Headteacher of Llangennech Junior school. On 24th September 2014, the Governing Bodies of both Llangennech Infants and Llangennech Junior schools resolved to pursue a formal federation as from April 2015.

The Authority now wishes to proceed with a proposal to create a Community Primary school to replace Llangennech Infants and Llangennech Junior schools. The details of the proposal are outlined in the attached Draft Consultation document. The Consultation Document is currently in draft format and updated where appropriate during the informal consultation exercise.

In Llangennech the local Authority are currently able to offer as a 4-11 primary school part time learning provision through the medium of Welsh and English. As part of the new 3 – 11 primary school that will include nursery provision, it is proposed to change the current linguistic categories of Llangennech Infant school (Dual Stream – (DS) and Llangennech Junior school (Dual Stream – (DS) to a new Welsh Medium – (WM) language category school which will increase the provision of Welsh Medium education in Carmarthenshire and will ensure that bilingualism is increased in the Llangennech area. It will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in Welsh and English as detailed in the Welsh in Education Strategic Plan (WESP) (2014-2017).

Proposal

- To discontinue Llangennech Infant school on 31st December 2016
- To discontinue Llangennech Junior school on 31st December 2016

- As from 1st January 2017, to establish a new 3-11 Welsh Medium (WM) language category Community Primary School with a nursery provision (hereinafter called the 'New School') on the existing sites and buildings of the current Llangennech Infants and Llangennech Junior schools. The current capacity of both schools will remain unchanged but will be reviewed and adjusted accordingly should the demands arise in the future.
- The linguistic change of categories from Dual Stream (DS) to Welsh Medium (WM) will increase the provision of WM education in Carmarthenshire and ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in Welsh and English as detailed in the Welsh in Education Strategic Plan (WESP (2014-2017)).

Having one new school will help keep and develop the sense of belonging, heritage and tradition that helps make up a community.

Recommendation

That Executive Board approves:

1. the proposal as outlined above;
2. officers to initiate formal consultation (Stage 1) on the proposal as soon as possible;
3. that a report is submitted to the Executive Board at the end of the consultation period.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

<p>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.</p>						
<p>Signed: G. Morgans Head of Education Services</p> <p style="padding-left: 100px;">S. Davies School Modernisation Manager</p>						
Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	YES	YES

<p>1. Policy, Crime & Disorder and Equalities</p> <p>Developments are consistent with the Authority’s Corporate Strategy, Children and Young People’s Plan and the Modernising Education Strategic Outline Programme.</p>
<p>2. Legal</p> <p>Appropriate consultation will need to be initiated in accordance with the relevant statutory procedures.</p>
<p>3. Finance</p> <p>Revenue implications will be catered for within the Local Management of Schools Fair Funding Scheme.</p>
<p>4. ICT</p> <p>NONE</p>
<p>5. Risk Management Issues</p> <p>The proposal to close Llangennech Infants and Llangennech Junior schools and open a new Llangennech Community Primary School and also change the language category from Dual Stream to Welsh Medium may impact on the demand for school places at the school and other schools in the Llanelli area. The situation will be monitored as part of the Schools Admission Process and ongoing data forecasting and analysis through the Authority’s Modernising Education Programme.</p>
<p>6. Staffing Implications</p> <p>Staffing implications will be addressed in accordance with the County Council’s Redeployment Policy and Procedures.</p>

7. Physical Assets

Arrangements are in place to install a Double Mobile classroom on the current Llangennech Infant school site. This will provide the school with additional accommodation but it will not increase the capacity of the new school. We will monitor the situation and will review the situation if the pupil figures continue to rise.

CONSULTATIONS

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

Signed: **G. Morgans** **Head of Education Services**
 S. Davies **School Modernisation Manager**

1. Local Member(s) – Not at this time but will be consulted during the consultation process

2. Community / Town Council – Not at this time but will be consulted during the consultation process

3. Relevant Partners – Not at this time but will be consulted during the consultation process

4. Staff Side Representatives and other Organisations – Not at this time but will be consulted during the consultation process

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
Carmarthenshire's Welsh in Education Strategic Plan 2014-2017	http://gov.wales/topics/educationandskills/publications/guidance/welshmededstrat/?lang=en
MEP Annual Report 2013/14 and Programme 2014/15	www.carmarthenshire.gov.uk County Council Agenda 14 th January 2015

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DRAFT

DEPARTMENT FOR EDUCATION & CHILDREN

Our Vision.....Carmarthenshire is a community where children are safe and nurtured and learners of all ages are supported to achieve their full educational potential

Future Primary Education Provision for Children Residing in the Llangennech Infants School and Llangennech Junior School area

CONSULTATION DOCUMENT

Robert Sully
Director of Education & Children's Services

Informal Consultation -



School Modernisation Section

Simon Davies, School Modernisation Manager (tel. 01267 246471)

Status of Document : Draft

If you require this information in large print, Braille or on audiotape please contact the Department for Education & Children 01267 246474.

Version History

Version	Comments	Date
0.1	Initial draft for consideration	23/11/15
0.2	Further amendments to initial draft	14/12/15

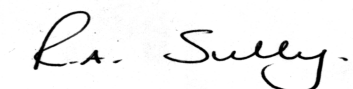
Foreword

As part of its statutory obligation to keep the number and type of school places under review, the County Council has adopted a wide-ranging programme designed to improve school buildings and enhance opportunities for learning. The strategy reflects the vision and policies established by the County Council which embraces the requirement to deliver services, to clear standards – covering both cost and quality – by the most economic and effective means. In our drive to continually improve on the services made available to all learners, we must maximise the finite resources available to the Council, and continue to work in partnership with all those who have a contribution to make to the process of learning and the well being of both children and their families. Schools of the future will need to serve as a focus for a wide range of services dedicated to serving the needs of the community through a joined up approach.

Carmarthenshire is blessed with many very able teachers but the continuing changes to the curriculum places a heavy demand on their skills to meet the wide ranging demands of all children. Although the processes of learning, and skills of teaching, are extremely important, deep subject knowledge on the part of the teacher is essential if learners with their various gifts in different areas are to discover and develop their talents to the full.

Schools designed to meet current demands are expected to provide a broad and balanced curriculum through high quality and inspirational teaching. In the planning of new provision it will be important to ensure that our schools are properly equipped to enhance opportunities for social inclusion, sustainable development, equal opportunities and bilingualism. In practical terms we need to ensure that provision reflects the changing patterns of population, with schools based in the right location with accommodation and facilities fit to serve the needs of all learners in the twenty first century.

Consultation will follow the guidelines established by the Welsh Government and will involve identified interested parties. The information set out in this document is intended to clarify the proposals for your school and support the consultation process.



Robert A Sully
Director of Education & Children's Services

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1. Introduction

The Authority has a legal responsibility to review the number and type of schools it has in the area and whether or not it is making the best use of the resources and facilities to deliver the opportunities that children deserve.

As part of this process the Council has published its vision on how it sees the future for all of the primary schools in the County and this includes consulting on the future shape of education in the Llangennech Infant school and Llangennech Junior school area. The proposals for change included in this document are in line with that long-term objective.

As reported in the MEP (Modernising Education Programme) Annual Report 2013/14 and Programme 2014/15 the intention of the Authority is to review the future provision of education in the Llangennech area.

This document seeks to stimulate the process of consultation by explaining the Authority's preferred option for the future provision of primary education for the pupils of Llangennech Infant school and Llangennech Junior school. The document also highlights why other options considered are not the preferred option as well as offering an opportunity for consultees to put forward any comments, observations or alternative proposals they wish to be considered.

Consultation on this proposal will follow the guidelines established by the Welsh Government as stated in the School Organisation Code (2013) and will involve identified interested parties, including school governors, school staff, parents and pupils.

It is intended that the formal changes be implemented from January 2017.

The main purpose of this document is to provide information and to gather the views of identified interested parties. You may wish to make use of the attached response pro-forma included in **Appendix F** on page 59 of this document for any response or by E-mail to: DECMEP@carmarthenshire.gov.uk.

2. Context – Present Arrangements (Status Quo)

2.1 Background

The County Council has a legal duty to look at the number and type of schools it has in Carmarthenshire and make sure that they are located in the right place, have the right facilities for the future and have the right resources to deliver education and learning for pupils. Changes in the curriculum and the way in which children will be taught in the future means that we also have to look at the existing buildings to meet the future needs of the pupils.

It is an ongoing objective of the Authority to create a Community Primary School to replace Infant and Junior schools and take advantage of an opportunity when a Headteacher of an Infant or Junior school decides to retire

or leave a post. Community primary schools are able to provide children with a continuous stream of education, thus removing the disruption that can be caused by moving schools at an early age.

Following the retirement of the Llangennech Infants school Headteacher at the end of the Summer 2013 academic year a soft federation has already taken place with the Headteacher of Llangennech Junior school currently responsible for both schools. On the 24th September 2014 the Governing bodies of both Llangennech Infants school and Llangennech Junior school resolved to pursue a formal federation as from April 2015.

Federation is seen as an important step towards merging the two schools to become one primary school.

In Llangennech the local Authority are currently able to offer as a 4-11 primary school part time learning provision through the medium of Welsh and English. As part of the new 3 – 11 primary school that will include nursery provision, it is proposed to change the current linguistic categories of Llangennech Infant school (Dual Stream – (DS) and Llangennech Junior school (Dual Stream – (DS) to a new Welsh Medium – (WM) language category school which will increase the provision of Welsh Medium education in Carmarthenshire and will ensure that bilingualism is increased in the Llangennech area. It will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in Welsh and English as detailed in the Welsh in Education Strategic Plan (WESP) (2014-2017).

2.2 School / Schools which may be affected by this proposal

The catchment areas of Llangennech Infant and Llangennech Junior schools are surrounded by the following Community Primary schools:

Hendy Primary school, Carmarthenshire (DS)
Bryn Primary school, Carmarthenshire (EM)
Bynea Primary school, Carmarthenshire (EM)
Ysgol Gymraeg Brynsierfel school, Carmarthenshire
Ysgol Gynradd Llannon, Carmarthenshire (WM)
Swiss Valley Primary school, Carmarthenshire (EW)
Ysgol Gymraeg Dewi Sant, Carmarthenshire (WM)
Pentip, Church in Wales VA Primary School, Carmarthenshire

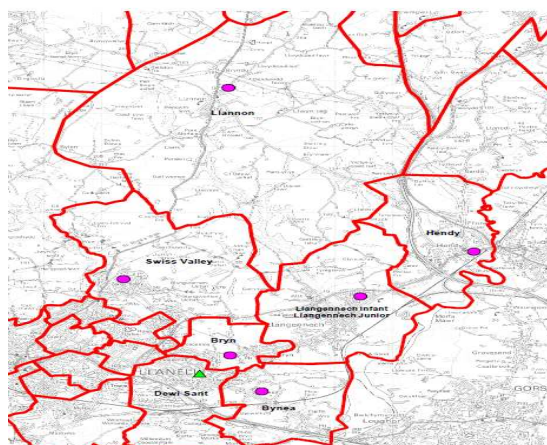
2.3 General School Information

Name of School	Type of School	Language Category	Admission Number	Capacity	Jan 2015 PLASC Number FTE (inc Nursery)	Age Range
Hendy	Community Primary	DS	25	197	158.5	4 - 11
Bryn	Community Primary	EM	30	246	215	3 - 11
Bynea	Community Primary	EM	23	167	131	3 - 11
Brynsierfel	Community Primary	WM	30	240	201.5	3 - 11
Llannon	Community Primary	WM	11	91	106	4 - 11
Swiss Valley	Community Primary	EW	30	243	224	4 - 11
Dewi Sant	Community Primary	WM	60	420	455	3 - 11
Pentip	Voluntary Aided	EM	27	218	182	4 - 11

PLASC 2015 Data (Ages as at 31/08/14)

FTE – Full Time Equivalent (part time pupils counted as 0.5)

The following diagram outlines the catchment areas of schools surrounding Llangennech Junior school and Llangennech Infant school



In arriving at a preferred option for the pupils of Llangennech Infants and Llangennech Junior schools the authority considered the schools named above but discounted them for the reasons given in section 5 of this consultation document, therefore the preferred option for the Authority is to discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new primary school on the former Llangennech Infants and Llangennech Junior school sites. As these changes won't effect the pupils education, it has been decided to implement these changes from January 2017.

2.4 Pupil Numbers

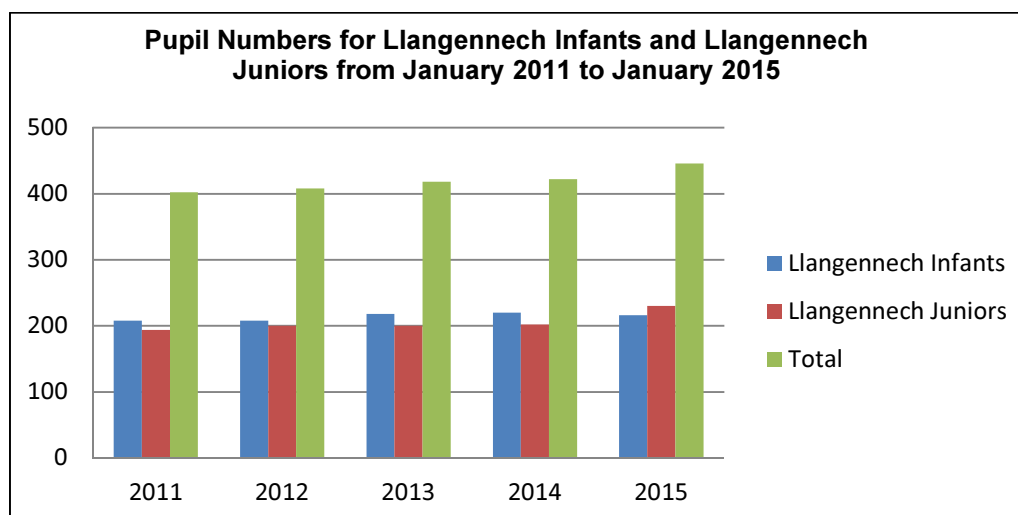
The table and graph below shows pupil numbers for Llangennech Infant school and Llangennech Junior school for January 2015 and the previous four years.

Llangennech infant School	3yrs (PT)	3yrs	4yrs (PT)	4yrs	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	Total Head Count	Total (FTE)
Jan-15	0	38	0	54	61	63	0	0	0	0	216	216
Jan-14	0	27	0	59	61	72	1	0	0	0	220	220
Jan-13	0	33	0	59	72	54	0	0	0	0	218	218
Jan-12	0	30	0	72	51	55	0	0	0	0	208	208
Jan-11	0	47	0	54	57	50	0	0	0	0	208	208

Llangennech Junior School	3yrs (PT)	3yrs	4yrs (PT)	4yrs	5yrs	6yrs	7yrs	8yrs	9yrs	10yrs	Total Head Count	Total (FTE)
Jan-15	0	0	0	0	0	0	70	55	55	50	230	230
Jan-14	0	0	0	0	0	0	56	52	48	46	202	202
Jan-13	0	0	0	0	0	1	53	47	43	56	200	200
Jan-12	0	0	0	0	0	0	48	42	55	55	200	200
Jan-11	0	0	0	0	0	0	40	54	54	46	194	194

PLASC 2015 Data (Ages at 31/08/14)

FTE – full Time Equivalent (part time pupils counted as 0.5)



2.5 Pupil Projections

The following table shows the actual pupil total and pupil projections for Llangennech Infant school and Llangennech Junior school for the next five years.

	Actual FTE	Projected Pupil Total (FTE)				
		Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019
Llangennech Infant	216	212	209	207	205	204
Llangennech Junior	230	243	249	253	241	235
Total	446	455	458	460	446	439

The table below provides an analysis of the implications of accommodating the Llangennech Infant and Junior pupils at the new school.

	Actual Pupil Total (FTE*) Jan 2015	Projections – Pupil Total (FTE*)				
		Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019
Current capacity at Llangennech Infants	171	221**	221**	221**	221**	221**
Current capacity at Llangennech Junior	223	240**	240**	240**	240**	240**
Total (Combined)	394	461	461	461	461	461
Llangennech Infants	216	212	209	207	205	204
Llangennech Junior	230	243	249	253	241	235
Total projected numbers	446	455	458	460	446	439
Surplus / over capacity	+ 52	6	3	1	15	22

* FTE – Full Time Equivalent

** All 4 – 11 primary schools capacities revised from September 2015

As can be seen from the above table there isn't enough capacity at the school in 2015 to accommodate current Llangennech pupils. However, as the primary capacities were revised in September 2015, the capacity of both Llangennech Infants and Llangennech Juniors were increased. As a result of the increase in capacity at both schools, projections indicate that the schools will be at or near capacity from 2016 to 2018.

Arrangements are in place to install a Double Mobile classroom on the current Llangennech Infant school site. This will provide the school with additional accommodation but it will not increase the capacity of the new school. We will monitor the situation and will review the situation if the pupil figures continue to rise.

2.6 Pupil Capacity Information

The methodology for the calculation of school capacities was changed in 2006 following the implementation of new Welsh Assembly guidelines "Measuring the

Capacity of Schools in Wales” (MCSW) which was implemented by the Authority in 2008. Prior to 2008, the More Open Enrolment methodology was used. Spare places numbers for Llangennech Infant and Llangennech Junior primary schools are shown in the following table.

	MSCW Capacity				
	Jan-11	Jan-12	Jan-13	Jan-14	Jan-15
Capacity Llangennech Infants	171	171	171	171	171
Pupil Numbers	208	208	218	220	216
Surplus	-37	-37	-47	-49	-45
% Surplus	-22%	-22%	-27%	-29%	-26%
Capacity Llangennech Juniors					
	223	223	223	223	223
Pupil Numbers	194	200	200	202	230
Surplus	29	23	23	21	-7
% Surplus	13%	10%	10%	9%	-3%

As can be seen in the above table, between January 2011 and January 2014 there was a significant level of surplus places in Llangennech Junior school (9-13%). Whereas Llangennech Infants school is over capacity. This trend changed in 2015 as both schools no longer have any surplus places and Llangennech Infants school continues to remain high in pupil numbers.

2.7 School Attendance Data

Improving attendance is a national priority, if children are not in school, they cannot learn.

The Authority analyses and shares data for every primary school on a half-termly basis to help schools to maintain a focus on attendance. The analysis uses data for pupils in years 1 to 6 and follows the same approach as the statutory attendance return each September. The most recent attendance data for Llangennech Infant and Llangennech Junior schools are shown in the following table:

School	Attendance Data 2013/14	Attendance Data 2014/15 (Autumn Term)	Above / Below Target	Target 2014/15	Target 2015/16
Llangennech Infants	94.7	95.7	0.2 ↑	95.5	95.5
Llangennech Junior	95.3	96.1	0.5 ↑	95.6	95.9

2.8 Building Facilities

The following information was taken from the most recent property building survey carried out at the school in 2009:

2.8.1 Llangennech Infants Primary School

Llangennech CP Infants school is situated just off the B4297 Pontardulais Road in the village of Llangennech in Carmarthenshire, approximately 3 miles from Llanelli.

There are three buildings on site: Block One is the main school and Blocks Two and Three are temporary classroom structures. Block One is of traditional construction and was opened in 1975, with a number of small extensions and internal alterations having been carried out since, the most recent a conservatory extension which was reaching completion at the time of survey.

The building is of brick construction beneath a pitched concrete tiled roof which is in good condition. The new conservatory has a translucent sheet roof. The original timber doors, windows and fascias have been replaced with white UPVC units, and there is a recently built external covered way on the route to the main entrance.

Externally, there is a car park, playground, grassed areas, play houses, play equipment, stores and garden areas.

As part of the National 21st Century School Programme a survey of all schools in Carmarthenshire was completed on behalf of the Authority. Llangennech Infants Primary school scored the following ratings;

Condition B – Reasonable

Suitability B – Reasonable

2.8.2 Llangennech Junior Primary School

Llangennech CP Junior School is situated on a sloping site in the village of Llangennech in Carmarthenshire. It lies between the A4138 to the north and the B4297 to the south, and the school is on the eastern edge of the village, approximately 3 miles from the centre of Llanelli.

There are two blocks on site. Block One, the main school building, was built in the 1950's and is a single storey structure with a basement containing the boiler house and two storage rooms, of brick construction beneath a combination of flat and shallow pitched felted roofs. The central corridors are lower than the surrounding rooms, which has in the past led to problems with water damage. These have been overcome and many of the original flat roofs are now shallow pitched. A large number of the original single metal windows and doors have been replaced with double glazed UPVC units.

Block Two is the sports hall building and is also a single storey structure of rendered brick construction beneath felted roofs. It is understood that the

sports hall was re roofed around 2000 and the classroom, boiler house and store areas were roofed in 2009. The low level windows and doors are UPVC double glazed units, and are high level profiled glazed units to the sports hall.

There was no evidence of water damage to ceilings in Block One, and the flat and shallow pitched felted roofs are being suitably maintained and repaired as necessary.

The flat roofs of Block Two have been recovered in recent years.

Externally, there is a car park, playground, grassed areas, play houses, play equipment, stores and garden areas.

As part of the National 21st Century School Programme a survey of all schools in Carmarthenshire was completed on behalf of the Authority. Llangennech Junior Primary school scored the following ratings;

Condition C – Poor

Suitability B – Reasonable

2.9 National School Categorisation System

The Minister for Education and Skills announced the introduction of the national School Categorisation System in September 2014. The system is not purely data-driven but also takes into account the quality of leadership and teaching and learning in our schools. The system will not take the place of Estyn reports, Estyn will continue to inspect schools and provide an external check on the national school categorisation system when inspecting.

The new system evaluates and assesses schools and places them in a support category using the following information:

- A range of performance measures provided by the Welsh Government.
- Robust self-evaluation by the school on its capacity to improve in relation to leadership and teaching and learning.
- Assessment of the school's self evaluation by challenge advisers in the regional consortia, agreed with the local authority.

The new categorisation system will give a clear and fair picture of a school's progress. There is a three step process in generating a category for a school, firstly after the performance data and self-evaluation have been analysed a draft support category is generated for each school. This category is discussed with the school by regional consortia and then agreed with the local authority.

The table below summarises the data for Llangennech Infant school and Llangennech Junior schools;

National School Categorisation System – Data 2014

School	Standards Group	Improvement Capacity	Support Category
Llangennech Infants	2	A	Green
Llangennech Junior	2	A	Green

As can be seen from the table above, Llangennech Infant and Llangennech Junior schools have been categorised in the Green category reported as highly effective schools which are well run, have strong leadership and are clear about their priorities for improvement.

2.10 Estyn Reports

2.10.1 Llangennech Infants School

As part of a national programme of school inspection, Estyn commissions reviews of all schools. The latest was undertaken in June 2015 and consultees may access the findings either via the Estyn website at www.estyn.gov.uk or you may request a copy from the Local Authority (for which a charge in respect of photocopying may be made).

The main findings of the report

The Estyn Inspection report undertaken in June 2015 stated that Llangennech Infant school is a good school. The headteacher's firm leadership places a clear strategic direction for the school's development. He has high expectations and a purposeful vision, which are shared successfully with staff and governors. He allocates responsibilities effectively and has a key role in promoting purposeful co-operation and sharing good practice. Members of the senior management team fulfil their responsibilities effectively. Teachers are committed and enthusiastic and all staff co-operate very closely as a team. Governors have an increasing understanding of the school's strengths and of the areas that need to be developed further.

Pupil's behaviour is very good in the classroom and around the school. Nearly all pupils feel safe at the school and know that they can turn to any member of staff for advice and support. They have positive attitudes to living healthily and they understand the importance of eating a balanced diet and taking regular physical exercise. The school council is well-established, and members understand their roles clearly. They make a valuable contribution to decisions at the school.

The school creates a successful Welsh ethos and provides various opportunities to ensure that pupils develop a positive attitude towards the Welsh language. Taking part in the local Eisteddfod and Urdd Eisteddfod expands pupils' experiences successfully. Education for global citizenship is good. Pupils have a good knowledge of the wider world by learning about and supporting overseas charities.

There is an effective working relationship between all staff and pupils. This results in a positive learning environment in every class. Staff have a sound understanding of the curriculum and they question pupils effectively to confirm their knowledge and understanding and to extend their ideas.

The school has a strong relationship with parents with an open and welcoming ethos that develops effective partnerships with all the members of the school community.

The inspection judgements awarded are shown in the following table:

Key Questions	Inspection Judgement
Key Question 1: How good are the outcomes?	Good – Many strengths and no important areas requiring significant improvement.
Key Question 2: How good is provision?	Good – Many strengths and no important areas requiring significant improvement.
Key Question 3: How good are leadership and management?	Good – Many strengths and no important areas requiring significant improvement.

2.10.2 Llangennech Junior School

As part of a national programme of school inspection, Estyn commissions reviews of all schools. The latest was undertaken in December 2010 and consultees may access the findings either via the Estyn website at www.estyn.gov.uk or you may request a copy from the Local Authority (for which a charge in respect of photocopying may be made).

The main findings of the report

The Estyn Inspection report undertaken in December 2010 stated that Llangennech Junior school is a good school. It is very well led by a committed headteacher, who has a clear vision regarding the school's long term strategy. The senior management team and the governors identify standards thoroughly and develop strategies to deal with a range of matters. As a result, new policies have led to a significant improvement in attendance levels, as well as in pupils behaviour.

Pupils behaviour is excellent throughout the school. They are polite and affectionate and are respectful and caring towards each other. Pupils feel safe at school, and they all have a positive attitude towards eating healthily and enjoy physical activities which includes the eco council and the school council. In years 3 and 4 pupils benefit from Wake Up, Shake Up sessions outside, which improve their concentration levels and their general fitness.

Education for sustainable development and global citizenship has been developed thoroughly in work in science and geography and also in the activities in the eco council. The school's outdoor environment, including the vegetable garden and the outdoor learning areas, is developing as a valuable contribution to the pupils experiences.

The school succeeds in developing a good ethos of Welshness. There are distinctive displays in classrooms and in corridors promoting the pupils ability to develop the Welsh language and positive attitudes towards Welshness.

The school has very strong links with the local community giving pupils a sense of belonging.

There are highly effective transition arrangements for pupils who transfer from the Infants school.

The inspection judgements awarded are shown in the following table:

Key Questions	Inspection Judgement
Key Question 1: How good are the outcomes?	Good – Many strengths and no important areas requiring significant improvement
Key Question 2: How good is provision?	Good – Many strengths and no important areas requiring significant improvement
Key Question 3: How good are leadership and management?	Good – Many strengths and no important areas requiring significant improvement

NB: The four-point scale used to represent the main judgements in this report is as follows:

1. **Excellent** – Many strengths, including significant examples of sector-leading practice.
2. **Good** – Many strengths and no important areas requiring significant improvement.
3. **Adequate** – Strengths outweigh areas for improvement.
4. **Unsatisfactory** – Important areas for improvement outweigh strengths.

3. Evaluation of Present Arrangements

3.1 Quality and standards in education

3.1.1 Outcomes (standards and wellbeing)

The new Llangennech Community Primary school would provide pupils currently being educated at Llangennech Infants and Llangennech Junior schools with access to a school that has good standards and provision, under the excellent leadership of a strong Management Team and an effective and committed Governing Body.

Estyn in June 2015 and December 2010, judged standards at Llangennech Infants school and Llangennech Junior school to be good, and these standards have been maintained since the previous inspections and standards raised further in certain subjects.

Results in the 2014 national tests were as follows:

Llangennech Infants

- The Foundation Phase Indicator has been in the upper quartile and above the family average for the past three years.
- The results of national tests are in line with these teacher assessments and provide further evidence of high standards at the school e.g. in 2014 the percentage scoring 85+ in all tests was in quartile 2, and the percentage scoring 115+ in all tests was in quartile 1.

Llangennech Juniors

- There is a pattern of standards being raised in all subjects, and the core subject indicator has been benchmarked above the median and the family average for the past two years.
- The results in national tests further provide evidence of the good standards at the school as nearly all indicators for all subjects across Years 3 – 6 in 2014 were benchmarked above the median.
- The school provides a rich, varied and successful programme of extra-curricular activities and these are of a very high standard e.g. winner of Songs of Praise Choir of the Year 2015, the National Urdd Eisteddfod 2015, finalists in Côr Cymru 2015 and Dyfed Cross Country winners, Welsh Government Entrepreneur winners and County rugby and netball winners.

3.1.2 Provision - Llangennech Infants school

Llangennech Infants School is a dual-stream school that offers Welsh and English medium education in two separate streams. Bilingual education is provided in both reception classes, and then pupils transfer either to the Welsh stream or the English stream.

In June 2015, Estyn judged the quality of teaching to be good. Internal and Local Authority monitoring shows that this quality of teaching has been maintained and further improved as the school has responded to the issues identified in the school development plan. The provision for pupils who have ALN (Additional Learning Needs) is effective. Under the clear leadership of the co-ordinator, the school identifies pupils who need additional learning support at an early stage. Support staff make a very positive contribution to the development of these pupils. The school's arrangements for safeguarding pupils meet requirements and are not a cause for concern.

3.1.3 Provision - Llangennech Junior school

Llangennech Junior School is a dual-stream school that offers Welsh and English medium education. In June 2010, Estyn judged the quality of teaching to be good/excellent. Internal and Local Authority monitoring shows that this quality of teaching has been maintained and further improved as the school has responded to the issues identified in the school development plan.

With an increased team of teachers the proposal will provide improved and enhanced pastoral arrangements and targeted support for particular groups of pupils which in turn will enable the school to deliver a wider range of specific programmes to support learning. The provision for pupils with ALN will be strengthened to provide a wide range of specialism in areas where it is needed.

3.1.4 Leadership and Management - Federation

From April 2015 the Governing bodies of both Llangennech Infants and Llangennech Junior schools resolved to pursue a formal federation. It is very well led by a committed headteacher, who has a clear vision regarding the school's long term strategy.

This proposal will also offer greater opportunities for staff development including the opportunity to develop their skills over the whole primary age curriculum.

3.2 Need for places and the impact on accessibility of schools

The County Council has considered the sufficiency of places and the likely demand for places in the future.

3.3 Resourcing of education and other financial implications

3.3.1 Surplus Places

As can be seen from the table in section 2.6 there are no surplus places at either Llangennech Infants or Llangennech Junior schools as at January 2015 . As stated in the School Organisation Code (2013) document published by Welsh Government where there is more than 10% surplus in an area, local authorities should review their provision and should make proposals for school reorganisation if it will improve the effectiveness and efficiency of provision. This is especially important where individual schools have 'significant' levels of surplus places of 25% or more (as defined in the Welsh Government Circular 21/2011).

If this proposal is implemented and to support and suitably accommodate the additional requirements of the school and the projected pupil numbers within the Llangennech area, arrangements are currently in place to install a Double Mobile classroom on the current Llangennech Infant school site. This will provide the school with additional accommodation but will not increase the current capacity of the new school. The additional accommodation will help the school manage numbers and provide them with extra space whilst they still have the current English stream pupils at the school.

3.3.2 Transport costs

If the proposal is implemented there would be no additional cost to transport pupils to the new school.

3.3.3 Capital costs / Capital Receipts

In the short term and with the installation of additional mobile classroom there will be sufficient accommodation on the Llangennech School site to accommodate the current pupils of Llangennech Infants and Llangennech Junior schools. In the longer term it is planned to review the current capacity and adjust accordingly should the demands arise in the future. Llangennech is currently part of the Band C element of the Council's 21st Century Schools Programme.

3.3.4 School Budgets

Llangennech Infants School

Based on 2015/16 data the budget cost per pupil is £3,668 which is £71 below the county average of £3,739.

Llangennech Junior School

Based on 2015/16 data the budget cost per pupil is £3,356 which is £383 below the county average of £3,739.

4. Objectives

Our vision in Carmarthenshire is to provide viable, sustainable and efficient schools which are fit for purpose for the 21st Century with the right school in the right place for current and future pupils ensuring access to high quality learning opportunities for all children. Our long term aim as part of our 21st Century Schools Programme is to create school learning environments that meet the needs of the communities and provide the best learning provision for the area.

The mission of our Modernising Education Programme is to:

“transform the network of nursery, primary and secondary schools serving the county into a strategically and operationally effective resource that meets current and future need for school based and associated community focused education, where appropriate investing in the development and improvement of buildings, infrastructure and spaces, so that schools are appropriately located, designed, constructed or adopted to foster the sustainable development of the people and communities of Carmarthenshire.”

The strategic aims of our Modernising Education Programme are to:

- Develop a schools network that is educationally sustainable and resource efficient for the long term.
- Develop a structure of provision so that every learning setting is capable of providing a high quality education to all of its registered learners, either as an individual institution or as part of a formal federation or collaboration with other settings or providers.
- Develop infrastructure at all schools that is equipped for learning in the 21st century and supports the achievement of core objectives for raising educational standards and maintaining them at high levels of performance.
- Deliver a strategic approach to capital investment, integrated with a programme for the rationalisation of provision across the schools network to effectively match supply with demand.

- Rebuild, remodel, refurbish or modernise all school settings that are to be retained for the long-term, so that they conform as closely as practicable with adopted design standards.
- Contribute to the achievement of wider policy objectives, for example, community regeneration and renewal, healthy lifestyles, etc, through the development of appropriate enabling infrastructure.
- Improve the efficiency and educational viability of the schools sector by reducing the number of empty places to a reasonable level, whilst facilitating wherever practicable the expression of parental preference, responding effectively to demographic change.
- Configure schools and invest in modern school premises so that the whole school system in Carmarthenshire is equipped to support the effective implementation of the Schools Effectiveness Framework and secure improving outcomes for children and young people.

The strategic objectives of the MEP align neatly with the national objectives;

- Improved learning environments for children with better educational outcomes.
- Greater economy through better use of resources to improve the efficiency and cost-effectiveness of the education estate.
- A more sustainable education system reducing the recurrent cost and carbon footprint.

5. Options for Change

In developing a preferred option the County Council considered a range of alternative options. In considering the options they were evaluated against key objectives and criteria to determine which option best suited the aspirations of Carmarthenshire. These changes will come into effect from January 2017.

5.1 Main Options Considered

Option 1	Status Quo – Maintain both schools in present format
Option 2	Federation
Option 3	Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech with one Governing Body.

Option 4	Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 DS language school in Llangennech.
Option 5	Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring EM at Bryn primary school.
Option 6	Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring DS at Hendy primary school.
Option 7	Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring EM education at either Bryn Primary school or Hendy primary school.

5.2 Advantages / Disadvantages of Each Option

Option 1 – Status Quo	
Advantages	Disadvantages
<ul style="list-style-type: none"> • No change for stakeholders. • No statutory procedures necessary. 	<ul style="list-style-type: none"> • Continues present arrangements with lack of coherence in provision. • Would not address the current demand in the schools. • Higher cost option. • Higher Staffing costs. • Opportunities for synergies will be lost.

Option 2 – Federation	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Federation is seen as an important step towards merging the two schools to become one primary school. • Opportunities to share resources. • Two Schools would become one primary school. • No increased travelling times for pupils. 	<ul style="list-style-type: none"> • No designated WM language category school – Llangennech Infants and Llangennech Junior schools would remain DS language category. • There will be no increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector.

<ul style="list-style-type: none"> • Secure long term Welsh education provision in the area. • All pupils would be located on one site under the leadership of one headteacher. • Having one school which will help keep and develop the sense of belonging, heritage and tradition that help to make up a community. 	<ul style="list-style-type: none"> • Not every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014 – 2017). • Doesn't align with MEP strategy to remove Infants and Junior schools. • Federations can be undone.
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Option 3 (Preferred Option)

Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech with one Governing Body.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Establish a designated WM language category school following a period of federation with one Governing Body. • Opportunities to share resources. • Two schools would become one primary school. • An increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector. • No increased travelling times for pupils. • Secure long term Welsh education provision in the area with every pupil becoming fluent and confident in Welsh and English as detailed in the WESP (2014-2017). • All pupils would be located on one site under the leadership of one headteacher. • Having one school which will help 	<ul style="list-style-type: none"> • No designated DS language category school – Llangennech Infants and Llangennech Junior schools would remain DS language category.

<p>keep and develop the sense of belonging, heritage and tradition that help to make up a community.</p> <ul style="list-style-type: none"> • There will be increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector. • Every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014 - 2017). • There will be a designated nursery provision at the school. • All pupils leaving primary school will benefit from having two languages. 	
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Option 4	
Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 DS language school in Llangennech.	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Establish a designated DS language category school following a period of federation. • Opportunities to share resources. • Two schools would become one primary school. • No increased travelling times for pupils. • Secure long term Welsh education provision in the area. • All pupils would be located on one site under the leadership of one headteacher. • Having one school which will help keep and develop the sense of 	<ul style="list-style-type: none"> • No designated WM language category school – Llangennech Infants and Llangennech Junior schools would remain DS language category. • There will be no increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector. • Not every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014-2017).

belonging, heritage and tradition that help to make up a community.	
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Option 5	
Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring EM education at Bryn primary school.	
Advantages	Disadvantages
<ul style="list-style-type: none"> • All pupils would have the opportunity to be educated through the medium of Welsh and English. • Secure long term Welsh education provision in the Llangennech area • Having two schools in close proximity to another will help keep and develop the sense of belonging, heritage and tradition in the Bryn and Llangennech areas. 	<ul style="list-style-type: none"> • No designated DS language category school – Llangennech Infants and Llangennech Junior schools. • There will be no increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector. • Not every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014-2017). • Increased travel times for some pupils. Bryn CP school being 2.04 miles away (5 mins) from Llangennech. • Not enough capacity at Bryn CP school to accommodate the EM pupils from Llangennech Infants and Llangennech Junior schools.

Option 6	
Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring DS education at Hendy primary school.	
Advantages	Disadvantages
<ul style="list-style-type: none"> • All pupils would have the opportunity to be educated through the medium of Welsh and English (DS). 	<ul style="list-style-type: none"> • There will be no increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the

<ul style="list-style-type: none"> • Secure long term Welsh education provision in the Llangennech area. • Having two schools in close proximity to another will help keep and develop the sense of belonging, heritage and tradition in the Hendy and Llangennech areas. 	<p>nursery sector along the key stages to the secondary sector.</p> <ul style="list-style-type: none"> • Not every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014-2017). • Not enough capacity at Hendy CP school to accommodate all EM pupils from Llangennech Infants and Llangennech Junior schools. • Increased travel times for some pupils. Hendy CP school being 1.07 miles away (5 mins) from Llangennech.
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Option 7

Discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech and provide for pupils requiring EM education at either Bryn Primary school or Hendy primary school.

Advantages	Disadvantages
<ul style="list-style-type: none"> • All pupils would have the opportunity to be educated through the medium of Welsh and English (DS). • Secure long term Welsh education provision in the Llangennech area. • Secure long term English education provision in the Bryn area. • Secure long term Welsh and English education provision in the Hendy area. • Having three schools in close proximity to another will help keep and develop the sense of belonging, heritage and tradition in the Bryn, Hendy and Llangennech areas. 	<ul style="list-style-type: none"> • There will be no increase in the provision of WM education in Carmarthenshire that ensures linguistic continuity from the nursery sector along the key stages to the secondary sector. • Not every pupil will become fluent and confident in Welsh and English as detailed in the WESP (2014-2017). • Hendy CP school will not have the capacity to accommodate all EM pupils from Llangennech Infants and Llangennech Junior schools. • Bryn CP school will not have the capacity to accommodate all EM pupils from Llangennech Infants and Llangennech Junior schools. • Increased travel times for some pupils. Hendy CP school being

	<p>1.07 miles away (5 mins) from Llangennech.</p> <ul style="list-style-type: none"> • Increased travel times for some pupils. Bryn CP school being 2.04 miles away (5 mins) from Llangennech.
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6. The Proposal

6.1 Rationale for Change

Following the retirement of the Llangennech Infants school Headteacher at the end of the Summer 2013 academic year a soft federation has already taken place with the Headteacher of Llangennech Junior school currently responsible for both schools. On the 24th September 2014 the Governing bodies of both Llangennech Infants school and Llangennech Junior school resolved to pursue a formal federation as from April 2015. Federation is seen as an important step towards merging the two schools to become one primary school.

In Llangennech the local Authority are currently able to offer as a 4-11 primary school part time learning provision through the medium of Welsh and English. As part of the new 3 – 11 primary school that will include nursery provision, it is proposed to change the current linguistic categories of Llangennech Infant school (Dual Stream – (DS) and Llangennech Junior school (Dual Stream – (DS) to a new Welsh Medium – (WM) language category school which will increase the provision of Welsh Medium education in Carmarthenshire and will ensure that bilingualism is increased in the Llangennech area. It will ensure linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in Welsh and English as detailed in the Welsh in Education Strategic Plan (WESP) (2014-2017).

The proposal will provide improved and enhanced pastoral arrangements and targeted support for particular groups of pupils which in turn will enable the school to deliver a wider range of specific programmes to support learning. The provision for pupils with ALN will be strengthened to provide a wide range of specialism in areas where it is needed.

This proposal will also offer greater opportunities for staff development including the opportunity to develop their skills over the whole primary age curriculum.

6.2 The Proposal

In arriving at a preferred option other options were considered as highlighted in section 5.3 of this document. It is the Authority's proposal to discontinue provision at Llangennech Infants school and Llangennech Junior school and establish a new 3-11 WM language school in Llangennech with one Governing Body.

The following proposal has been identified as the Authority's preferred option for the future provision of primary education in the area. These changes will be implemented in January 2017.

6.3 Catchment Area

6.3.1 Primary

That as from 1st January 2017, there would be no change to the catchment areas of Llangennech Infants school and Llangennech Junior school.

6.3.2 Secondary

For pupils residing within the existing catchment area of Llangennech Infants school and Llangennech Junior school the arrangements in respect of secondary education will be Bryngwyn and Ysgol y Strade (Welsh Stream).

Most parents send their child / children to their local catchment area school, however, parents have a right to state a preference for different schools. When you choose a school which is not your designated catchment school or the nearest school to your home there are some issues you will need to consider prior to making a decision;

- If a child does not attend the catchment area school or the nearest school to the home address and this decision is based on parental preference, then the responsibility, as well as the cost, of transporting the pupil to and from school, rests entirely with the parents / carer.
- The LA and school governors will lawfully comply with any preference for a particular school which is expressed. As with all applications a preference for a particular school will need to be considered and assessed as part of the admission process to ensure that the Authority does not exceed the limit for admission of pupils to that school for the relevant year group.

6.4 Advantages and Disadvantages of the proposal

Advantages

- Access to a school that has good standards and provision under the leadership of a strong Management Team.
- A Community school offering WM education.
- Secure long term Welsh education provision in the Llangennech area.

Disadvantages

- Local community resistance to the proposals.

- Loss of EM education in the Llangennech area.
- Statutory process required to implement proposal.

6.5 Risks and Counter Measures

Risk		Counter Measure
1.	Failure to obtain statutory approval to implement the proposal.	- Follow guidelines as set out in the School Organisation Code 2013.
2.	Staffing issues in relation to securing suitable alternative employment.	- The Authority has staffing policies which will be recommended for implementation in respect of school reorganisation.
3.	Integration of pupils into the new school.	- The Authority will work with the pupils requiring EM education to ensure smooth transition and integration into the new school.

6.6 Management and Organisation

In arriving at the preferred option of making a new 3-11 WM language school with nursery provision in Llangennech, the Local Authority are hopeful that pupils currently at Llangennech Infants and Junior schools would continue with their education at the new WM Llangennech Community school which will increase the provision of Welsh Medium education in Carmarthenshire and ensures linguistic continuity from the nursery sector along the key stages to the secondary sector so that every pupil becomes fluent and confident in Welsh and English as detailed in the WESP (2014-2017).

The proposed changes will not effect pupils who are currently in the English Stream of Llangennech Infants and Llangennech Junior Schools. From September 2017, all pupils going into Year 1 will be taught through the medium of Welsh. This will result in less space being required for teaching pupils through the medium of English.

The following table highlights the impact on the management and orginsation of the new Community Primary School to accommodate pupils from Llangennech Infants and Llangennech Junior Schools.

January 2015 PLASC Data (FTE) (Ages at 31/08/14)						
Class	Llangennech Infants			Llangennech Juniors		
	Welsh	English	Total	Welsh	English	Total
N2	38	0	38			
Reception	54	0	54			
Year 1	48	13	61			
Year 2	46	17	63			
Year 3				51	19	70
Year 4				39	16	55
Year 5				37	18	55
Year 6				35	15	50
Total	186	30	216	162	68	230

6.7 Revenue Savings

Should this proposal be implemented there would be no potential revenue savings. This does not take into account any upcoming budget constraints on the fair funding allocation or additional transport costs.

Any future savings would be re-invested within the education service.

6.8 Pupil Costs

Llangennech Infants School

Based on 2015/16 data the budget cost per pupil is £3,668 which is £71 below the county average of £3,739.

Llangennech Junior School

Based on 2015/16 data the budget cost per pupil is £3,356 which is £383 below the county average of £3,739.

6.9 Admission Arrangements

The County Council is the Admissions Authority for Llangennech Infants school. The current AN of the school is 55 (from September 2015).

The County Council is the Admissions Authority for Llangennech Junior primary school. The current AN of the school is 60 (from September 2015).

If you have any queries in relation to admission to the school the contact details for Carmarthenshire LA are as follows:

The School Governance and Admissions Unit,
Carmarthenshire Local Authority,
Department for Education and Children,
Block 2,

Main Building,
St. David's Park,
Carmarthen. SA31 3HB

Tel No: 01267 246449
Fax : 01267 246746
E-mail : rjonesevans@carmarthenshire.gov.uk

6.10 Transport Impact Assessment

Should the be proposal be implemented there would be no transport implications for the pupils of Llangennech Infants and Junior schools.

Safe Routes to School

There were no bids submitted for Safe Routes to Schools from the Llangennech area.

6.11 Community Impact Assessment

Please refer to **Appendix A** of this consultation document for full details of a Community Impact Assessment undertaken on Llangennech Infants school and Llangennech Junior school.

6.12 Welsh Language Impact Assessment

Please refer to **Appendix B** of this consultation document for full details of a Welsh Language Impact Assessment undertaken on Llangennech Infants school and Llangennech Junior school.

6.13 Equality Impact Assessment

Please refer to **Appendix C** of this consultation document for details on the Equality Impact Assessment undertaken for Llangennech Infants school and Llangennech Junior school.

6.14 Impact of proposal on staff

6.14.1 Llangennech Infants School Staff

There is currently 1 Headteacher, 2 Assistant Headteachers on secondment and 11 Teachers at the school. The Authority has staffing policies and procedures in respect of school reorganisation and these will be implemented. The Authority will support school staff in securing suitable alternative employment if at all possible through redeployment processes.

6.14.2 Llangennech Junior School Staff

There is currently 1 Headteacher, 2 Assistant Headteachers on secondment and 8 Teachers at the school. The Authority has staffing policies and procedures in respect of school reorganisation and these will

be implemented. The Authority will support school staff in securing suitable alternative employment if at all possible through redeployment processes.

7. Consultation and Statutory Process

7.1 The Consultation Process

The consultation on this proposal will follow guidelines established by the Welsh Government as stated in the School Organisation Code (2013).

7.2 Who else will be consulted?

This document has been sent to the following interested parties:

Staff (Teaching and Ancillary) Llangennech Infants School Llangennech Junior School	Governors and Parents / Guardians, Llangennech Infants School Llangennech Junior School
Carmarthenshire Children's Partnership	Community Councillors / Llangennech Community Council
Local County Councillors	Welsh Language Commissioner
Assembly Member (AM) / Regional Assembly Members	National Association of Schoolmasters and Union of Women Teachers (NASUWT)
National Union of Teachers (NUT)	Association Of Teachers & Lecturers (ATL)
Undeb Cenedlaethol Athrawon Cymru (UCAC)	The Professional Association of Teachers (PAT)
National Association Of Head Teachers (NAHT)	GMB Union
UNISON	*Neighbouring Primary and Secondary schools in Carmarthenshire
Transport and General Workers' Union (T&G)	LA Special Educational Needs Division
Director of Education – All Neighbouring Authorities	ERW – Education through Regional Working
Local Service Board	Regional Transport Consortium
Local Police and Crime Commissioner	Welsh Ministers
Estyn	Diocesan Director of Education & RC

* Consultation document sent to Headteacher and Chair of Governors (Hendy CP, Bryn CP, CP, Brynsierfel CP, Bynea CP, Swiss Valley CP, Llannon CP, Dewi Sant CP and Pentip VA,) Secondary Schools (Ysgol Y Strade, Bryngwyn).

7.3 The Consultation Period

There will be a period from 25th January 2016 to 11th March 2016 when you can express your views.

You can express your views by writing a letter or alternatively completing the attached response form in **Appendix F** which should be received by the Director of Education and Children's Services (Mr. R. A. Sully) by no later than noon on 11th March 2016, at the following address:

Mr R A Sully, Director of Education and Children's Services,
Building 2, St. David's Park, Jobs Well Road, Carmarthen, SA31 3HB
Or E-mail to: DECMEP@carmarthenshire.gov.uk

Consultees can submit their views in favour of or against a proposal. Responses received during the consultation period will not be treated as statutory objections. If consultees wish to object, they will need to do so in writing during the statutory objection period outlined below.

7.4 Consultation with pupils

There will be an opportunity for the pupils of Llangennech Infants school and Llangennech Junior school to participate in the consultation process during a session that will be conducted with a member of the School Improvement Team. This session will take place at Llangennech Junior school with representatives of both schools present.

The information gathered from the consultation with pupils will form part of the consultation report which will be submitted to the County Council for consideration following the consultation period.

7.5 Considering Your Views

Within 13 weeks of 11th March 2016 a consultation report will be published on Carmarthenshire County Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees and provide Carmarthenshire County Council's response to these issues. The report will also contain Estyn's view of the proposal and details of consultation undertaken with the pupils of Llangennech Infants school and Llangennech Junior School.

Executive Board will consider the consultation report and decide whether or not to proceed with the proposal.

If the Executive Board decides to continue with the proposal Carmarthenshire County Council must publish a statutory notice.

7.6 Statutory Notice

The statutory notice will be published on Carmarthenshire County Council's website and posted in the named and neighbouring schools within the locality.

Copies of the notice will be made available to the school to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email).

The notice will set out the details of the proposal and invite anyone who wishes to object to do so in writing within a period of 28 days.

7.7 Determination of Proposal

County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications. In doing so, the County Council will take into account any statutory objections that it received.

7.8 Decision notification

Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.

7.10 The Statutory Process Time-Table

The statutory process and timetable will be as follows:-

January 2016	Issue of this consultation document to identified and other interested parties.
March 2016	Closing date for views on the proposal to be received by the Department for Education & Children.
June 2016	<p>Within 13 weeks of 11th March 2016 a Consultation Report will be taken to the Scrutiny and Executive Board committees and published on Carmarthenshire County Council's website. Decision to proceed to publish statutory notice. OR alternatively proposal ends.</p> <p>If the decision is made to proceed then a statutory notice will be published. The notice will outline details of the proposal and be published on the Council's web site and be displayed near the entrance of the school and schools which are subject to the proposals. Copies of the notice will be made available to the school to distribute to parents, guardians and staff members.</p> <p>Following publication there will be a 28 day period during which time formal written objections will be invited.</p> <p>The statutory notice will give details on how you may record your objections to the proposal.</p>
July 2016	<p>End of formal 28 day notice period for objections. County Council will determine the proposal. The County Council may decide to approve, reject or approve the proposal with modifications, in doing so the County Council will take into account any statutory objections that it received.</p>
November 2016	<p>Deadline to notify parents of intention to implement proposal. Following determination of proposals all interested parties will be informed and advised of the availability of the decision which will be published electronically on Carmarthenshire County Council's website.</p>

8. Appendix A – Community Impact Assessment

Community Impact Assessment

General Information

Llangennech Infant School

Llangennech Infant school is located on a flat site at the edge of the village of Llangennech on the outskirts of Llanelli. There are three buildings on site. Block One is the main school and Blocks Two and Three are temporary classroom structures. Block One is of traditional construction and was opened in 1975, with a number of small extensions and internal alterations having been carried out since. The building is of brick construction beneath a pitched concrete tiled roof. The new conservatory has a translucent sheet roof. The original timber doors, windows and fascias have been replaced with white UPVC units, with a built external covered way on the route to the main entrance. Externally, there is a car park, playground, grassed areas, play houses, play equipment stores and garden areas.

Llangennech Junior School

Llangennech Junior school is situated on a sloping site in the village of Llangennech on the outskirts of Llanelli. There are two blocks on site. Block One, the main school building was built in the 1950's and is a single storey structure with a basement containing the boiler house and two storage rooms, of brick construction beneath a combination of flat and shallow pitched felted roofs. A large number of the original single metal windows and doors have been replaced with double glazed UPVC units. Block Two is the sports hall building and is also a single storey structure of rendered brick construction beneath flat felted roofs. It is understood that the sports hall has been re-roofed along with the classroom, boiler house and store areas. The low level windows and doors are UPVC double glazed units and there are high level profiled glazed units to the sports hall.

Llangennech Infants and Junior schools are within the ward of Llangennech where the population is 4,964. The ward, Llangennech 1 is ranked 93, Llangennech 2 is ranked 65 and Llangennech 3 is ranked 85 within Carmarthenshire for deprivation (1 being most deprived).

Other School Facilities / Activities

Llangennech Infants and Junior schools have a close relationship with parents and works well with the community. Parents and visitors from the community make a positive contribution to enriching pupils' experiences.

Extra curricular opportunities are many and varied at the schools including Maths and Sports clubs being offered at the schools. Llangennech Junior school also have a successful choir who were finalists in Côr Cymru 2015 and winners of Songs of Praise Choir of the Year 2015. They have also been Dyfed Cross Country winners, Welsh Government Entrepreneur winners and County rugby and netball winners

The community makes good use of both Llangennech Infants and Junior schools in the evenings for uses such as the local football team using the playing fields on a weekly basis, the village badminton team and rugby club use the sports hall as well as 'Theatr Denny Twp', 'Clwb Cristnogol' uses the schools for their events. The schools are also the Home for the Urdd's 'Llwyth y Llan'.

Catchment Area Analysis

Each school has an area that it serves, referred to as the catchment area. Each school is expected to accommodate pupils from within its catchment area and schools must have regard for this ongoing demand.

Most parents send their pupils to their local school but parents have a right to state a preference for other schools.

Children attending the school from inside catchment

Based on January 2015 PLASC pupil address data, the geographical data in relation to the pupil distribution for the Llangennech Infants school catchment area indicated that of the 216 pupils on roll, 159 pupils lived within the catchment, whilst the remaining 57 were from outside the catchment area.

Based on January 2015 PLASC pupil address data, the geographical data in relation to the pupil distribution for the Llangennech Junior school catchment area indicated that of the 230 pupils on roll, 166 pupils living within the catchment, whilst the remaining 64 were from outside the catchment area.

9. Appendix B – Welsh Language Impact Assessment

9.1 This proposal supports the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017. The proposal will offer the pupils of Llangennech Infants school and Llangennech Junior school the opportunity of a Welsh Medium education provision at the new Llangennech Community school.

9.2 Language Category

Llangennech Infants and Junior Schools

Under the new arrangements for categorisation of schools according to linguistic provision, Llangennech Infants and Junior schools categorises themselves in Category DS (Dual Stream) offering Welsh and English medium education.

Llangennech Community School

Under the new arrangements for categorisation of schools, the Council are proposing that the new Llangennech Community school will become a Category WM (Welsh Medium) school and will ensure that bilingualism is increased in the Llangennech area..

9.3 Standards – Welsh Language

Llangennech Infant School

As reported in section 2.10 of this consultation document Llangennech Infant School was last inspected by Estyn in June 2015.

The report noted that most pupils came from English speaking homes with only 23% of pupils coming from Welsh-speaking homes. By the end of the Foundation Phase, nearly all pupils' oral skills are sound in formal and informal situations in both schools.

It was reported that many pupils make good progress when developing second language skills in Welsh and are able to follow instructions skilfully and make effective use of basic vocabulary to respond to daily activities.

Llangennech Junior School

As reported in section 2.10 of this consultation document Llangennech Junior School was last inspected by Estyn in December 2010.

The report noted that most pupils came from English speaking homes but 54% of the pupils speak Welsh to first language standard. Out of the 8 classes at the school there are 4 classes where pupils are taught through the medium of Welsh.

It was reported that the pupils in the Welsh medium stream make very good progress in their use of Welsh from the time they start at school. Most of the pupils use the language fluently and effectively whatever the occasion, both formal and informal with the majority of the pupils using Welsh regularly with each other is a strong feature at the school.

10. Appendix C – Equality Impact Assessment

Carmarthenshire County Council Assessing Impact

The Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

What is the general duty?

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

Carmarthenshire's approach to Equality Impact

In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Equality Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

Reporting on assessments

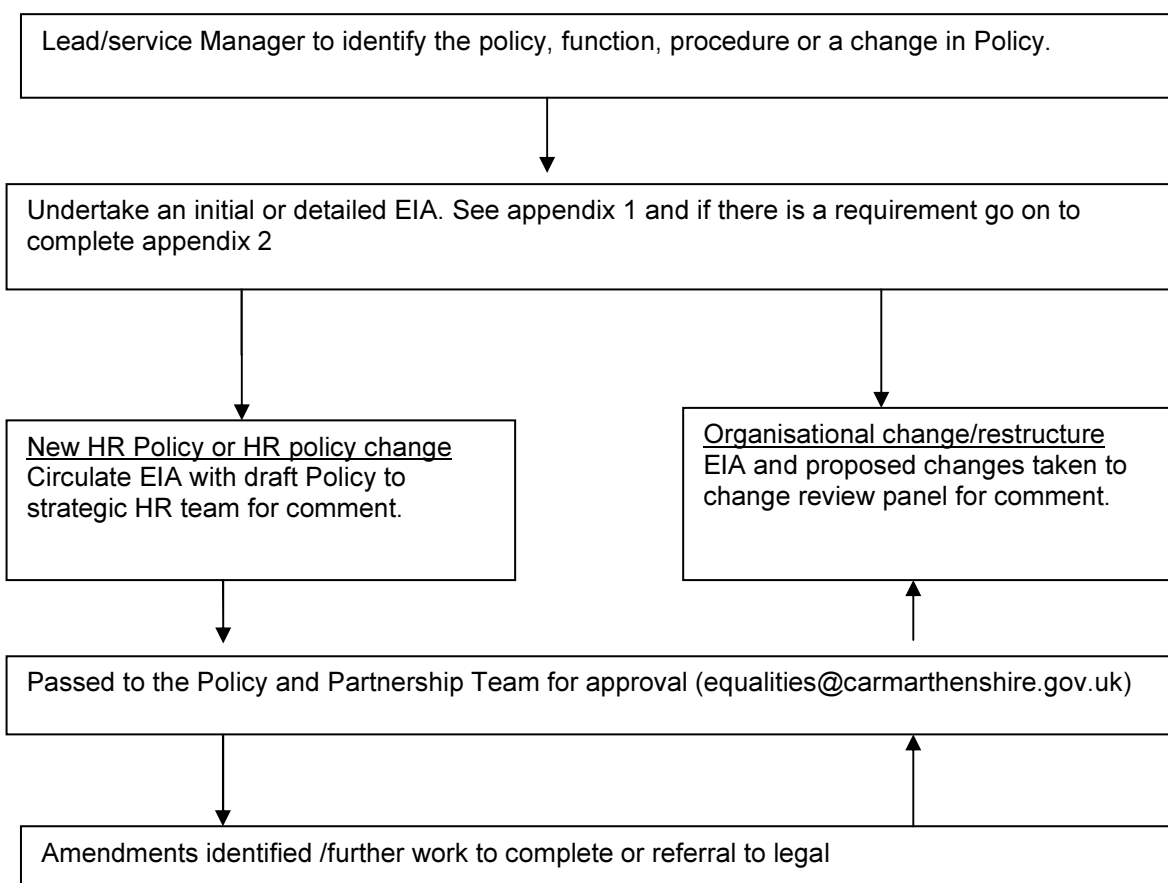
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

Initial and Detailed Equality Impact Assessments

The initial EIA (appendix 1) is a simple and quick method of assessing the effect of a policy, function, procedure, decision including financial cuts on one or more of the protected characteristics.

The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached as background paper with reports to Executive and Scrutiny .

Equality impact assessment – Process to follow where HR implications have been identified



Initial Equalities Impact Assessment Template

Appendix 1

Department: Education & Children	Completed by (lead): Lowri Morgan	Date of initial assessment: September 2015 Revision Dates: N/A
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	To discontinue Llangennech Infants school and Llangennech Junior school and create a new WM Community Primary School	
Is this existing or new function/policy, procedure, practice or decision?	School Re-organisation Proposal – Modernising Education Programme	
What evidence has been used to inform the assessment and policy? (please list only)		
<ul style="list-style-type: none"> • 21st Century Schools Programme • Modernising Education Programme • Welsh Government Guidance – School Organisation Code 2013 • PLASC data 2015 		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	It is the County Council's proposal to discontinue Llangennech Infants school and Llangennech Junior school and create a new WM Community Primary School as agreed by the Authority.		
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:- (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered? N/A

different groups; and (3) foster good relations between different groups (see guidance notes)			Risks	Positive effects	
Protected characteristics	Age	N	Risk Neutral		
	Disability	L	Risk Neutral	In Llangennech Infants school there are currently 37% of pupils with additional learning needs at the school. In Llangennech Junior school there are currently 26% of pupils with additional learning needs at the school. There will be sufficient support available to these pupils through the medium of Welsh.	
	Gender reassignment	N	Risk Neutral		
	Race	N	Risk Neutral		
	Religion/Belief	N	Risk Neutral		
	Pregnancy and maternity	N	Risk Neutral		
	Sexual Orientation	N	Risk Neutral		
	Sex	N	Risk Neutral		
Welsh language	H	Risk Neutral	As part of the proposal the language category of the school will be creating a new		

			WM school which will support the Council's vision and aims for Welsh medium education as set out in Carmarthenshire's Welsh in Education Strategic Plan (WESP) 2014 – 2017	
Any other area	L	Risk Neutral		

5. Has there been any consultation/engagement with the appropriate protected characteristics?		YES <input checked="" type="checkbox"/> Informal and formal consultation will be undertaken as stated in Welsh Government guidance. We will consult informally with the Headteacher and Chair of Governors. As part of the Formal Consultation period key stakeholders will be consulted with as detailed on page 6 of this consultation document. NO <input type="checkbox"/>	
6. What action(s) will you take to reduce any disproportionately negative impact, if any? Ensure that parents, staff and governors are fully informed at each stage of the consultation.			
7. Procurement Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service. Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice. N/A			
8. Human resources Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service? The Authority has staffing policies and procedures in respect of school reorganisation and these will be recommended for implementation. The Authority will support school staff in securing suitable alternative employment if at all possible through redeployment processes.			
9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Approved by: Chief Education Officer	Gareth Morgans	Date: November 2015	

Detailed Equalities Impact Assessment Template

Appendix 2

Department:	Please see initial impact assessment
Completed by (lead):	
Date of Detailed assessment:	
Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)	Please see initial impact assessment
Is this existing or new function/policy/Procedure/ practice	Please see initial impact assessment

1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.	Please see initial impact assessment
2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment. (This must include relevant data used in this assessment)	
3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment? (please provide details, who and how consulted)	

What is the actual/likely impact?				
5. What actions are proposed to address the impact? <i>(The actions needs to be specific, measurable and outcome based)</i>	What are we going to do	Who will be responsible	When will it be completed	How will we know we have achieved our objective
6. How will actions be monitored?				
Approved by: Head of Service			Date:	

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -
 Policy & Partnership Team
 Chief Executive's Department
 01267 22(4914) / (4676)
equalities@carmarthenshire.gov.uk

Please send a copy of the assessment to the above e-mail address upon completion.

11. Appendix D – Area Profile Llangennech

Area Profile for Postcode: SA14 9UG, SA14 8TW and SA148YB(Llangennech 1,2 and 3 LSOA Codes: W01000690, W01000691 and W0100692) – Ysgol Llangennech

Population:	4,964
Welsh Language:	People with knowledge of Welsh: 55.7% (2,667) Can speak Welsh: 39.9% (1,912) Can speak, Read and Write Welsh: 30% (1,438) Can speak Welsh (Age 3-15): 8.6% (65) No skills in Welsh: 44.3% (2,119)
Number of Children & Young People:	(Aged 0-15) 18.9% (936) (Aged 16-24) 9.8% (484)
Population Mitigation:	Overall population churn in area: rate per 1,000 Data no longer available
Ethnicity:	White (British): 96.2% (4,773) White (Irish): 0.3% (9) White (Gypsy or Irish Traveller): 0.3% (13) White (Other): 1% (50) Mixed (White/Black Caribbean): 0.2% (10) Mixed (White Black & Black African): 0.1% (4) Mixed (White & Asian): 0.1% (7) Mixed/Multiple Ethnic Groups; Other Mixed: 0% (2) Asian British (Indian): 0.5% (27) Asian British (Pakistani): 0.1% (4) Asian British (Chinese): 0.4% (20) Asian British (Other Asian): 0.4% (22) Black/African/Caribbean/Black British; African: 0.1% (5) Black African/Caribbean/Black British; Caribbean: 0.1% (3) Black African/Caribbean/Black British; Other Black: 0% (1) Other Ethnic Group: 0.3% (14)
Religion:	Christian: 63.2% (3,135) Buddhist: 0.2% (9)

	<p>Hindu: 0.3% (16) Jewish: 0% (2) Muslim: 0.5% (24) Sikh: 0.3% (16) Other Religion: 0.3% (15) No Religion: 28.9% (1,437) Religion Not Stated: 6.2% (310)</p>
Deprivation Ranking:	<p>Total number of Households: 2,084 Total households not deprived in any dimensions: 838 No of households Deprived of between 1-4 dimensions: 1,246</p>

POSTCODES SA14 9UG, SA14 8TW and SA14 8YB are in **Blue** text and highlighted by a **BLUE** shaded boundary, Llangennech Junior and Infant Schools and Bryn School are in shown by the **GREEN** circle markers and the areas included in the **RED** boundary is the LSOA which the postcodes are located in.



WELSH INDEX OF MULTIPLE DEPRIVATION (WIMD)

WIMD 2014 based on fine-grained geography of lower Super Output Areas (LSOAs). The WIMD 2014 is compiled from eight domains, Income, Employment, Health, Education, Housing, Access to Services, Physical Environment and Community Safety and is published at Lower Super Output Area of which there are 112 in Carmarthenshire.

Under WIMD, where Rank 1 is the most deprived, **Llangennech 1** ranks 93 in Carmarthenshire from 112 LSOAs and is ranked 1315 in Wales from 1909 LSOAs. **Llangennech 2** ranks 65 in Carmarthenshire and is ranked 1025 from 1909 LSOAs in Wales, whilst **Llangennech 3** ranks 85 in Carmarthenshire and ranked 1206 in Wales from 1909 LSOAs.

The highest level of deprivation attributed to **Llangennech 1** is the Community Safety domain being ranked 67th in Carmarthenshire and 1442nd in Wales. In **Llangennech 2** the Access to Services domain is the most prominent ranking 45th in Carmarthenshire and 393rd in Wales. In **Llangennech 3** the Physical Environment domain is the most dominant ranking 22nd in Carmarthenshire and 395th in Wales.

Llangennech 1 - Troserch

Llangennech 2 - Bryn

Llangennech 3 – Llangennech Park

LSOA	Overall Index		Domains: Income		Employment		Health		Education		Housing		Access to Services		Physical Environment		Community Safety	
	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales	Rank	Wales
Llangennech 1	93	1315	80	1241	75	1115	68	990	74	1192	70	1255	68	694	87	1396	67	1442
Llangennech 2	65	1025	52	965	47	858	73	1024	56	1001	60	1068	45	393	111	1854	79	1609
Llangennech 3	85	1206	72	1134	77	1140	47	793	63	1090	108	1704	88	1123	22	395	63	1393

Source: Welsh Index of Multiple Deprivation 2014 (released November 2014), Welsh Assembly Government.

Note: LSOAs ranked 1-112 (Carmarthenshire), 1-1909 (Wales).

12. Appendix E – Glossary of Abbreviations

ALN	Additional Learning Needs
AN	Admission number
CP	Community Primary
DS	Dual Stream
EM	English medium
Estyn	Her Majesty's Inspectorate for Education and Training in Wales
FTE	Full Time Equivalent
LA	Local Authority
MCSW	Measuring the Capacity of Schools in Wales
MEP	Modernising Education Programme
PLASC	Pupil Level Annual School Census Data
PT	Part time
VA	Voluntary Aided
WESP	Welsh in Education Strategic Plan
WG	Welsh Government
WM	Welsh medium

13. Appendix F – Response Pro-forma

Please provide us with your comments on the proposals regarding future provision for primary pupils residing in the Llangennech Infant school and Llangennech Junior school catchment area.

Your comments:

Do you have any other issues that you wish to bring to our attention?

Please tick box if you wish to be notified of the publication of a consultation report.

Signature _____

Print Name _____

Position /

Category of

Respondent

(E.g. parent) _____

Address _____

Postcode _____

Date _____

Please note that unless you indicate otherwise your comments will be open to the public as part of the formal records of the consultation.

Please detach this form and return to: Mr. R. A. Sully, Director – Department for Education and Children, Building 2, St David's Park, Jobs Well Road, Carmarthen. SA31 3HB or E-mail to

DECMEP@carmarthenshire.gov.uk no later than 11th March 2016.

Report Author: Matt Morden	Lifelong Learning Networks Manager	<u>MSMorden@sirgar.gov.uk</u>
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EXECUTIVE SUMMARY

EXECUTIVE BOARD

4th January 2016

PROPOSED DISPOSAL OF LAND AND BUILDINGS HELD IN TRUST
SITUATED AT PEMBREY COMMUNITY EDUCATION CENTRE (PREVIOUSLY
PEMBREY WAR MEMORIAL HALL), MOUNTAIN ROAD, PEMBREY, BURRY
PORT, CARMARTHENSHIRE SA16 0AJ

Background to the transfer proposal

The County Council's Adult Community Learning Service has managed Pembrey Community Education Centre since the creation of the Unitary Authority in 1996. The building had previously been managed by Carmarthen District Council and Dyfed County Council, but was overseen by a charitable trust established in 1934 that established the building on site, then known as the Pembrey War Memorial. The building was erected to "commemorate those men who fell in the Great War" and was overseen by the trustees of the Pembrey War Memorial. The hall and grounds were to be used for the purpose of reading, recreation and concerts by the people of the Pembrey area.

The ACL Service has been subject to on-going cuts to core and grant budgets since 2008. A review of building utilisation in 2011-12 highlighted that the use of this building for ACL service courses was minimal. However, a range of local organisations, including the Pembrey Ysgol Feithrin group utilised the centre.

Since the running and upkeep costs for this building were high and included a full time caretaker, it was considered prudent to explore other means of managing this facility in partnership with the local community. Initial discussions took place with the local elected members in 2013 and a meeting was held with the local community in January 2013 to explain the financial situation facing the service and the need to consult on new ways of running the centre. At this meeting, community members expressed a strong view that they wished Pembrey and Burry Port Town Council (P&BPTC) to take over the running of the building. Subsequent meetings were held with the Town Council to discuss this matter, including a meeting at the Centre on 24th October 2013. Following this meeting the Town Council confirmed that they were prepared to take over the management of the building and minor works were undertaken on-site to facilitate the transfer of the building in a reasonable state of repair. The ACL service also agreed to make a contribution to building running costs in the period 2013-2016. The decision to proceed with a transfer to P&BPTC was conveyed to local residents and community groups at a further meeting held at the centre. This proposal was unanimously supported by those people present.

Context for the transfer proposal

The site comprises of the Pembrey Community Education Centre and approximately 0.466 hectares of land including a community allotment garden. This area is identified in red on the annexed plan. In compliance with s119(1)(a) Charities Act 2011 the Council commissioned a

report on the proposed disposition from the District Valuer and a copy of the letter dated the 14th December 2015 issued by the District Valuer accompanies this report.

In accordance with the recommendation contained therein the County Council is currently advertising its intention to transfer the trust status for this site to Pembrey and Burry Port Town Council by publishing a notice at the site inviting comments from centre users by 29th January 2016.

A lease has been issued for part of this land from 27th March 2013 for the purpose of a community allotment garden and related growing space.

Proposal

The Council by granting a lease to Pembrey and Burry Port Town Council will be granting right of occupation to a single community association. The permitted use will be restricted to that identified in the Deed Poll. Whilst it is acknowledged that Pembrey and Burry Port Town Council will have exclusive use and occupation of the land there will be a requirement that when local people are not actually participating in activities directly associated with functions reasonably expected by Pembrey and Burry Port Town Council then the land will be made available free of charge for use and enjoyment by the inhabitants of Pembrey and Burry Port and the neighbourhood and consistent with the use as set out in the Deed Poll.

Subject to consideration by the Executive as to whether the disposal of the land is in the best interest of the Charity the Council is prepared to grant a lease of the land for a period of 99 years to Pembrey and Burry Port Town Council in order to:

- Support the management of facilities by the local Town Council;
- Ensure that the facilities will continue to be open for community use as identified in the Deed Poll.

Recommendation

It is recommended that Executive Board the transfer of this building from Carmarthenshire County Council to Pembrey and Burry Port Town Council proceed based on the criteria identified in this report.

DETAILED ATTACHED?	REPORT	NO
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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: J Aeron Rees

Head of Learner Programmes

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
None	Yes	Yes	None	None	None	Yes
<p>1. Policy, Crime & Disorder and Equalities – N/A</p>						
<p>2. Legal Please see details of the transfer of the Trust Status included elsewhere in this report.</p>						
<p>3. Finance The Department for Education and Children have committed to make a reducing contribution to the running costs for this building in the period 2013-2016.</p>						
<p>4. Risk Management Issues – N/A</p>						
<p>5. Staffing – N/A</p>						
<p>6. Physical Assets - Responsibility for the building and land on this site will transfer from the County Council to Pembrey and Burry Port Town Council as identified in this report.</p>						

CONSULTATIONS

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

Signed: J Aeron Rees

Head of Learner Programmes

1. **Scrutiny Committee** The Education and Children's Scrutiny Committee have been regularly updated on the progress of discussions regarding the potential asset transfer.
2. **Local Member(s)** The local County Councillors (Cllr Hugh Shepardston and Cllr Shirley Matthews) have received regular updates on the progress of the proposed transfer.
3. **Community / Town Council** Five meetings with the Town Council and two meetings with the local community and centre users have been held in the period 2012-2015.
4. **Relevant Partners**
5. **Staff Side Representatives and other Organisations**

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

Valuation Report for
Pembrey Community
Education Centre
(Formerly Pembrey War
Memorial Hall), Mountain
Road,
Pembrey,
Burry Port,
SA16 0AR

Report for:
Steve Morgan
Pembrey War Memorial C/o
Carmarthenshire County Council

Prepared by:
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Case Number: 1570091

Date: 14 December 2015

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1. Introduction

I refer to your instructions dated 2 December 2015 and my terms of engagement dated 3 December 2015.

I have inspected the property and valued it accordingly. I am pleased to report to you as follows.

2. Valuation Parameters

2.1 Identification of Client

Carmarthenshire County Council – Trustees of Pembrey War Memorial at Pembrey War Memorial Hall dated 24 October 1924. Carmarthenshire County Council were appointed trustees on 18 August 1969.

2.2 Purpose of Valuation

As per your instructions I understand Carmarthenshire County Council acting as Trustees on behalf of the War Memorial Hall Charity Commission require an independent valuation in keeping with Charities (Qualified Surveyor's Report) Regulations 1992 and Part 7 of the Charities Act 2011 s 117 - 121.

"The Executive board is requested to solely consider whether the disposal, by way of lease for a term of 99 years, of an area of land registered under title number CYM521067 and CYM570553 which the County Council holds upon trust pursuant to a trust deed, is in the best interest of the charity taking into account the objects of the charity and, if so, to grant consent to disposal"

"The County Council holds the land and buildings in its capacity as trustee. The council must administer charitable property in a distinct and separate manner from the way it manages property which it holds corporately. The council must at all times avoid conflict of interest which may arise in this capacity and any decisions made in relation to charitable property must be open and transparent and made in the best interest of the charity".

"The charitable trust is contained in the Deed Poll for the specified purposes of benefiting the inhabitants of the local area. The Deed Poll sets out the purpose of the charity and the area proposed to benefit from the trust thereby created and is described in clause 5 (Viii) of the Deed Poll. The Executive Board must therefore consider the request for the grant of a lease in its capacity as Trustee taking into consideration the trust purposes".

"The County Councils Adult Community Learning Service have managed Pembrey Community Education Centre since the creation of the Unity Authority in 1996. The Building had previously been managed by Carmarthenshire District Council and Dyfed County Council, but was overseen by a charitable trust established in 193 that established the building on site, then known as Pembrey War Memorial. The building was erected to "commemorate those men who fell in the Great War" and was overseen

by the trustees of the Pembrey War memorial. The hall and grounds were to be used for the purposes of reading, recreation and concerts by the people of the Pembrey area”.

“The ACL Service has been subject to on-going cuts to core and grant budgets since 2008. A review of the building utilisation in 2011-12 highlighted that the use of this building for ACL service courses was minimal. However, a range of local organisations, including the Pembrey Ysgol Feithrin group utilised the centre. Since the running and upkeep costs of the building were high and included a full time caretaker, it was considered prudent to explore other means of managing the facility in partnership with the local community. Initial discussions took place with the local elected members in 2013 and a meeting was held with the local community in 2013 to explain the financial situation facing the service and the need to consult on new ways of running the centre. At this meeting, community member expressed a string view that they wished Pembrey and Burry port Town Council (P&BTC) to take over the running of the building. Subsequent meetings were held with the Town Council to discuss this matter, including a meeting at the Centre on 24th October 2013. Following this meeting the Town Council confirmed that they were prepared to take over the management of the building and minor works were undertaken on site to facilitate the transfer of the building in a reasonable state of repair. The ACL service also agreed to make a contribution to the building running costs in the period 2013 – 2016. The decision to proceed with a transfer to P&BPTC was conveyed to local resident’s and community groups at a further meeting held at the centre. The proposal was unanimously supported by those present”.

“The Council by granting a lease to Pembrey and Burry port town Council will be granting right of occupation to a single community association. The permitted use will be restricted to that identified in the Deed poll. Whilst it is acknowledged that Pembrey and Burry Port Town Council will have exclusive use and occupation of the land there will be a requirement that when local people are not actually participating in activities directly associated with the functions reasonably expected by Pembrey and Burry Port Town Council the land will be made available free of charge for use and enjoyment by the inhabitants of Pembrey and Burry Port and the neighbourhood consistent with the use as set out in the Deed Pol”.

In the preparation of this report I have taken the above background information into consideration.

2.3 Subject of the Valuation

Pembrey Community Education Centre (Formerly Pembrey War Memorial Hall),
Mountain Road, Pembrey, Burry Port, SA16 0AR

2.4 Date of Valuation

The date of valuation is 14 December 2015.

Please note that values change over time and that a valuation given on a particular date may not be valid on an earlier or later date.

2.5 Confirmation of Standards

The valuation has been prepared in accordance with the Royal Institution of Chartered

Surveyors (RICS) Valuation - Professional Standards 2014 UK Edition, commonly known as the Red Book.

Compliance with the RICS professional standards and valuation practice statements gives assurance also of compliance with the International Valuations Standards (IVS).

2.6 Agreed Departures from the RICS Professional Standards

There are no departures beyond those restrictions on the extent of investigations and survey, and the assumptions, stated below.

2.7 Basis of Value

The basis of value adopted is Market Value which is defined at VPS 4, para 1.2 as:

'The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.'

2.8 Special Assumptions

There are no special assumptions.

2.9 Nature and Source of Information Relied Upon

I have assumed that all information provided by, or on behalf of you, in connection with this instruction is correct without further verification – for example, details of tenure, tenancies, planning consents, etc.

My advice is dependent upon the accuracy of this information and should it prove to be incorrect or inadequate, the accuracy of my valuation may be affected.

Specific instructions relating to the background and decisions regarding the Charity Trust Committee.

Condition information survey and estimated quotations.

2.10 Date of Inspection

I can confirm the property was inspected on Wednesday 9 December at 10am.

2.11 Extent of Investigations, Survey Restrictions and Assumptions

An assumption in this context is a limitation on the extent of the investigations or enquiries undertaken by the valuer. The following agreed assumptions have been applied in respect of your instruction, reflecting restrictions to the extent of our investigations.

- Such inspection of the property and investigations as the Valuer considered professionally adequate and possible in the particular circumstance was undertaken. This comprised undertaking an internal inspection of the property.
- No detailed site survey, building survey or inspection of covered, unexposed or inaccessible parts of the property was undertaken. The Valuer has had regard to the apparent state of repair and condition, and assumed that inspection of those parts not inspected would neither reveal defects nor cause material alteration to the valuation, unless aware of indication to the contrary. The building services have not been tested and it is assumed that they are in working order and free from defect. No responsibility can therefore be accepted for identification or notification of property or services' defects that would only be apparent following such a detailed survey, testing or inspection.
- It has been assumed that the property and its value are unaffected by any statutory notice or proposal or by any matters that would be revealed by a local search and replies to the usual enquiries, and that neither the construction of the property nor its condition, use or intended use was, is or will be unlawful or in breach of any covenant.
- Valuations include that plant that is usually considered to be an integral part of the building or structure and essential for its effective use (for example building services installations), but exclude all machinery and business assets that comprise process plant, machinery and equipment unless otherwise stated and required.
- It has been assumed that no deleterious or hazardous materials or techniques were used in the construction of the property or have since been incorporated. However where an inspection was made and obvious signs of such materials or techniques were observed, this will be drawn to your attention and captured in this report.
- No access audit has been undertaken to ascertain compliance with the Equality Act 2010 and it has been assumed that the premises are compliant unless stated otherwise in this report.
- No environmental assessment of the property (including its site) and neighbouring properties has been provided to or by the VOA, nor is the VOA instructed to arrange consultants to investigate any matters with regard to flooding, contamination or the presence of radon gas or other hazardous substances. No search of contaminated land registers has been made. However, where an inspection was made and obvious signs of contamination or other adverse environmental impact were visible this will have been advised to you, further instructions requested and the observations captured in the report. Where such signs were not evident during any inspection made, it has been assumed that the property (including its site) and neighbouring properties are not contaminated and are free of radon gas, hazardous substances and other adverse environmental impacts. Where a risk of flooding is identified during any inspection made, or from knowledge of the locality, this will be reported to you.

The absence of any such indication should not be taken as implying a guarantee that flooding can never occur.

- In the case of trading related properties, the Valuer has assumed that all licences, fire certificates and permissions required to operate the business will be transferable to a purchaser.
- No allowances have been made for any rights obligations or liabilities arising from the Defective Premises Act 1972.

3. Property Information

3.1 Situation

The subject property is situated within the town of Burry Port approximately 5.3 miles West of Llanelli town centre and 16.6 miles west of Swansea City Centre. Fronting mountain road the Memorial hall is located in a predominantly residential area and close to all local amenities.

3.2 Description

The subject property comprises a large detached three storey former memorial hall constructed around 1930s. Cavity brick walls under a pitched tiled roof, the property benefits from a large quantity of UPVC double glazed windows however there a number of single glazed timber windows at first floor level. Internally the property is typical of its design with a large main hall with double height ceilings, a stage to the rear of the hall, several offices, kitchenette, and a large hall at first floor level. The property benefits from a disable access lift capable of holding 750lbs (340kg).

Externally there is a large parking tarmac area to the front of the property capable of providing approximately 16 parking spaces. To the south of the property lie a large grassed field and tennis courts, to the west of the property lie an allotment of approximately 40 plots which is held by way of a separate lease the local gardening club for a term of 7 years form 2013 at a peppercorn rental. To the north of the property lie a number of mature trees which are larger than the overall property and held in position by a retaining wall. There is also a detached dilapidated garage which is on the ownership of the Local gardening club for the storage of timber pallets. The garage has an asbestos sheet roof which is missing in places. The allotment area and land to the west of the subject property extends to 1.59 acres, the tennis court and associated field to the south extend to 1.0 acre and the land upon which the building and car park extends to 0.43 acres.

3.3 Tenure

I understand the freehold of the subject property is held by the Pembrey War Memorial Charity, however, the property will be offered on a leasehold basis to the Pembrey and Burry Port Town Council for a period of 99 years at a peppercorn rent.

3.4 Easements and Restrictions

As per the Deed Poll the subject property and associated lands are restricted to community use.

The Pembrey and Burry Port Town Council will manage the property in its entirety and retain all income which is to be used for the daily management and maintenance of the property. Carmarthenshire County Council will provide support for a period of 3 years amounting to £20,922 towards the cost of utilities.

An express clause within the title of this property stipulated all monies collected for the property shall be used to meet all expenses and any bills and debts in connection with the property, to prepare an annual balance sheet presentable in January of each year to the inhabitants of Pembrey. To repair and keep in proper repair and condition the hall and all building upon those grounds (this may present an issue for the dilapidated garage at the rear of the hall) and to use the property for community use. It should be noted that in receipt of an annual payment of £20.00 the Right Honourable Thomas Earl of Ashburnham and his heir have reserved all minor rights and rights of access for water and light over the land containing the tennis courts, adjoining field and land upon which the Memorial Hall stands.

3.5 Site Area

According to our in-house digital mapping system I understand the total site area of the proposed tenancy extends to 3.02 acres.

3.6 Floor Area

I am advised from our rating system that the property comprises:

Ground floor	335.10 square metres
First floor	<u>89.70</u> square metres
Giving a total of	424.80 square metres

3.7 Defects and Repair

Whilst I have not seen sight of a detailed building survey at the time of inspection the property was found to be in need of several repairs to address issues relating to damp penetration to internal walls and the main roof. I have not seen sight of detailed contractor estimates for these works, however I understand these costs to be in excess of £10,000. It was noted during my inspection that the trees adjacent the subject property are extremely large and close to the hall and I would recommend these are inspected for stability on a regular basis due to the potential damage they could cause if they were to be uprooted in heavy winds. Additionally whilst not I the direct ownership of your authority the garage at the rear of the property is in a particularly dilapidated state and requires significant capital expenditure.

3.8 Services

I understand that mains drainage and water are connected to the property and note that the property is heated via cast iron radiators.

3.9 Access and Highways

The subject property has direct access onto Mountain road which I have assumed is made up and adopted and maintained by the highways department.

3.10 Energy Performance Certificate

At the time of writing I have not seen sight of any energy performance certificate, however, any disposal of the property will require such information and your legal advisers will seek this information accordingly.

3.11 Planning

I have made no enquiries of the Planning Authority and no information has been received on the property's planning status and potential.

3.12 Equality Act 2010

Whilst I have had regard to the provisions of the Equality Act 2010 in making this report, I have not undertaken an access audit nor been provided with such a report. It is recommended that you commission an access audit to be undertaken by an appropriate specialist in order to determine the likely extent and cost of any alterations that might be required to be made to the premises or to your working practices in relation to the premises in order to comply with the Act.

3.13 Mineral Stability

The property is situated in an underground mining area and in view of the possibility of mine workings and the increased risk of damage from underground mining subsidence it is recommended that a report is obtained from the Agency's Mineral Valuer. However as you have not requested such a report you are deemed to have instructed the Agency to assume in arriving at its valuation:

- (1) that the property valued is not at the date of valuation affected by any mining subsidence and will not be so affected in the future, and
- (2) that the site is stable and will not occasion any extraordinary costs with regard to Mining Subsidence.

You hereby accept that the Board of HMRC for and on behalf of the Agency and its employees cannot, in these circumstances, provide any warranty, representation or assurance whatsoever to you or any third party as to the mineral stability or otherwise of the subject property valued. You hereby agree to waive any claim which you might otherwise have had against the Board, the Agency or any of their employees for negligence or breach of contract arising from any loss or damage suffered as a result of your specific instructions to take no account of any matters that might reasonably be expected to have been disclosed by an Underground Mining Subsidence Report.

3.14 Environmental Factors Observed or Identified

Asbestos may be present in the construction of the property and in particular the ceiling fibre boards. While this material remains intact and in good condition in places the asbestos fibres are likely to be safe but specialist advice should be sought in the event of alteration, maintenance or demolition.

3.15 Rateable Value

I am advised the property currently has a rateable value of £4,750 per annum.

4. Valuation

4.1 Valuation Methodology/Approach and Reasoning & Market Commentary

In arriving at my valuation of the subject property I have adopted the comparable method of valuation. As can be seen from the comparables below rents achieved for premises used as community use are relatively low. In arriving at my assessment of the rental value for the subject property I am specifically considering those terms as set out within the proposal and I am of the opinion that the peppercorn rent is the best achievable outcome for the subject property.

Given the level of costs of remedial works required to bring the property to a water tight capacity this could be considered a burden to any incoming tenant. It is not uncommon in the market place to offer a rent free period to incoming tenants as an incentive.

Typically, with the recession, many lease terms have rarely exceeded 10 years due to the uncertainty within the market place. I note that Carmarthenshire County Council are proposing a term of 99 years and I believe this is a significant benefit to the Pembrey and Burry Port Town Council. The duration of the proposed long leasehold interest will enable Pembrey and Burry Port town council and secure tenancy enabling them to plan into the future without the possibility of ground rental increases or forced closure of the hall due to financial constraints on Carmarthenshire County Council.

Given the duration of the leasehold interest Carmarthenshire County council are effectively gifting away any benefit or potential revenue generation from the property including the sale of the property to the wider community. I am of the opinion Carmarthenshire County Council are contributing in equity terms £57,500 (Restricted to community use only) on top of the £20,922 allocated from their service department. In arriving at my opinion of market value subject to the restrict use I have adopted a rate of £1.00 per sqft and capitalised tis at a yield of 15% which reflects the limited demand for such a property. In respect of the allotment and playing field I have adopted a rate of £11,000 per acre.

As the subject property is currently used for a community use and incorporates the Cubs / Beaver and local Cycling and Gardening Clubs I therefore assume that there are no alternative community groups looking to use the property for their sole purposes. It is therefore my recommendation that advertisement of the proposed lease terms to the wider public would not be in the benefit of Carmarthenshire County Council as trustees and

could be detrimental in securing the proposed tenants and the terms proposed are the best that could be reasonably obtained for this property. Essentially the proposed lease terms will enable the trust to have continued community use within the property whilst the maintenance and longevity of the building will be extended throughout the term of their lease.

4.2 Comparable Evidence

Address	Use	Tenure	Transaction Date	Price £	Comments
Ferwig, Cardigan	School	Leasehold	01/09/2007	£3,000 pa	Community use – no information relating to floor areas. 21 year lease
Pennant, Aberaeron	School	Leasehold	01/03/2014	£3,000 pa	Community use – no information relating to floor areas. Holding over
Tregroes CP School, Llandysul	School	Leasehold	09/08/2011	£2,400 pa	Community use – no information relating to floor areas. Holding over
Cross Inn, Llanon	Day nursery	Leasehold	18/12/2012	£2,000 pa	Community use – no information relating to floor areas.
New Quay War Memorial Hall, New Quay Ceredigion	Community Use	Leasehold	05/03/2015	Peppercorn & £2,240 pa (£0.35p per sqft) - liability	The War Memorial hall is used for purely community use including cinema, fairs, polling days and educational use. The local community group have taken a 20 year lease on a peppercorn basis with all profits from use being used to run the property and restore defects.
Land Adjacent The Cedars, Red Roses, St Clears	Community Land	Freehold	Under offer 01/08/2015	£11,000	This land comprised a 1 acre field which was designated for the use of community playing area and allotment. To be used for fairs, concerts and the like for the local community of Red Roses.
Land at Llandore Playing Fields, Plasmarl, Swansea	Community Land	Freehold	18/04/2011	£57,707	Community land extending to 5.11 acres analyses back to £11,293 per acre.

4.3 Opinion of Value

I am of the opinion that the **Market Value** of the long leasehold interest is **£57,500 (Fifty Seven Thousand Five Hundred Pounds)** subject to the restrictive covenant. In respect of the proposed long leasehold interest I am of the opinion the **Market Rental Value** is a **Peppercorn** rent as at 14 December 2015.

4.4 Currency

All prices or values are stated in pounds sterling.

4.5 VAT

I understand that VAT does not apply to this transaction and my opinion of value reflects this. In the event that my understanding is found to be inaccurate, my valuation should be referred back for reconsideration.

4.6 Costs of Sale or Acquisition and Taxation

I have assumed that each party to any proposed transaction would bear their own proper legal costs and surveyor's fees.

5. **General Information**

5.1 Status of Valuer

It is confirmed that the valuation has been carried out by Lisa M Bryan, a RICS Registered Valuer, acting in the capacity of an external valuer, who has the appropriate knowledge and skills and understanding necessary to undertake the valuation competently, and is in a position to provide an objective and unbiased valuation. This valuation was quality audited and counter signed by Mr Steve Carter MRICS who has been chartered for 24 years.

5.2 Conflict of Interest

Checks have been undertaken in accordance with the requirements of the RICS standards and have revealed no conflict of interest. DVS has had no previous material involvement with the property.

5.3 Restrictions on Disclosure and Publication

The client will neither make available to any third party or reproduce the whole or any part of the report, nor make reference to it, in any publication without our prior written approval of the form and context in which such disclosure may be made.

You may wish to consider whether this report contains Exempt Information within the terms of paragraph 9 of Schedule 12A to the Local Government Act 1972 (section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information Act 1985) as amended by the Local Government (access to Information) (Variation) Order 2006.

5.4 Limits or Exclusions of Liability

The report should only be used for the stated purpose and for the sole use of your organisation and your professional advisers. No responsibility whatsoever is accepted to any Third Party who may seek to rely on the content of the report unless previously agreed.

5.5 Validity

This report remains valid for 6 (six) months from its date unless market circumstances change or further or better information comes to light, which would cause me to revise my opinion.

I trust that the above report is satisfactory for your purposes. However, should you require clarification of any point do not hesitate to contact me further.

L. Bryan

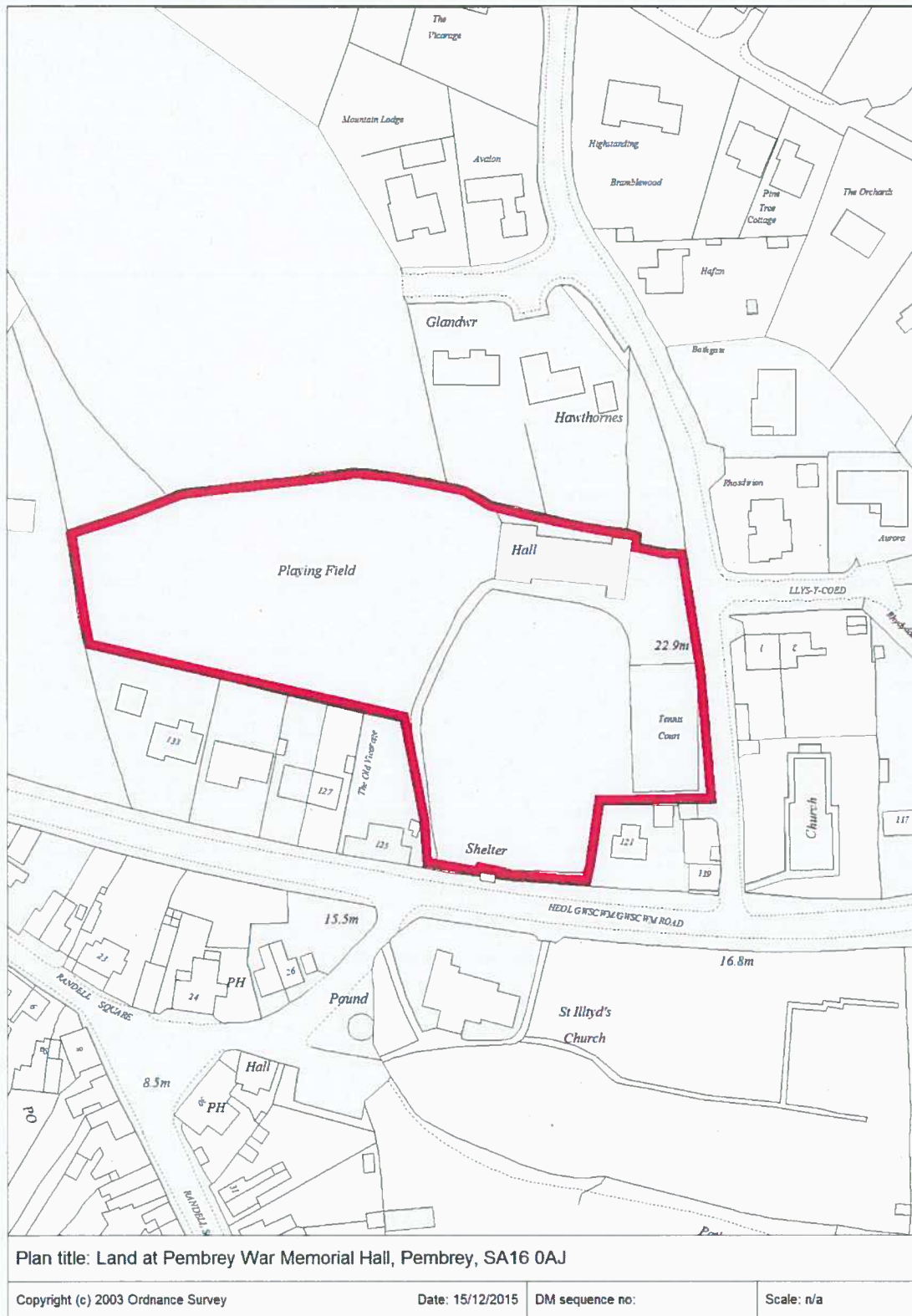
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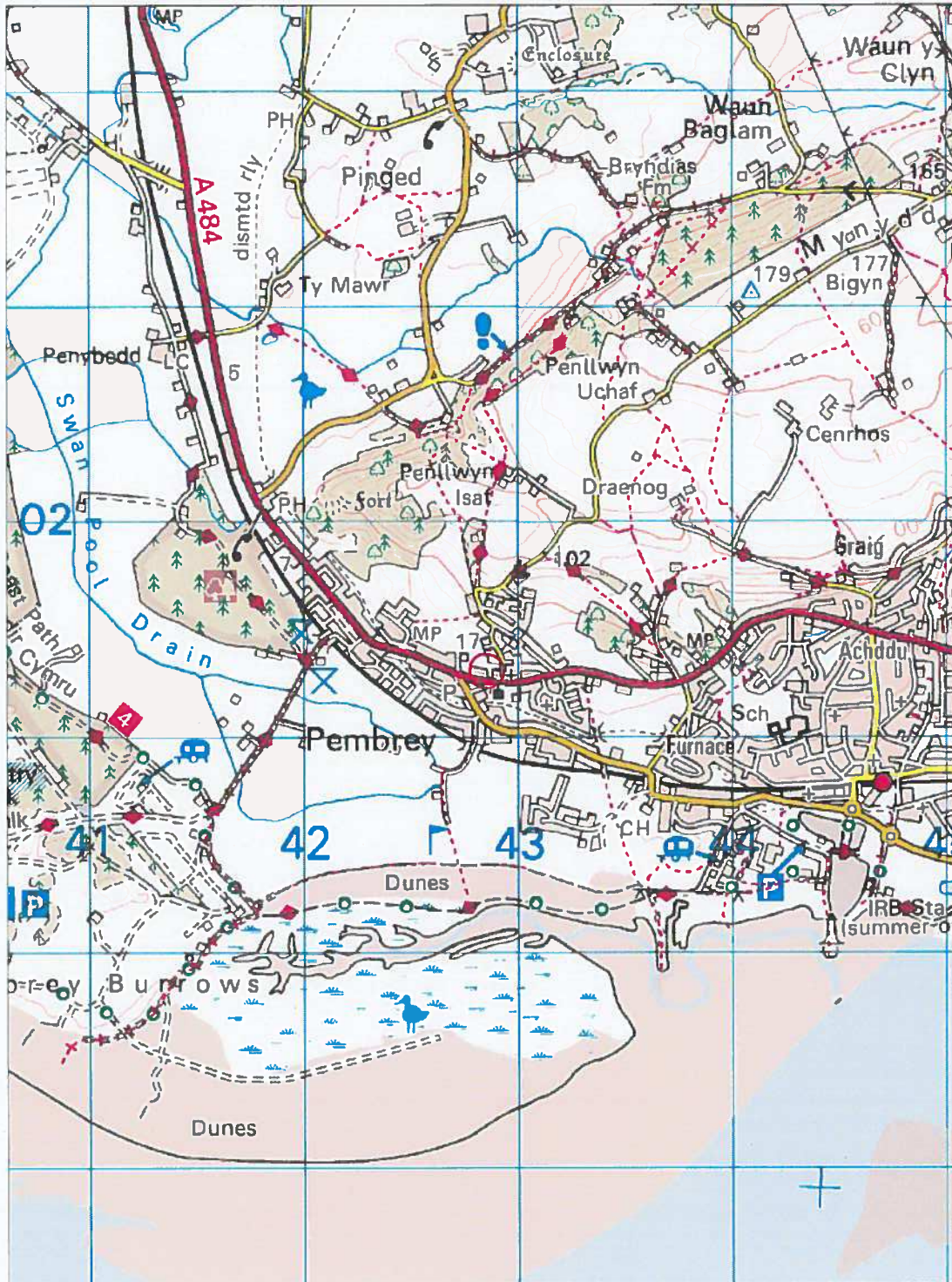
6. Appendices

6.1 Photographs



6.2 Plans





Plan title: Land and Buildings at Pembrey Community Education Centre, Pembrey, SA16 0AJ

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Executive Board 4 January 2016

(Draft) Carmarthenshire County Council Strategic Equality Plan 2016-2020

Recommendations / key decisions required:

That Executive Board considers the content of the (Draft) Strategic Equality Plan for discussion through the Democratic process and final approval by Council in February 2016 ready for implementation from April 2016.

Reasons:

The Equality Act 2010 brings together and replaces the previous legislation and simplifies and strengthens the law, making it easier for people to understand and comply with. The majority of the Act came into force on 1 October 2010. This will be the Council's second plan since the introduction of the Act.

Specific Duties have been introduced for Public Bodies in Wales and the development of a Strategic Equality Plan is one of those duties. Assessing for Impact in relation to our decisions, policies and plans is also a specific duty. This must be done in relation to all citizens but specifically those with protected characteristics.

EXECUTIVE BOARD:

Scrutiny Committee recommendations / comments:

Policy and Resources scrutiny recommended the Plan 25th November 2015

Exec Board Decision Required YES

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Linda Evans

Directorate	Chief Executive	Tel Nos. 01267 224112
Name of Head of Service: Wendy Walters	Designations:	01267 22676
Report Author:	Assistant Chief Executive (Regeneration & Policy)	E Mail Addresses:
Kevin Pett	Policy, Consultation & Engagement Officer	WSWalters@carmarthenshire.gov.uk
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EXECUTIVE SUMMARY

EXECUTIVE BOARD

SUBJECT

(Draft) Strategic Equality Plan

BRIEF SUMMARY OF PURPOSE OF REPORT

The Equality Act 2010 includes a new public sector equality duty, replacing the separate duties on race, disability and gender equality.

The new general duty covers the following protected characteristics:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Religion and belief – including lack of belief
- Disability
- Pregnancy and maternity
- Sexual Orientation

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The Duty is compatible with the requirements of the Well-being of Future Generations Act, with 'equality' and 'cohesion' featuring strongly as two of the seven well-being goals.

Public bodies are required to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who not.

The (draft) Carmarthenshire County Council Strategic Equality Plan 2016-2020 has been prepared to outline how the Council will meet its duties under the Equality Act 2010 and the Specific Duties for Wales. We are required to publish our second Plan before the 2nd of April 2016.

Based on the information available and initial feedback from the consultation (as noted below) this draft strategy includes six key objectives that the Council will work towards achieving based on its role as an employer, as a provider of services and as a community leader. The draft objectives are as follows:

The Council as an employer

- Attract and retain the very best workforce.
- Work to improve employment monitoring data held by the Local Authority and ensure pay differentials are identified and acted upon.

The Council as a provider of services

- Continue work to remove the barriers to accessing Council services and give due regard to all groups when making decisions.
- Help maximise the potential of people, through the education system and by supporting the growth of the local economy.

The Council as a community leader

- Support cohesive communities by promoting community and civic engagement.
- We will encourage healthy lifestyles and promote the importance of well-being.

As noted above, significant consultation was undertaken between 17 August – 9 October 2015 as part of a regional approach to identify priorities and objectives for future delivery. The consultation process involved a purpose-designed survey and was overseen by a project group of organisations from across mid and West Wales. The consultation was undertaken jointly by Carmarthenshire, Pembrokeshire, Ceredigion and Powys County Councils, Pembrokeshire National Park, Hywel Dda University Health Board, Powys Teaching Health Board, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service and Wales Ambulance Trust. 774 responses have been received (569 of those are Carmarthenshire specific). In addition, specific engagement events have also taken place across the four county areas. A detailed report on the feedback received has been prepared and the information gained will be used to develop action plans for each of the participating organisations for implementation from April 2016.

DETAILED REPORT ATTACHED?

**YES:
Draft SEP
Consultation report (summary version)**

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: **Wendy Walters, Assistant Chief Executive (Regeneration & Policy)**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	People Management and Performance	Physical Assets
Yes	Yes	None	None	None	None	None

Policy and Crime & Disorder:

The development of a Strategic Equality Plan is a statutory duty.

Legal:

There are legal obligations to non-compliance with the Equality Act 2010.

CONSULTATIONS

I confirm that the appropriate consultations have taken place.

Signed: **Wendy Walters, Assistant Chief Executive (Regeneration & Policy)**

1. Scrutiny Committee

Policy & Resources Scrutiny Committee to be consulted on 25 November 2015

2. Local Member(s)

Included as part of the public consultation undertaken from 17 August – 9 October 2015.

3. Community / Town Council

Included as part of the public consultation undertaken from 17 August – 9 October 2015.

4. Relevant Partners

A variety of organisations and individuals have been consulted with to collect data and opinions

5. Staff Side Representatives and other Organisations

Included as part of the public consultation undertaken from 17 August – 9 October 2015.

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
Equality and Human Rights Commission Guidance for the Public Sector in Wales		http://www.equalityhumanrights.com/wales/publications/guidance-on-the-equality-duty-for-the-welsh-public-sector/

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STRATEGIC EQUALITY PLAN 2016-20

MULTI-AGENCY CONSULTATION

SUMMARY REPORT

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Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park



STRATEGIC EQUALITY PLAN 2016-20

MULTI-AGENCY CONSULTATION

1) INTRODUCTION: CONTEXT AND METHOD

Strategic Equality Plans (SEPs) are important documents that set out how public bodies will consider the needs of groups with 'protected characteristics', as outlined in the Equality Act 2010.¹ This is intended to ensure that all individuals receive just and equitable treatment in respect of service delivery and strategy/policy formulation. SEPs generally contain a set of equality objectives, together with an action plan, which aim to promote equality and fairness.

Consultation is an intrinsic part of developing a new Strategic Equality Plan, and, as such, public opinion was sought to buttress and strengthen the Plan.

Key organisations operating within Dyfed Powys worked collaboratively to deliver a joint consultation exercise.² A mixed methods approach was employed to elicit the views and experiences of stakeholders across Dyfed Powys (comprising Carmarthenshire, Ceredigion, Pembrokeshire and Powys). It was agreed to produce one master survey (and sister versions) and hold local stakeholder events in each of the four regions. This approach increased the robustness of collected data and facilitated comparability of results.

The consultation mechanisms are considered in further detail:

Master survey

Surveys are a well-established research method that provides breadth and depth of opinion at reasonable costs. In developing the survey, local agencies were keen to find out whether people's experiences of their services differed owing to their demographic characteristics. Recognising that equality is paramount across an exhaustive list of services, the survey focused on ten broad domains – health; education; housing; access to transport; crime and access to justice; influencing decisions which affect them; social, leisure and countryside access; access to care and support; employment and getting along together in a community.

Respondents were asked whether people with different characteristics generally have better or worse experiences of a prescribed list of services in comparison to the population as a whole. A likert scale was utilised to establish whether twelve different demographic groups have 'much better', 'better', 'the same', 'worse' or 'much worse'

¹ These characteristics are: Age; Disability; Gender re-assignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion or belief (including non-belief); Sex and Sexual orientation

² Dyfed Powys Police; Hywel Dda University Health Board; Mid and West Wales University Health Board; Welsh Ambulance Service; Carmarthenshire County Council; Ceredigion County Council; Pembrokeshire County Council; Powys County Council and Pembrokeshire Coast National Park

experiences of a particular service.³ This was useful in recording attitudinal data (how respondents perceive other groups to be treated) and actualities (what those of particular ethnicities, age etc. thought of their own experiences). The latter is possible through filtering/disaggregating responses.

Emphasis was given to identifying respondents' demographic characteristics (age, gender, ethnicity etc.) in order that the views of different groups be reflected in the report.

In addition, the master consultation survey was published in Welsh, English and Polish, reflecting the demographic composition of the four counties. An instruction sheet also accompanied the survey, so as to offer an accessible, easy read version. Finally, a younger people's version was also developed.

774 responses were received.

Stakeholder events

To meaningfully engage in dialogue with a wide range of stakeholders face-to-face, stakeholder events were arranged in each of the four counties. Local authorities assumed responsibility for the events, and worked in partnership with local groups to coordinate and deliver SEP engagement sessions.

The sessions made use of participatory techniques such as 'speed debating' – offering up a number of topics for a timed group discussion – and 'car parking stations' – where attendees were encouraged to post comments on a notice board. Five key themes were deliberated during the speed dating process: *wellbeing* (health, leisure, care and support); *opportunities* (education and employment); *cohesive communities* (crime and access to justice; communities); *having your say* (influencing decisions) and *where we live* (transport and housing). For each theme, participants were asked to consider: what is working well; what is not working well and future plans. The results were fed into a stakeholder event report, generated for each county.⁴

Publicity

All partner agencies undertook promotional activities, publicising the consultation by means of press releases; positioning of information online via websites / consultation portals; social media feeds; internal emails to staff and/or use of intranet; display of SEP 'postcards' in libraries, customer service centres, GP surgeries and libraries; information to town and community councils; and, via networks specific to each organisation. The above gives a flavour of the steps that were taken to ensure the consultation was very widely publicised.

In addition to the above, the following consultation channels were used:

³An example question: *We are interested to find out if you think people with different characteristics have different experiences of services. Thinking about health, do you consider people in the following groups generally have better or worse experiences, in comparison to the population as a whole?*

⁴ Available upon request from each local authority

Carmarthenshire – Promotion through Equality Carmarthenshire (an umbrella group comprising myriad equality groups/organisations). Furthermore, the consultation survey formed part of the September 2015 mailout to Citizens' Panel (c. 600) and 50+ Forum (c. 2400) members.

Ceredigion – Consultation tabled at meetings of the Ceredigion Disability Forum; Ceredigion Voice for Equality; 50+ Forum; Children's & Young People's Partnership and Ceredigion Carers Alliance

Dyfed Powys Police – Consultation shared with Independent Advisory Group members

Hywel Dda – Disseminated to GPs, Pharmacies and Siarad Iechyd/Talking Health members

Pembrokeshire – Information sent to members of Pembrokeshire Voices for Equality

Powys – Awareness raising via Powys Disability; Women's Equality Network; Older People's forum; PAVO; Cartefi Cymru and Powys Carers.

Analysis & Reporting

This report draws heavily on a weighted average technique, referred to throughout as the Average Index Score (AIS). Qualitative data has been analysed by, first, coding responses on the basis of emerging themes; then, offering a synopsis of pertinent codes/themes. Analysis and reporting of results was undertaken by members of the Corporate Policy team at Carmarthenshire County Council⁵

⁵ Kevin Pett, Lesley Rees, Richard Reynolds & Vincent Harries

About Average Index Score (AIS). Sometimes known as a 'weighted average', the AIS is a way of distilling the 'balance and strength of opinion' down into one number. Useful for questions with options to 'strongly agree', 'disagree', etc., the technique is used throughout the report. Values range from 2 (*everyone* strongly agrees) to minus 2 (*everyone* strongly disagrees).

Example

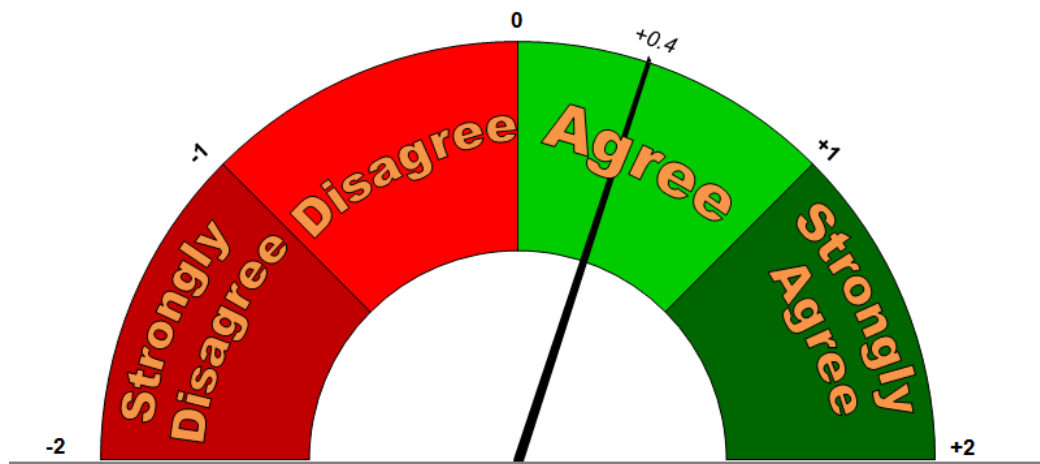
10 people are asked whether they 'strongly agree', 'agree', 'have no opinion', 'disagree' or 'strongly disagree' that Wales will win the six nations.

Results...

- 3 strongly agree (each response worth 2, so=**6**)
- 3 agree (each response worth 1, so=**3**)
- 1 no opinion (each response worth 0, so=**0**)
- 1 disagree (each response worth -1, so= **-1**)
- 2 strongly disagree (each response worth -2, so=**-4**)

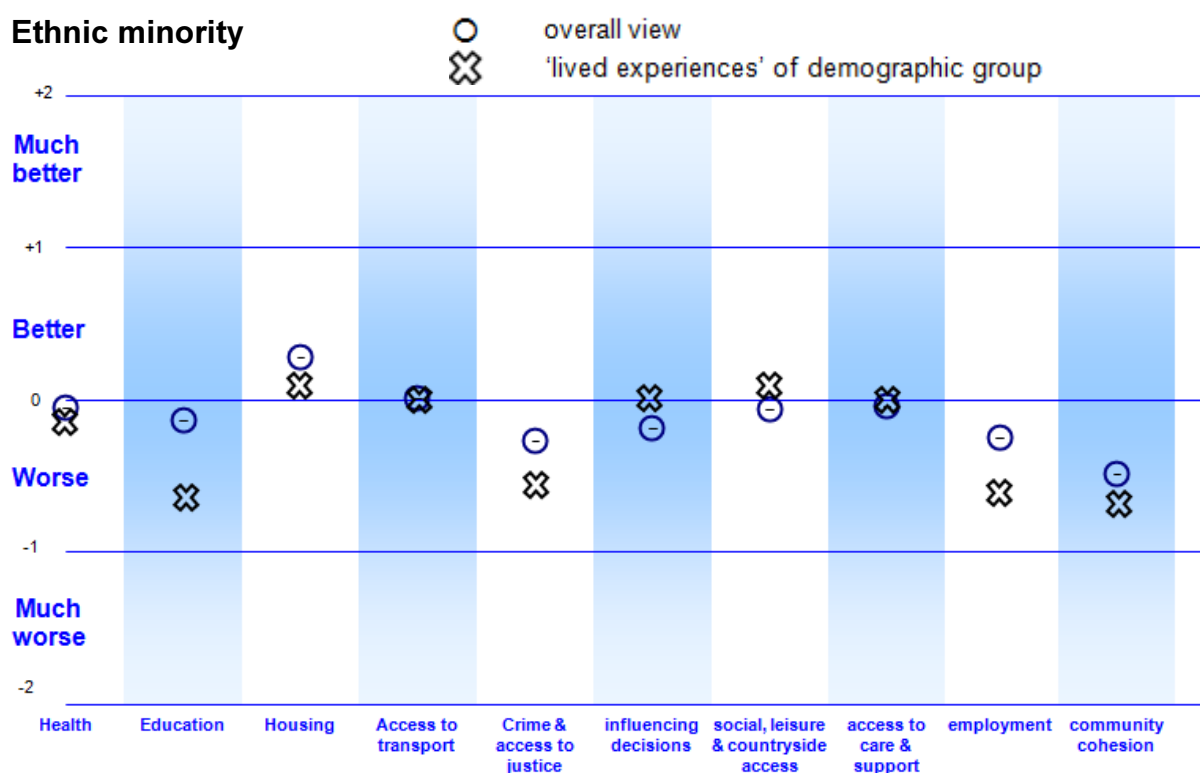
The AIS is calculated by adding all the numbers in bold: so, $6+3+0-1-4=4$;

Then dividing by the number of responses (10 in this case). The average index score is: $4 \div 10 = \underline{\underline{0.4}}$ (shown graphically below)



2) DEMOGRAPHIC PROFILES

This section brings together key population statistics⁶ for a number of demographic groups with the respondent profile of the survey, looking at figures for each of the four counties in order to show how representative the results are of the population as a whole.⁷ These statistics are presented alongside the overall AIS results for each demographic characteristic - depicted in graphical format. Showing the result in this way allows organisations with a specific interest (for example, in disability) to examine how individual groups (e.g., disabled people) fare across each of the 10 domains. In chapter 3, the results are presented by individual domains – not characteristics – together with more detailed (disaggregated) information.

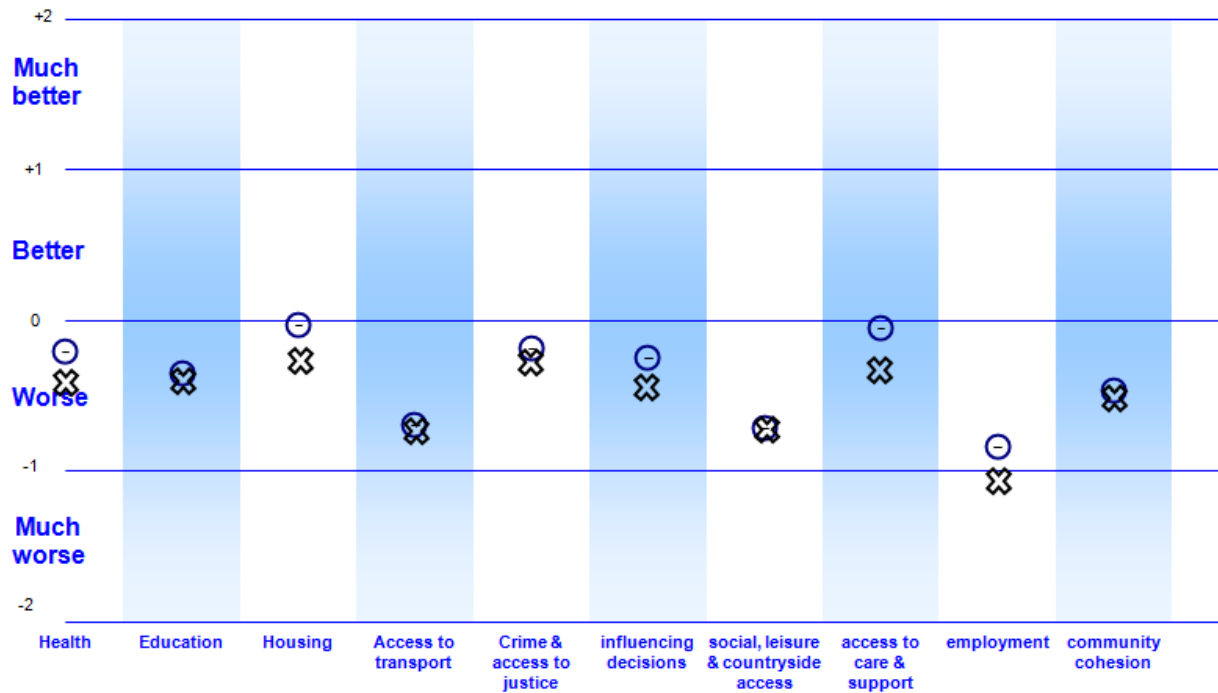


	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
White	96%	98.1%	98%	94.3%	97%	84.6%	98%	93.4%	98%
BME	1.7%	0.4%	2%	1.9%	3%	9.5%	2%	3.2%	2%

⁶ Statistics are drawn from the 2011 Census, CACI Paycheck data (income) and 2015 mid-year population estimates. N/A denotes information is not available.

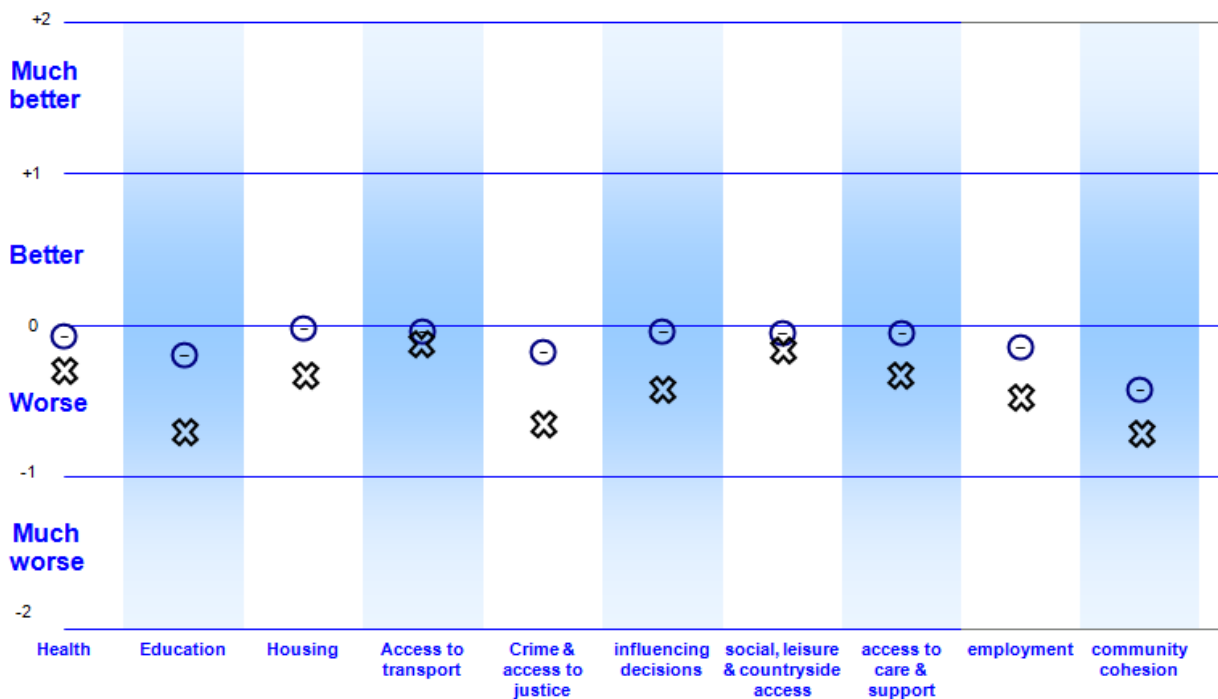
⁷ For a more detailed breakdown of the respondent profile, please see appendix xxx. 95% (734) of respondents completed the survey as an 'individual'. The demographic profile of these respondents is as follows. **Ethnicity:** 96% described as white, 2% other ethnicities and 2% preferring not to say (PNTS). **Age:** 2% were under 25, 6% were 25-34, 12% 35-44, 18% 45-54, 22% 55-64, 26% 65-74, 11% 75-84, with 2% aged 85+ (2% PNTS). **Gender:** 61% female, 38% male, 1% PNTS. **Relationship status:** the largest categories were: married 57%, single 12%, widowed 12% and divorced. **Disability:** 22% yes, 76% no, with 2% PNTS. **Religion or belief:** 57% held a religion or belief (Christian was the largest response category), 35% did not and 8% PNTS. **Sexual orientation:** 87% heterosexual, 6% lesbian, gay or bisexual, with 7% PNTS. **Income:** 9% had a household income of <£10,000; 13% £10,000-£14,999; 11% £15,000-£19,999; 12% £20,000-£24,999; 10% £25,000-£29,999; 7% £30,000-£34,999 and 28% £35,000, with 10% PNTS. 18% of respondents identified themselves as a **carer**.

Disabled



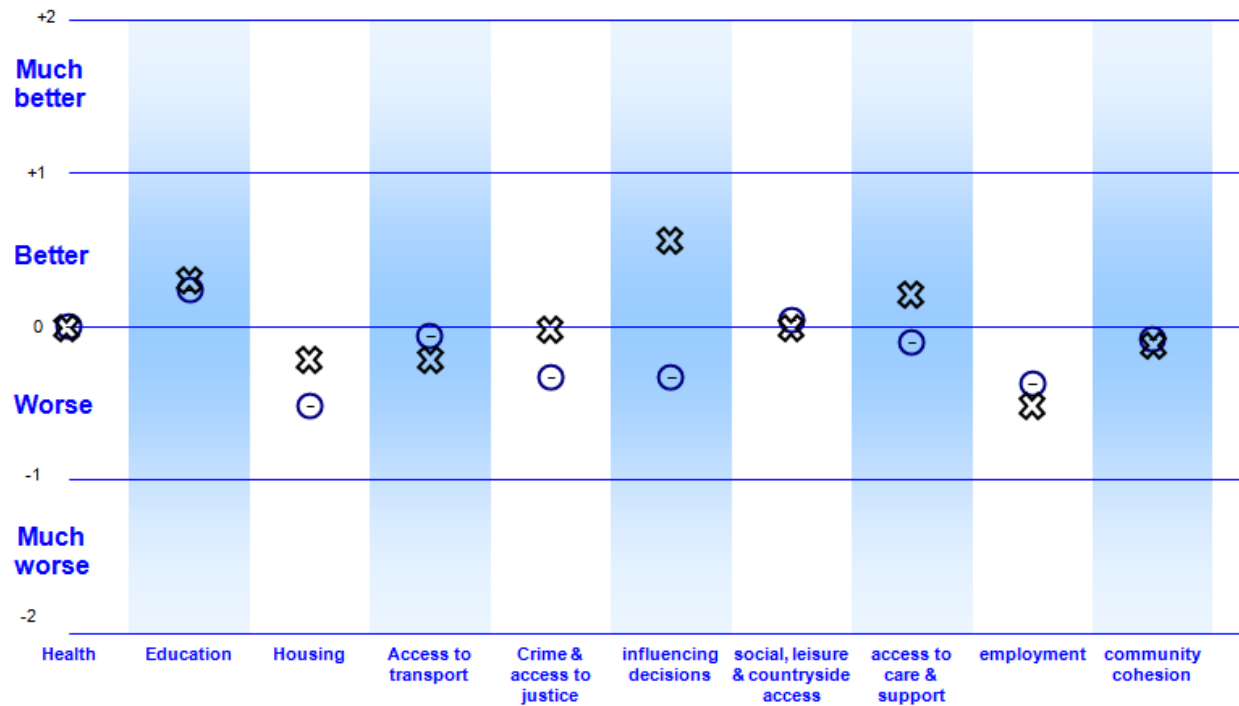
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Disabled	22%	22.9%	N/A	11.3%	N/A	32.7%	N/A	14.5%	N/A

Lesbian, Gay, Bisexual (LGB)



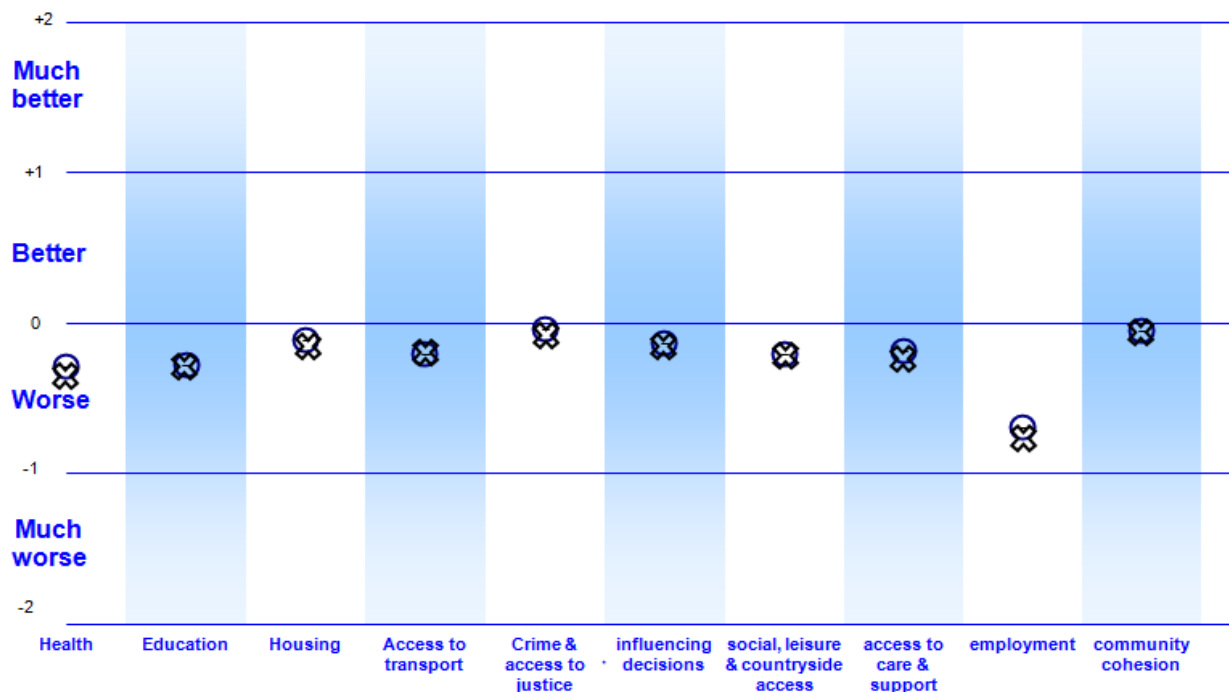
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
LGB	6.3%	3.9%	N/A	18.9%	N/A	15.4%	N/A	4.9%	N/A

Younger People



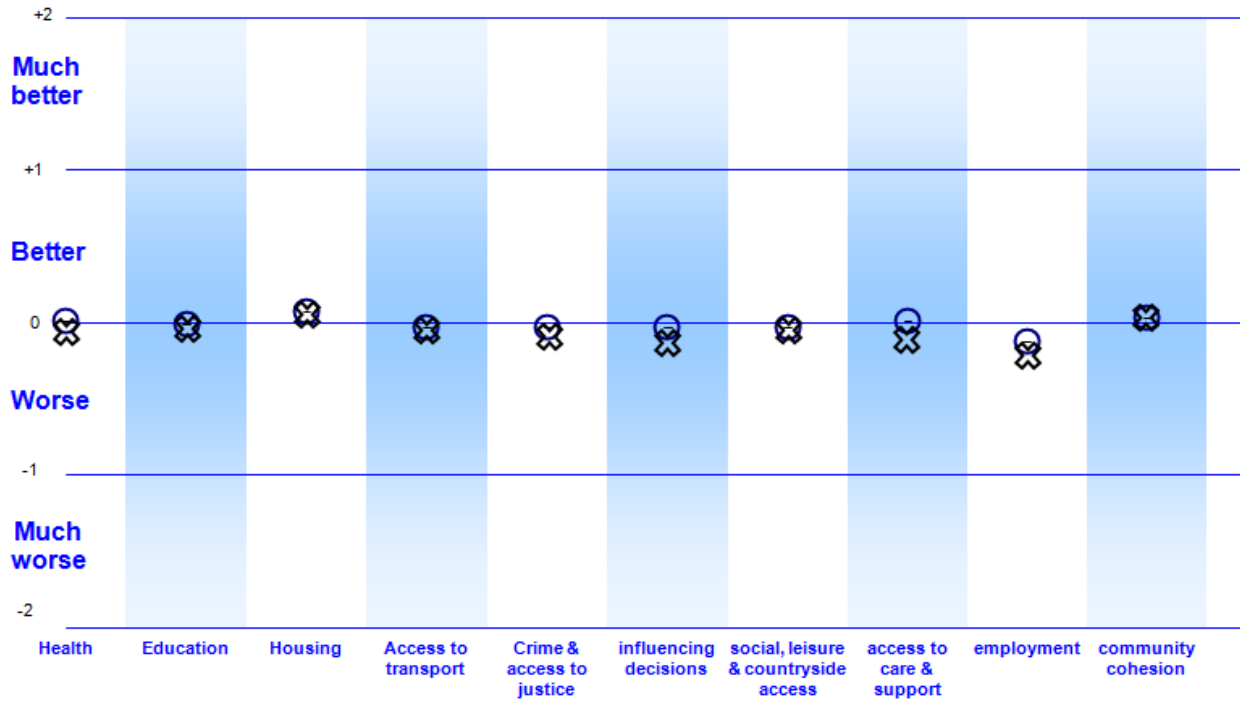
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
16-24	1.5%	0.6%	12.4%	0	22.7%	11.8%	12.3%	3.3%	11.3%

Older People



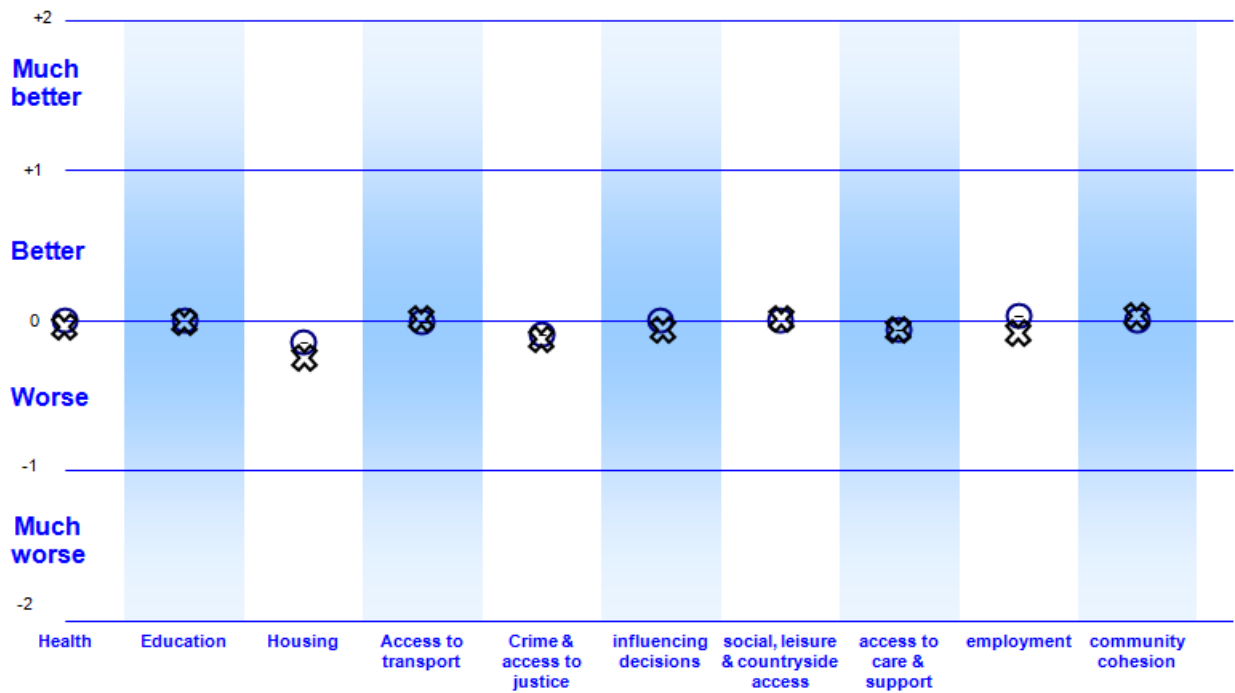
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
55-64	21.7%	21.9%	16.4%	26.4%	15.3%	21.6%	16.6%	16.4%	17.3%
65-74	26.4%	33.1%	15.1%	5.7%	14.7%	7.8%	15.9%	3.3%	16.7%
75-84	10.8%	13.9%	8.6%	3.8%	8.3%	2%	9.3%	0	9.6%
85+	1.8%	2.1%	3.6%	1.9%	3.6%	2%	3.7%	0	4%

Females



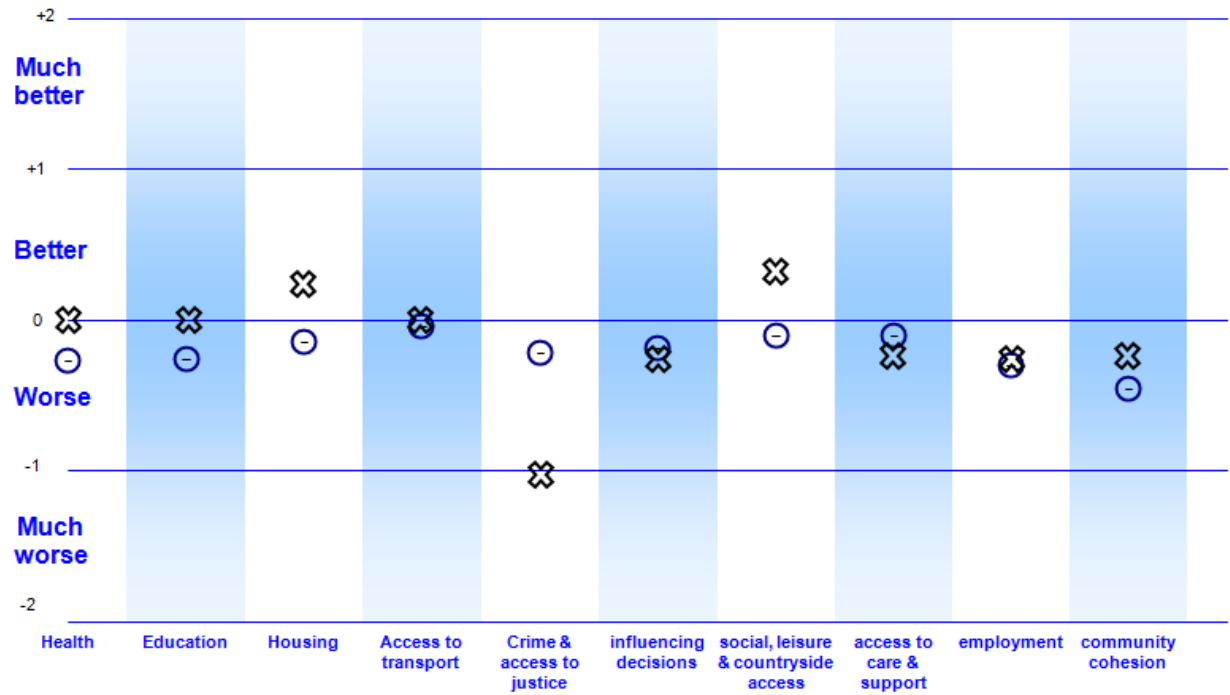
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Female	60.6%	61.4%	51.6%	52.8%	50%	61.5%	51.4%	63.9%	50.9%

Males



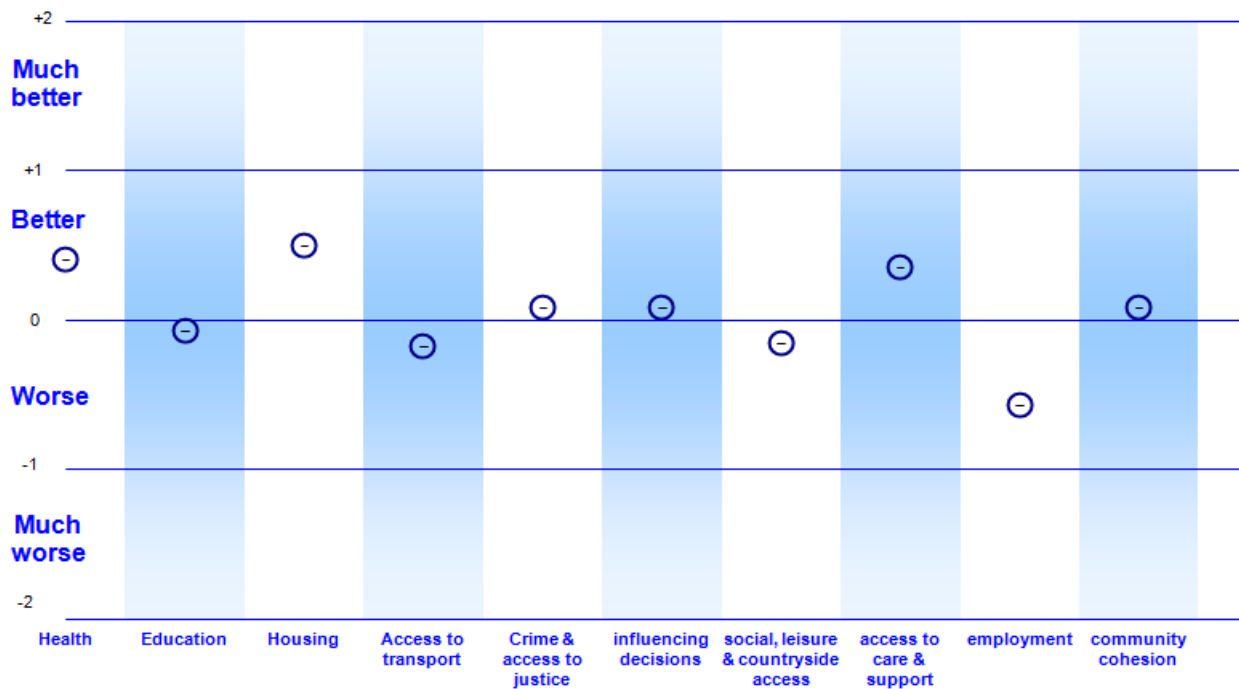
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Male	38.2%	38.1%	48.4%	45.3%	50%	32.7%	48.6%	32.8%	49.1%

Transgender

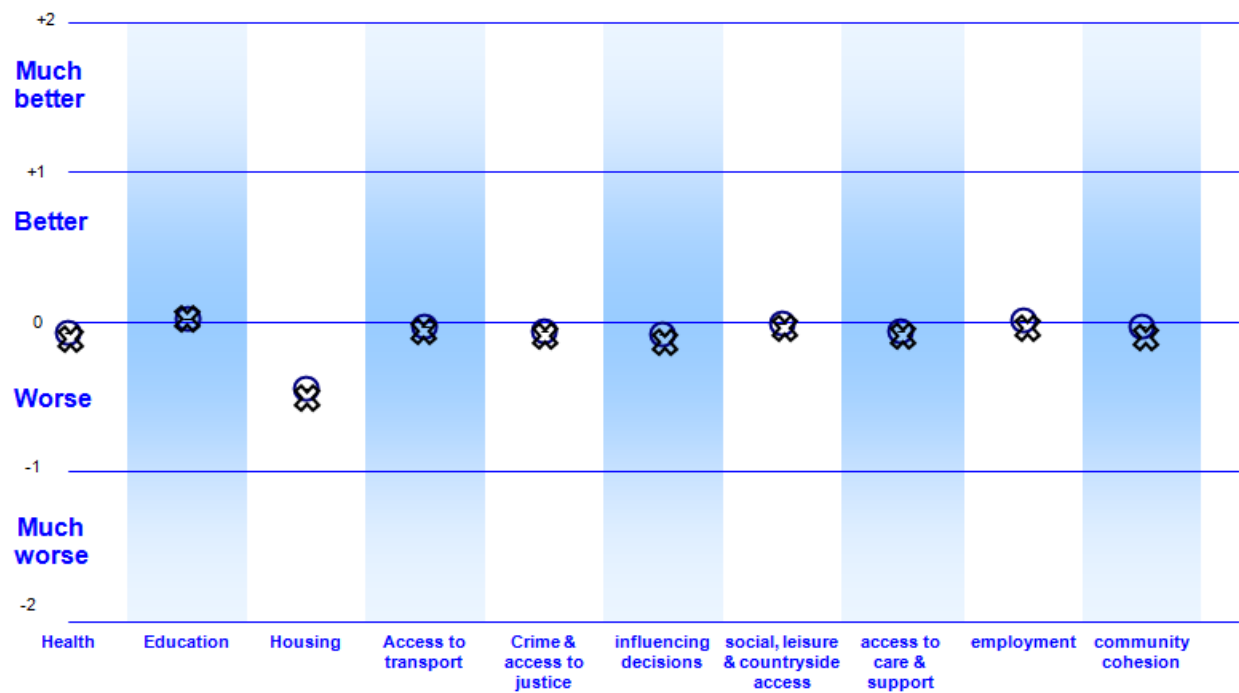


	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Transgender	0.6%	0.4%	N/A	1.9%	N/A	2.1%	N/A	0	N/A

Pregnant or recently given birth

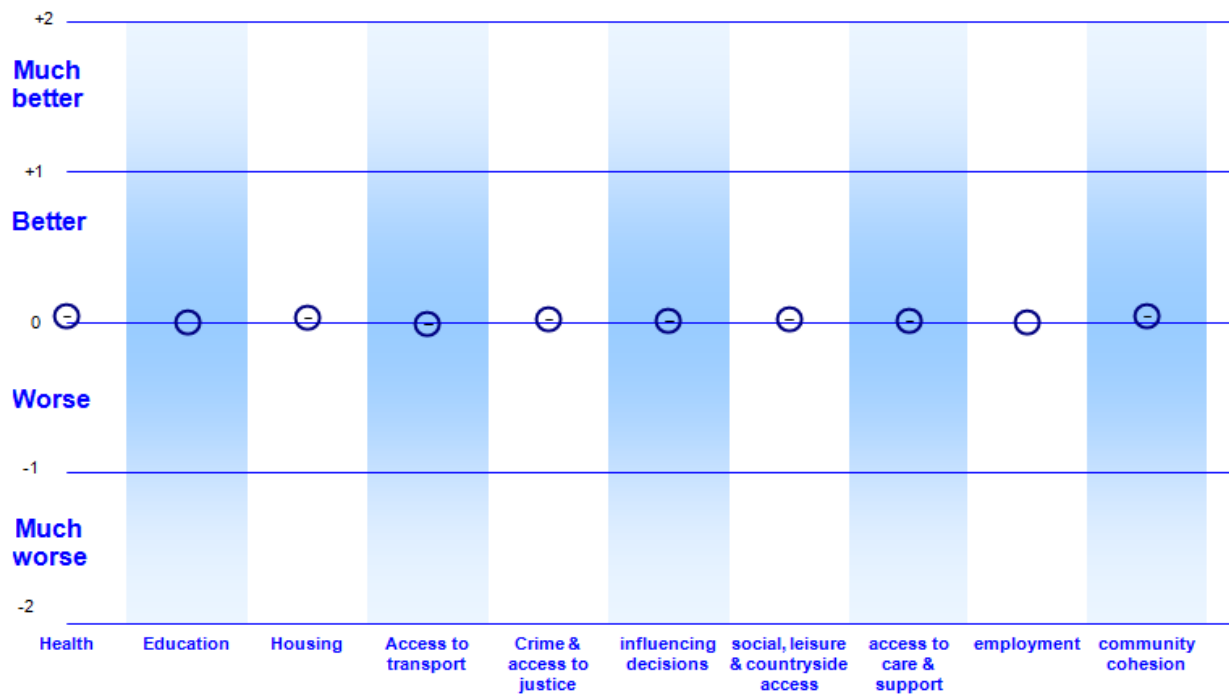


Single



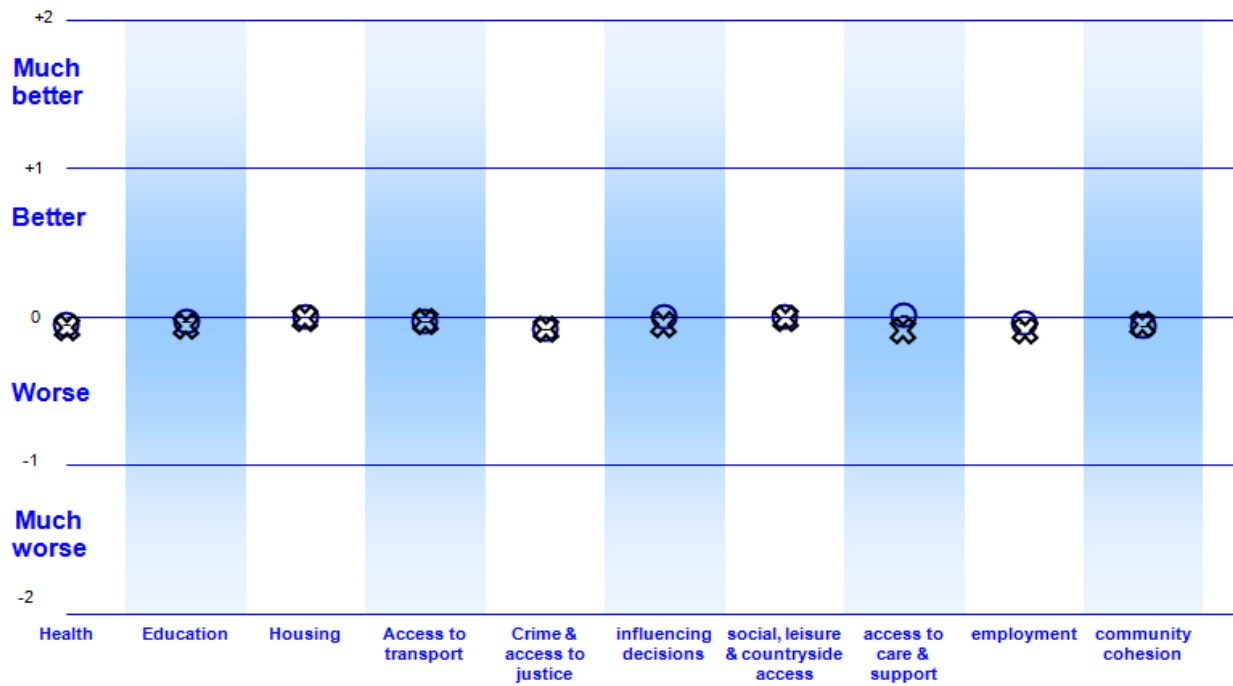
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Single	11.9%	11.4%	29.5%	15.7%	38.7%	12.5%	28.4%	14.8%	28.2%

In a relationship



	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
In relationship	62.8%	60.2%	49.6%	66.7%	43%	66.8%	50.5%	75.5%	51.3%

Hold religion or belief



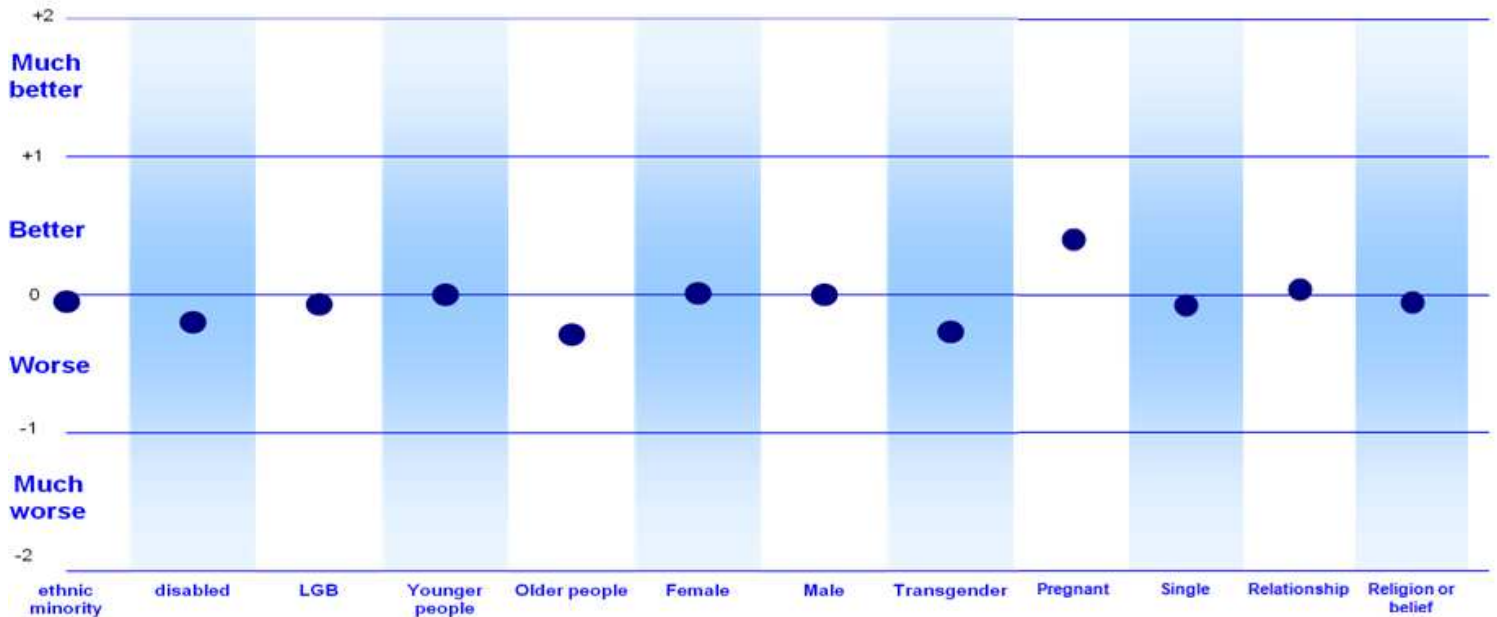
	Overall (survey)	Carms (survey)	Carms actual	Ceredigion (survey)	Ceredigion actual	Pembs (survey)	Pembs actual	Powys (survey)	Powys actual
Hold religion	57.1%	59.8%	71%	64.2%	69%	48%	73%	33.9%	72%

3) RESULTS BY DOMAIN

This section considers results for all ten domains, in turn, and a common format is used. Each domain starts with a **summary sheet**, which brings forth key points from:

- i) Analysis of quantitative data – the overall AIS results for all demographic groups are depicted in graphical form, accompanied by a short explanation and interpretation of key statistical findings/trends
- ii) Comments from survey – common threads from respondents' comments are identified, and a précis offered. This supplements the analysis of quantitative data that precedes it by highlighting possible reasons for better/worse experiences
- iii) Organisation responses – specific references are made to the opinions of organisations who participated in the survey
- iv) Feedback from stakeholder events – views expressed by stakeholders during round-table discussions are summarised

HEALTH



- As shown, people’s experiences of health are seen to vary considerably according to their demographic characteristic
- Of all listed groups, disabled people (AIS of -0.2); older people (AIS of -0.29) and transgender people (AIS of -0.27) were perceived to have particularly worse experiences of health in comparison to the population as a whole. Examining in more detail the experiences of older people, carers put forward a well supported view that older people have notably worse experiences of health (AIS of -0.43, as seen in the disaggregated AIS table, is lower than the overall AIS for older people – as such, this is an important finding)
- Pregnant women or those recently given birth were upheld as having better experiences of health services (AIS of 0.41). This result is a notable outlier given the high positive AIS and its position in comparison to other demographic groups
- Respondents consider the experiences of other demographic groups to be fairly similar to the population as a whole (AIS scores closely clustered around neutral 0 value). Any differences are said to be marginally worse/better.

Comments from survey:

- ❖ A number of comments made regarding access difficulties for disabled people. Also, mental health and learning disability were identified as areas where services could be improved
- ❖ It is suggested that there is a prevailing attitude that older people need to accept illness in older age; are ‘low priority’ in hospitals and that judgements are informally made amongst staff concerning the cost of treatment versus likely life expectancy
- ❖ A view that there is a lack of awareness or understanding of the physical and social aspects of being transgender. Stigmatization also perceived to be apparent.

Organisation responses:

- Diverse Cymru – evidence suggests health inequalities for LGBT, disabled and BME groups. Poor staff understanding of religious/cultural beliefs. Holistic approach required to redress balance. Wider issues (e.g., poverty and social status) should be brought into conversation with ‘protected characteristics’
- Welsh Ambulance Service – on balance, fair treatment for all, with some groups (e.g., disabled) rightly receiving additional support to fully cater for their needs
- SWAT Pembrokeshire (Save Withybush Action Team) – reorganisation of Women’s and Children’s services in 2014 has disadvantaged Pembrokeshire residents, particularly young people and pregnant women
- Town and Community Council (Carmarthenshire) – standards of care lower for disabled and elderly

Key issues arising from stakeholder events

Working well:

- Hywel Dda’s commitment to mental health services reform
- Access to rehabilitation officers
- Some community care projects

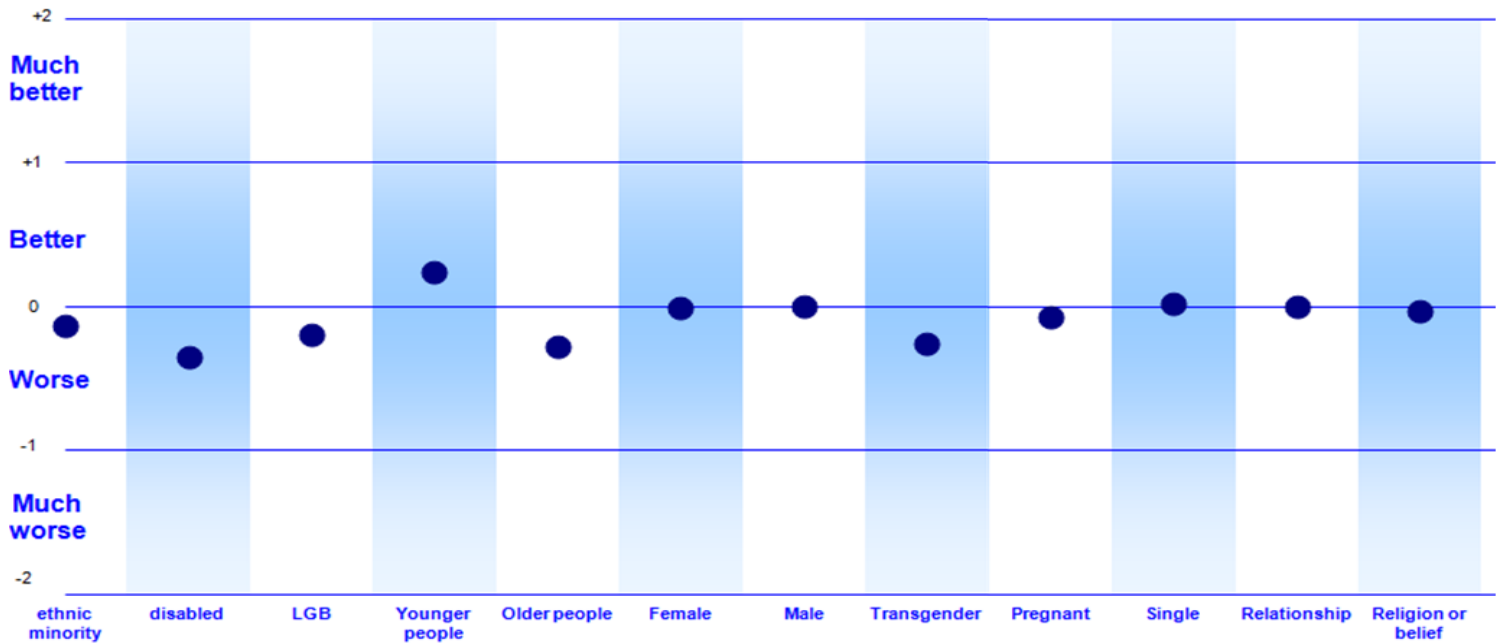
Not working so well:

- GP appointments and the lack of doctor awareness of medical history
- Carers rights not fully acknowledged within hospitals
- Co-ordination of care packages
- Lack of holistic approach towards mental and physical health
- Support for breastfeeding needed as doctors can be dismissive of mothers
- Counselling services not always accessible
- Public transport (especially rural) to hospital
- Services no longer available at local hospital – disproportionate impact on some groups who may lack mobility in its broadest sense

Future considerations:

- GP opening times to suit the needs of patients
- Time lag between assessment and provision of support
- Better understanding of the patient story in hospitals (not simply presented need)
- 24hr crisis centre for physical and mental health issues
- Sharing of good practice between GP surgeries
- Improved commitment to families and services working together for better health
- Improved awareness of communication issues for front line health staff
- Access audits for all GP surgeries

EDUCATION



- Whilst many demographic groups are viewed as having similar experiences of education when compared to the population as a whole – males, females, single people to name but a few – in a small number of cases it was felt that the experiences of groups with particular characteristics differed from the norm
- Disabled people (AIS of -0.35); older people (-0.28) and transgender people (-0.26) attained the lowest AISs – denoting that these groups are perceived to have worse experiences of education. Similarly, BME groups were said to have slightly worse experiences (AIS of -0.13)
- Younger people are deemed to have better experiences of education in comparison to the population as a whole. An AIS of 0.24 – the highest across all groups – confirms this result

Comments from survey:

- ❖ It was acknowledged that homophobia/transphobia is prevalent in many schools, and can result in extreme forms of bullying
- ❖ A belief that that language and cultural barriers prevent BME children from fully assimilating into their school
- ❖ General agreement that adult education has borne the brunt of cuts to further education and the adult skills budget, severely restricting the provision of suitable courses for adult learners. This was noted to have a detrimental impact on gaining employment in old age
- ❖ Other issues raised include lack of faith schools; lack of male teachers acting as a role model for young boys, and concerns about the impact of pregnancy on school / study time given the challenges of balancing family / work commitments.
- ❖ It was accepted that younger people should have better experiences in education, as the education system is – justly, in the view of many respondents – tailored towards this cohort

Organisation responses:

- Disability Sport Wales – education generally affords good experiences. Important to ensure there are sufficient support staff for pupils with Additional Learning Needs (ALN).

Key issues arising from stakeholder events

Working well:

- Some third sector organisations are offering good support, including the 'You Can Do It' charity.
- Some courses offered by Coleg Ceredigion have direct links to community based supported employment schemes
- Universities support for foreign students

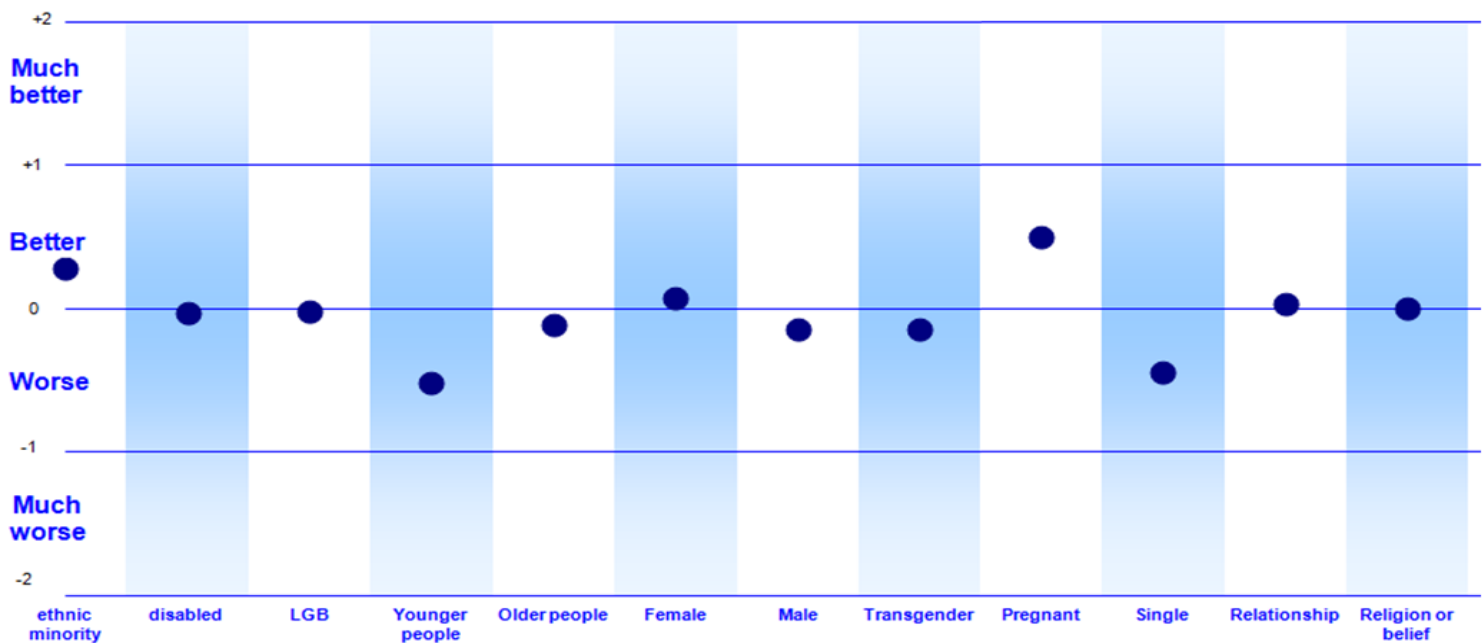
Not working well:

- Lack of fully accessible college campuses
- Education needs to become more person centred
- Opportunities exist though there may be a lack of awareness
- More needs to be done to ensure fairness in employment
- Older, younger and carers are disadvantaged in getting jobs
- Disabled people may find it hard to gain employment at a level suited to their qualifications (particularly deaf people); available opportunities may have restricted scope
- Prejudice against employing disabled people
- People with protected characteristics may be isolated
- Lack of opportunities encouraging young people to move out

Future considerations:

- Greater awareness for students in relation to same sex relationships and disability, (including mental health and learning disability)
- A need to build life skills as well as academic qualifications
- Transport provision is important in encouraging post-16 education
- Transition services for pupils with additional learning needs
- Development of rural schools as community hubs

HOUSING



- Looking at the housing domain, there are considerable variances in the experiences of different demographic groups (denoted by pattern of peaks & troughs in the above chart): some are believed to better experiences, some worse, whilst several groups are perceived to have similar experiences in comparison to the population as a whole
- An AIS of 0.5 for pregnant mothers/those recently given birth confirms a strong view that this group are thought to have better experiences of housing. Ethnic groups were upheld as having slightly better experiences (AIS of 0.28). An AIS of 0.08 for females suggests a slight positive position
- A number of demographic groups are seen to have worse experiences of housing. In particular, low, negative AISs were recorded for two groups – signifying markedly worse experiences – namely, younger people (AIS of -0.51) and single people (AIS of -0.44)
- The experiences of disabled people (AIS of -0.03) , LGBs (-0.02) and those holding a religion or belief (0) are not seen to differ greatly from the population as a whole

Comments from survey:

- ❖ A prevailing view was that pregnant mothers/those recently given birth and ethnic groups are given preferential treatment in respect of social housing, often resulting in better/quicker access. Some discussion on whether this was warranted. Many felt this was a case of 'positive discrimination', in fear of likely consequences.
- ❖ It was widely recognised that the current housing stock does not meet the needs of the younger generation, inhibiting home ownership amongst younger cohorts and giving rise to 'generation rent' – high numbers privately renting a property. Similar challenges also noted for single people, with additional comments that the 'points system' for social housing is not a fair and equitable system for single people, with their needs seen as less important
- ❖ Mention was made of the good work being undertaken to support the housing needs of disabled and older people (adapted housing; provision of bungalows), but,

against the backdrop of ageing population, it was felt more work was required. This sentiment is perhaps reflected in the neutral AIS for disabled & older people.

Organisation responses:

- Unity into the Community – housing doesn't always satisfy requirements of ethnic minority or disabled, possibly owing to overcrowding, accessibility and/or lack of cultural awareness
- Merlins Bridge Community Council (Pembrokeshire) – preferential treatment for some groups evident

Key issues arising from stakeholder events

Working Well:

- Rent support for disabled people and carers
- The services of Care and Repair
- Sheltered accommodation schemes for elderly and disabled people
- Hwb in Llanelli is a good source of information, including the support offered by Shelter
- Time banking and volunteering on social housing estates

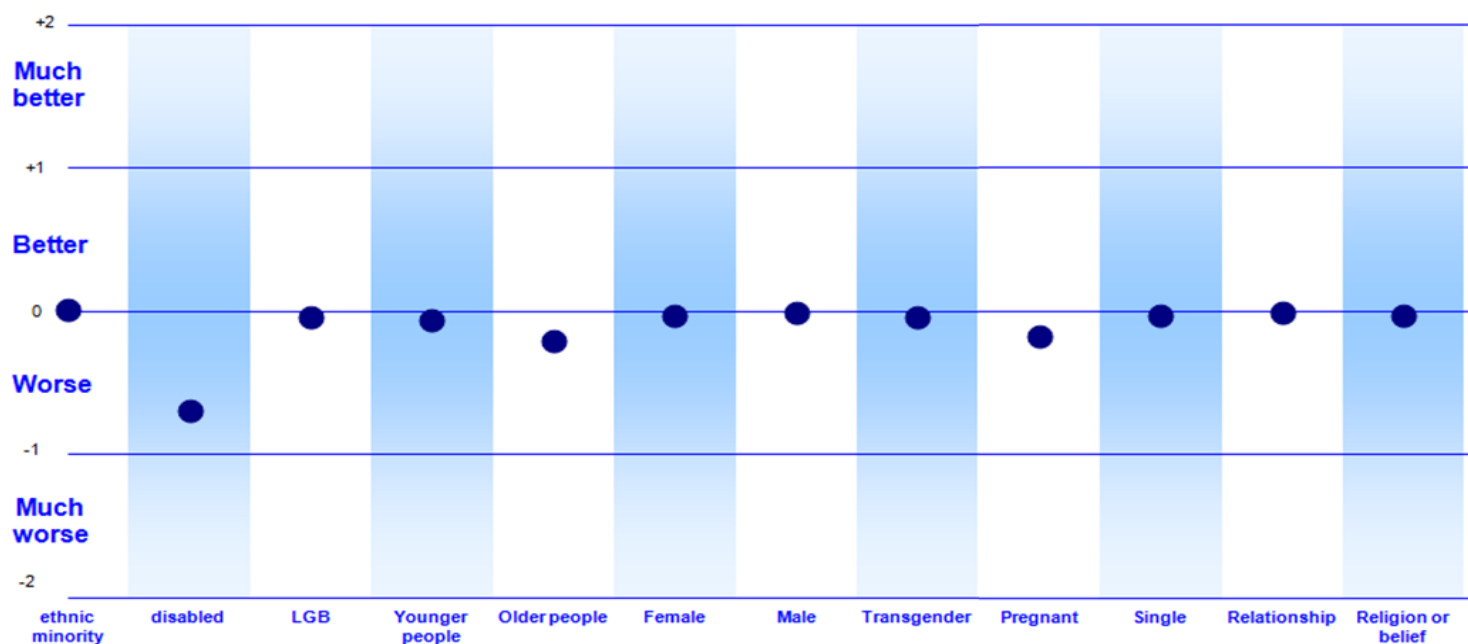
Not working well:

- Some communities (including Gurkhas in Llanelli) have barriers to purchasing affordable housing
- There is less assistance for private owners than people in social housing
- Empty housing should be brought back into use
- Home Improvement Scheme for social housing not immediate (Ceredigion)

Future considerations:

- Increase the supply of affordable housing
- Speed up the process of undertaking housing adaptations

ACCESS TO TRANSPORT



- On balance, it was felt that most demographic groups have relatively similar experiences in respect of access to transport when compared to the population as a whole – borne out by the tight clustering of AISs around the neutral value of 0
- The AIS for disabled people (-0.69) is a significant outlier: access to transport is upheld as being particularly worse experience for disabled people. Low AISs also recorded for older people (-0.2) and pregnant mothers/those recently given birth (-0.17) – suggesting that they have slightly worse experiences. Carers held a strong view that older people have worse experiences in respect of accessing transport (AIS of -0.41 can be seen in the disaggregated AIS table for older people)
- No group was thought to have distinctly better experiences: an AIS of 0.01 for ethnic groups – the sole positive AIS – suggests a very weak perception that ethnic minorities have better experiences in respect of accessing transport

Comments from survey:

- ❖ A wide range of comments. A general point was made on the availability of public transport, which, whilst applicable to all groups, was seen to disproportionately impact on older people, disabled people and younger people as they are likely to have a higher level of dependence on public transport. Social isolation and lack of access to employment opportunities or health services were suggested consequences of reduced public transport services, particularly in rural areas and during the evenings when bus services were perceived to be non-existent
- ❖ It was noted that that access to public transport is very difficult for disabled and older people as not all buses are adapted to ensure they are accessible and many coaches do not have the necessary facilities. Similarly, respondents acknowledged that raised platforms/steps can cause difficulties for people with prams/pushchairs
- ❖ Among the other issues raised: BME groups may encounter difficulties understanding and knowing where to obtain timetable information; costs of purchasing and maintaining a private vehicle increases younger people's reliance

on public transport; and, a view that there is no additional transport scheme to support single people, under the state retirement age, and claiming benefits (eg ESA)

Organisation responses:

- Age Cymru Powys & Community Luncheon Club (Powys) – public transport to key destinations (including Cardiff and Swansea) infrequent and unreliable. Travelling to GPs, hospitals and social occasions remains an issue for older people

Key issues arising from stakeholder events

Working well:

- Bus passes for people with a disability (and their carers), as well as discounted train fares
- Generally good service, based on equality awareness, from bus drivers
- Dial a ride service in rural areas

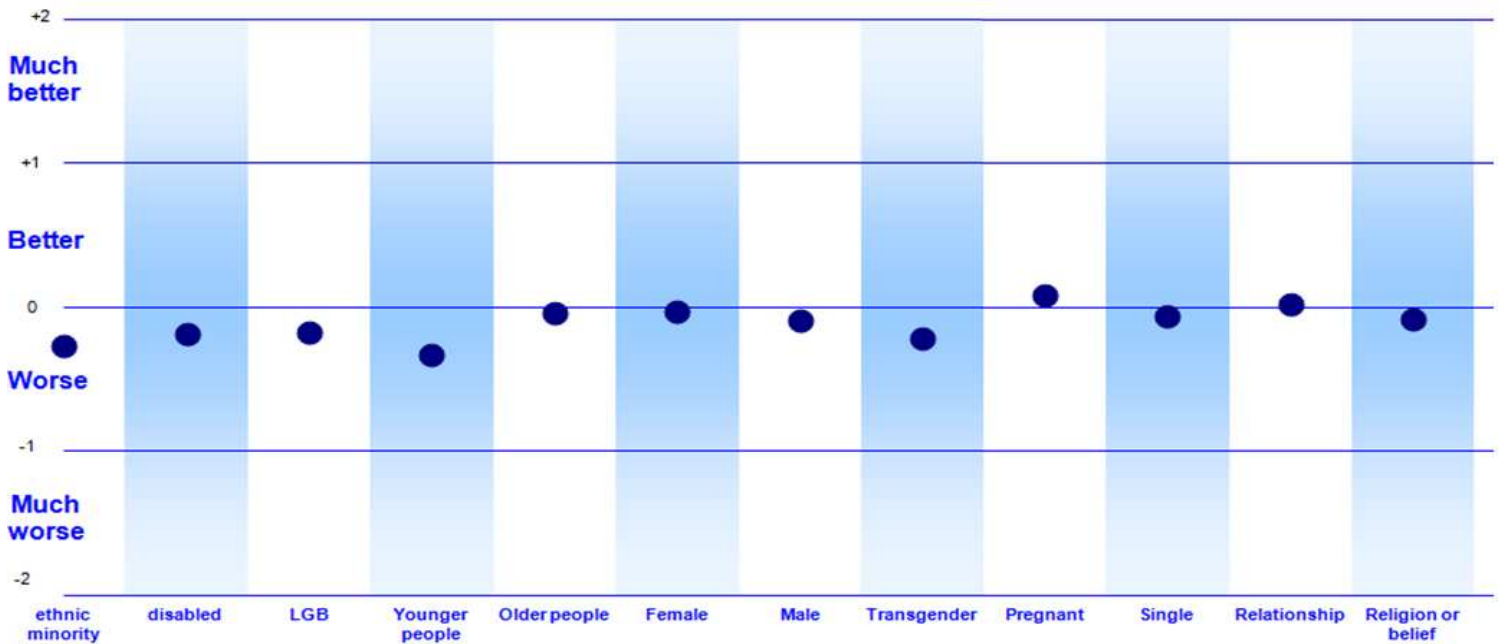
Not working so well:

- A general lack of public transport that integrates with work and health services. This is particularly so in rural areas
- Lack of visual and audio information on buses, particularly relevant to the announcement of stops
- Housing areas often lack amenities and public transport services
- Country Cars and other community transport schemes often lack volunteer drivers
- A feeling that taxi firms are applying artificially high fares for wheelchair users

Future considerations:

- The importance of ensuring assistance for disabled people at both ends of the train journey
- Improvements to accessibility would be welcomed
- Availability could be improved during evenings and in rural areas
- Audio and visual displays on buses need to be improved
- Build on the awareness of disability issues by bus drivers to ensure consistency
- Sufficient provision of disabled parking spaces (Aberystwyth town centre cited as lacking disabled spaces)

CRIME AND ACCESS TO JUSTICE



- In comparison to the population as a whole, a number of demographic groups are thought to have slightly worse experiences of crime and access to justice
- Of all listed groups, respondents consider younger people to have the worst experiences of crime and access to justice (AIS of -0.33). Similarly low AISs were recorded for ethnic minorities (-0.27) and transgender people (-0.21)
- The experiences of older people, females, males, single people, those in relationship and those holding a religion/belief are not thought to differ greatly. The AIS for these groups confirms respondents' view that they have 'similar' experiences
- Pregnant mothers/those recently given birth are said to have marginally better experiences of crime and access to justice (AIS of 0.09)

Comments from survey:

- ❖ It was suggested that younger people and ethnic minorities – groups which recorded the lowest AISs – were more likely to attract the attention of the police, thus leading to worse experiences. Furthermore, it was felt that they may be reluctant to access the criminal justice system (as victims) due to perceived prejudices
- ❖ BME, disabled, LBGs and transgender people were identified as high risk victims of hate crime. Some pointed to the beneficial role of police hate crime support officers, others put forward a view of a lack of action against perpetrators
- ❖ Communication was seen to be a barrier for ethnic minority (language) and disabled people (British Sign Language and those with a learning disability)
- ❖ Though the AIS for older people confirmed only a slight negative position (-0.04), respondents recognised that older people may be an easy target for criminals and,

further, may be discouraged from reporting a crime against them owing to the assumptions others have about older people

Organisation responses:

- Ceredigion Community Safety Partnership – evidence suggests disabled and LGBT persons are at an increased risk of hate crime. Under 25's more likely to be a victim of Violence Against the Person offences
- Town & Community Council (Carmarthenshire) – concern expressed that the reduction in availability of legal aid has had a disproportionate impact on certain groups, particularly single parents in the family court
- Unity into the Community – within Criminal Justice System there is low awareness of gypsy travellers as a protected characteristic
- Mind Aberystwyth – more needs to be done to improve relationship between police and individuals with mental ill-health

Key issues arising from stakeholder events

Working well:

- Police are keen to record incidents
- Police and fire services engage with communities and groups (e.g., deaf clubs). The Police Independent Advisory Committee (involving members of the protected characteristics) works effectively
- The Pegasus scheme is seen as successful; as are home fire safety audits undertaken by the Fire Service
- Victim support services are thought to work well

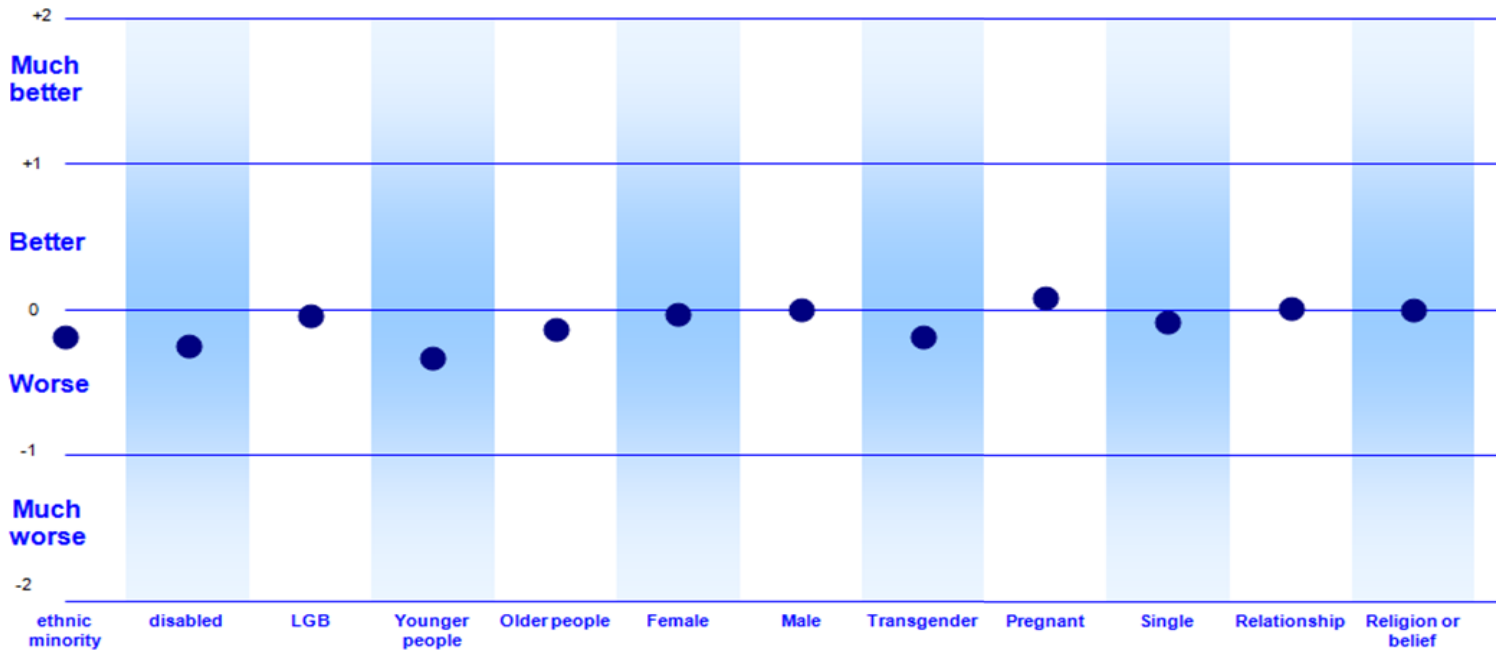
Not working well:

- The court system is discouraging to people seeking justice and there may be access issues due to language or disability
- Police willingness to record hate crime does not always translate into further action
- Issues relating to the withdrawal of legal aid in many instances
- Awareness of mental health issues could be improved

Future considerations:

- The need for early intervention to prevent criminality
- Build on good work, such as the Independent Advisory Group
- Continue to build on staff awareness of equality issues and the needs of people from different protected characteristic groups
- Greater awareness of mental health issues
- The need for a text version of the 101 non-emergency number

INFLUENCING DECISIONS



- In many cases, people's experiences of being able to influence decisions are seen to vary according to their demographic characteristic
- The lowest recorded AIS was for younger people (-0.33), suggesting a perception that this cohort are often unable to, or face difficulty in, influencing decisions. Disabled people (-0.24), transgender and BME groups (both -0.18) are also thought to have worse experiences in comparison to the population as a whole
- The experiences of other groups – males, females and those with a religion/belief to name but a few – are deemed to be relatively similar to the population as whole. No discernible disparity on the basis of gender

Comments from survey:

- ❖ A widely held view that groups such as younger people, transgender and BME are more likely to be marginalised and may not be afforded respect or listened to. It was also noted that these groups may lack understanding of how to influence decisions
- ❖ Comments that disabled people may be disempowered by having decisions made for them, rather than giving the person a voice through use of advocates. Similar views expressed for the 'oldest old', alongside a counter narrative that older people have greater political clout due to their propensity to vote
- ❖ Some comments made reference to a male/female divide –women having a weaker voice and white middle class men having notable influence in the decision making process – though this is not borne out in the statistical findings

Organisation responses:

- Unity into the Community – poor literacy or grasp of English language can inhibit participation in the decision making process (ethnic groups cited as an example)
- Mind Aberystwyth – no established consultation mechanisms for engaging with people with mental ill-health
- South Cefncaeau Family Centre (Ty Enfys) – younger people not afforded respect nor routinely involved in decisions that affect them

Key issues arising from stakeholder events

Working Well:

- All agencies are understood as keen to listen, though change can be slow
- Avenues are presented for people to have their say (events, surveys, etc)

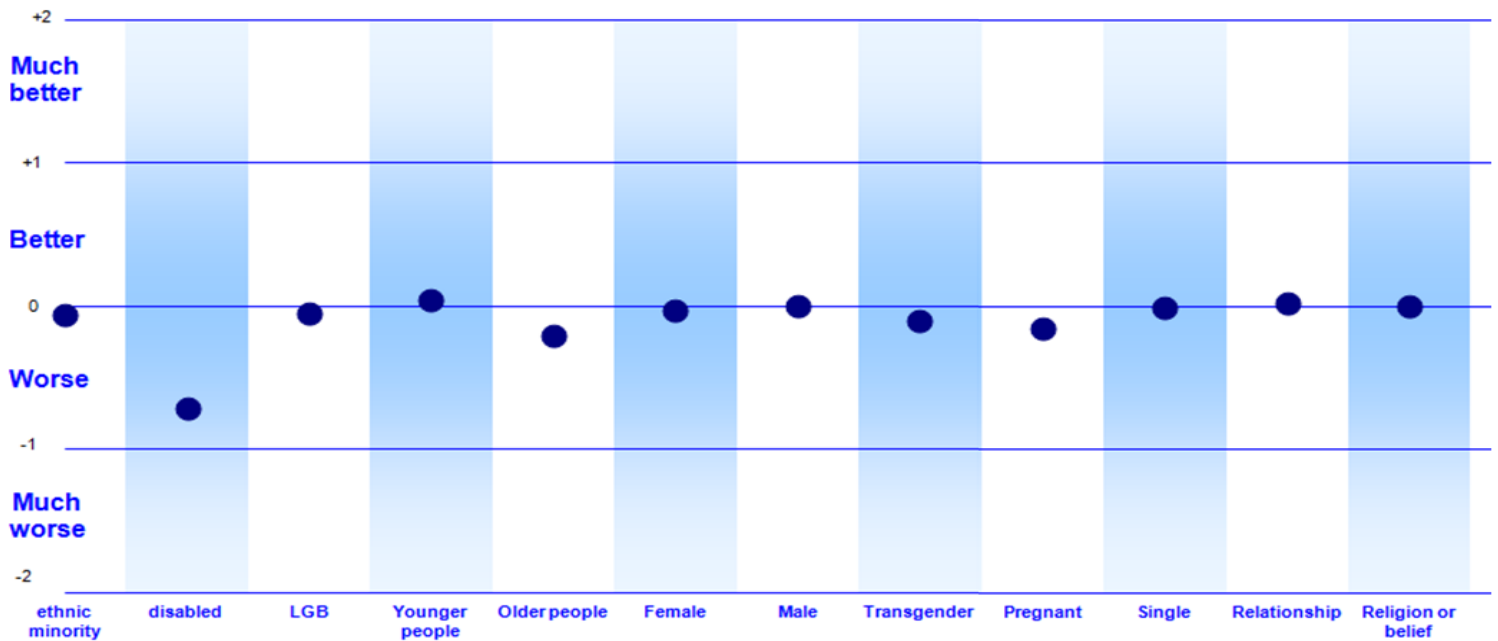
Not working so well:

- A perception that decisions have sometimes been reached in advance of consultation. Considered a 'tick box' exercise.
- Specific examples where people have been unable to have enough influence (e.g., decision to charge Blue Badge users in car parks)
- Some views discounted because person is young or old
- Some organisations may avoid questions on occasion
- Few individuals from protected groups occupy senior positions
- Pace of change, and the lack of feedback can affect the relationship between organisations and the public
- 'clutter': too much information competing for attention (e.g., GP surgeries)

Future considerations:

- A need for people to see that their engagement has brought about positive outcomes. Feedback is considered equally important (whatever the result)
- Ensure all engagement is inclusive to all people, and that mechanisms are put in place to ensure it happens
- Decision makers need to be open to public scrutiny
- Greater diversity amongst senior managers would help ensure better understanding of the issues faced by people from protected groups

SOCIAL, LEISURE AND COUNTRYSIDE ACCESS



- In the main, different demographic groups are thought to have broadly similar experiences in respect of social, leisure and countryside access – the majority of AISs are tightly clustered around the neutral zero value – with any perceived differences in experiences considered to be marginally worse or better
- Disabled people are one notable exception to the rule. Respondents' recognised that disabled people have significantly worse experiences of social, leisure and countryside access in comparison to the population as a whole – borne out by an AIS of -0.71
- Older people (-0.2) and pregnant mothers/those recently given birth (-0.15) were also seen to have slightly worse experiences of social, leisure and countryside access
- It was thought that no particular group had markedly better experiences; the AISs for younger people (0.04) and those in a relationship (0.02) confirm only a very slight positive position

Comments from survey:

- ❖ Most comments pertaining to disabled access mirrored the strong, overall negative AIS for disabled people. A prevailing view was that access to open countryside can be problematic for people with mobility issues given the rugged terrain, hostile climate, travelling distances and remoteness. However, note was made of ongoing efforts to improve the rights and opportunities of disabled people, with enhancements such as metalled footpaths and better access to public buildings commended. Suggestions for further improvements also raised
- ❖ Similar sentiments for older people: limited mobility can inhibit access. The importance of older people staying involved in social activities was stressed as a means of avoiding isolation

- ❖ Restricted access also upheld as an issue for mothers with young children given the difficulties of using a pushchair and accessing changing and toilet facilities in the countryside
- ❖ Inadequate provision of single-sex activities such as swimming noted to limit take-up of leisure opportunities for BME groups, particularly women of some cultures or religions

Organisation responses:

- Disability Sport Wales – Accessible paths , transport and sport specific clubs (e.g. for wheelchair users/ visually impaired, such as Powerchair Football) are limited

Key issues arising from stakeholder events

Working well:

- n/a

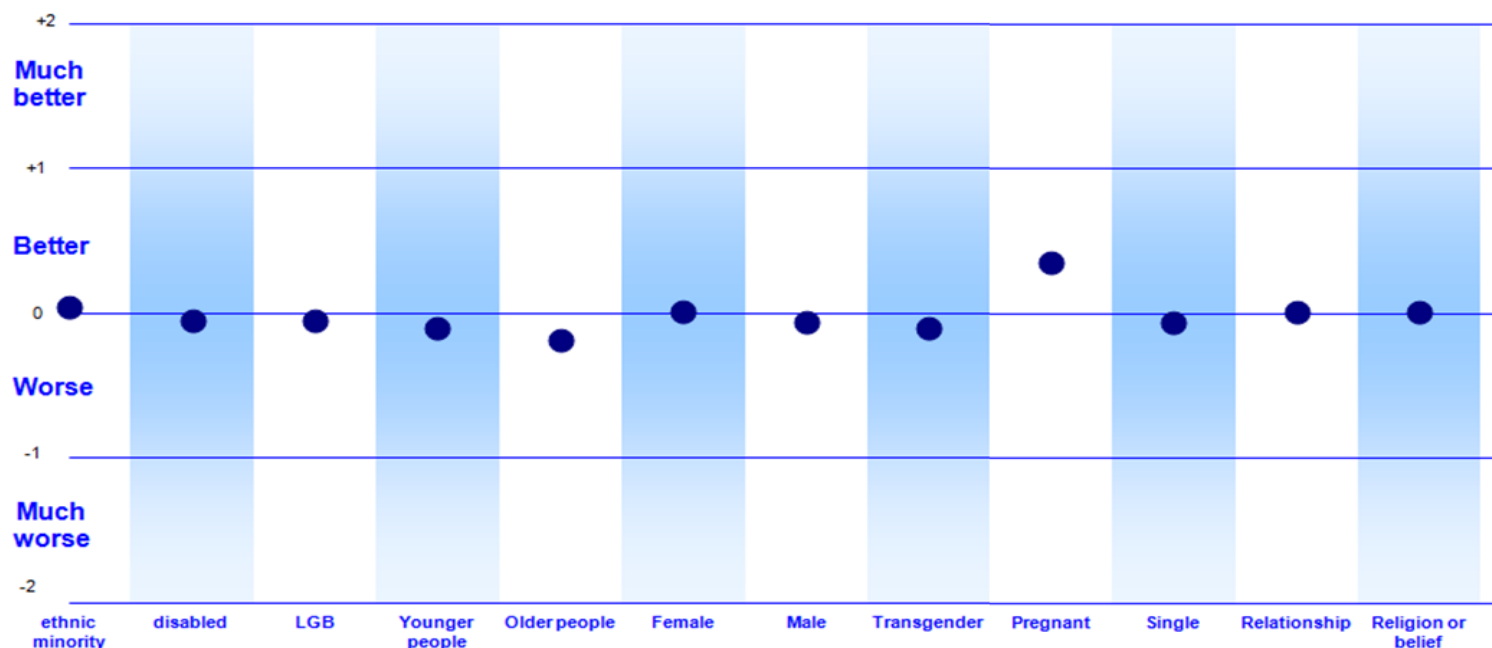
Not working well:

- Few opportunities for disabled people to socialise
- Improvements could be made to parks, open spaces and play opportunities
- Lack of affordable and accessible activities for young people. Youth clubs provide a useful function and their loss could trigger further youth disengagement
- Not enough information on social and leisure activities within talking newspapers

Future considerations:

- More social and leisure activities for disabled people
- Develop more activity that will help prevent ill health – in line with the Social Services and Wellbeing Act

ACCESS TO CARE AND SUPPORT



- When accessing care and support, the experiences of many different demographic groups are thought to be fairly consistent with the experiences of the population as a whole – as depicted above by the congregation of AISs around the middle point (zero). See, for example, AISs for ethnic minorities, LGB, females and males to name but a few
- Of all listed groups, older people are deemed to have the worst experiences. However an AIS of -0.18 suggests that their experiences are not perceived to be markedly worse. Carers, however, thought older people had much worse experiences – as corroborated by a disaggregated AIS of -0.34
- The AIS for pregnant mothers/those recently given birth (0.36) is an important finding: this group are believed to have better experiences in respect of accessing care and support. This high AIS is an outlier and runs counter to the statistical trends observed for the ‘access to care and support’ domain

Comments from survey:

- ❖ Widespread acknowledgment of the status quo: that health and social care resources are under extreme pressures – impacting availability and frequency of services. Waits for care packages and difficulties in securing packages stressed
- ❖ A number of comments suggesting disabled people have a worse experience of care and support and often have to suffer longer to get treatment
- ❖ A view that the experiences of males and females differ due to social tendencies: women are more likely to form mutual support networks and seek support, whereas males may be more reluctant to seek medical help
- ❖ A belief that health and social care services may not adequately cater for needs of BME, LGB and transgender people

Organisation responses:

- South Cefncaeau Family Centre (Ty Enfys) – access to equipment that facilitates independent living is variable
- Tumble Family Centre – sexuality and religion impact experiences of care and support

Key issues arising from stakeholder events

Working well:

- Direct Payments and Personal Independence Payments
- Talking books and newspapers

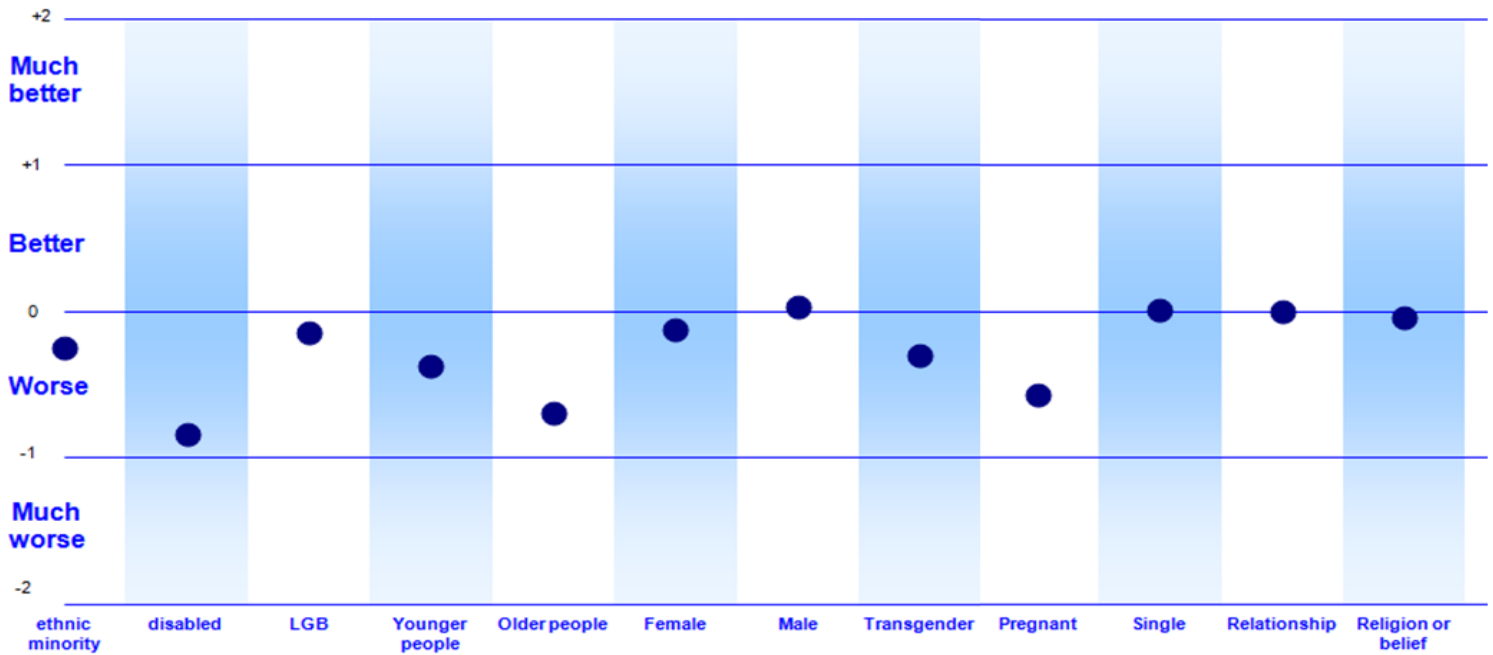
Not working so well:

- Older people are concerned about having to pay for care
- Accessing care through assessment can seem bureaucratic
- Respite opportunities are limited, but carers need breaks
- Pre-crisis support is very limited

Future considerations:

- Further publicity and development of Direct Payments as it brings benefits for individuals and employment
- More 'person-centred support
- Better integration with health

EMPLOYMENT



- A person's demographic profile is perceived to profoundly impact their experiences of employment
- As shown, individuals with certain demographic characteristics are considered to have particularly worse experiences of employment, chiefly: those with a disability (AIS of -0.84); older people (-0.69) and pregnant mothers/those recently given birth(-0.57)
- Younger people (-0.37), transgender (-0.3) and minority ethnic groups (-0.25) were also identified as having generally worse experiences of employment in comparison to the population as a whole
- A male and female disparity is also prevalent, with AISs of 0.03 and -0.12 respectively, denoting that females have slightly worse experiences in respect of employment. Males seen to have marginally better experiences
- Single people, those in a relationship and individuals holding a religion or belief are deemed to have similar experiences to the population as a whole

Comments from survey:

- ❖ Groups with low AISs were reported to have adverse experiences of employment, both in terms of seeking employment and in work (e.g., day-to-day experiences and promotions). General consensus that disabled people are disadvantaged in employment, often owing to misconceptions about their ability; that they will take a lot of time off work; will be a problem to accommodate and may be inclined to make a complaint of discrimination.
- ❖ Equally, a number of comments suggested that prejudice and (covert) discrimination against older workers was pervasive
- ❖ Mention was made of possible discrimination against expectant mothers, though this was largely seen to be confined to the private sector

- ❖ Other issues raised: inequitable and unjust experiences for BME groups as employers may favour visibly 'British' staff; acknowledgment that women are less likely to hold senior positions; a consensus that there is a lack of opportunities for younger people and a perception that being explicit about religious beliefs is discouraged in a work-related context

Organisation responses:

- Ceredigion Community Safety Partnership – disability can preclude individuals from certain employment opportunities

Key issues arising from stakeholder events

Working Well:

- n/a

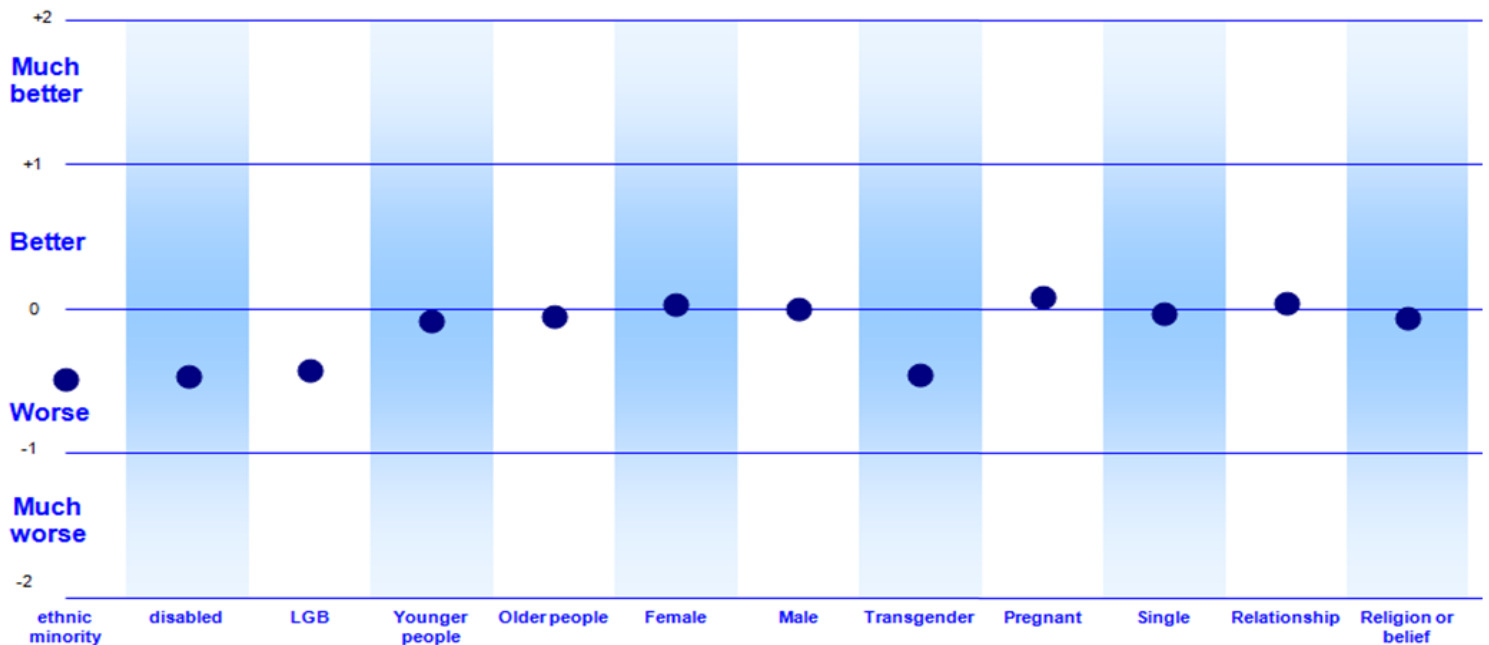
Not working well:

- More needs to be done to ensure fairness in employment
- Older, younger and carers are disadvantaged in getting jobs
- Disabled people may find it hard to gain employment at a level suited to their qualifications (particularly deaf people); available opportunities may have restricted scope
- Prejudice against employing disabled people and women of childbearing age
- People with protected characteristics may be isolated
- Lack of opportunities encouraging young people to move out
- Lack of opportunities means students lack the motivation to excel at school

Future considerations:

- More support and encouragement for disabled people in developing their careers
- Employment recruitment processes – ensure inclusive approach taken
- Working environments to focus on what people can do (not what they can't)
- Action to tackle job segregation (e.g., women as carers, men as refuse workers)

GETTING ALONG TOGETHER IN A COMMUNITY



- Eight of the twelve demographic groups listed are upheld by respondents as having fairly similar experiences of getting along together in a community, when compared to the population as a whole. These include but are not limited to: younger people, older people, females, males and single people
- Respondents consider four demographic groups to have markedly worse experiences, with the AIS for ethnic minorities (-0.48) being the lowest recorded result. This is closely followed by disabled people (-0.46); transgender (-0.45) and LGBs (-0.42)
- The AISs for pregnant mothers/those recently given birth (0.09); those in a relationship (0.05) and females (0.03) confirm a very slight positive position (suggesting marginally better experiences). However, given their proximity/closeness to the middle point (zero), any differences may be considered negligible.

Comments from survey:

- ❖ In respect of BME, LGB and trans people, it was felt that the general population lack socio-cultural awareness and understanding of the issues faced by these groups. In addition, it was thought there may be less acceptance of people who are different from the community at large
- ❖ It was suggested that BME groups 'stick together' and thus may isolate themselves from others. This was seen to be uncondusive to community cohesion. Language barriers also seen to prevent BMEs from successfully integrating in their community
- ❖ A number of comments suggested it can be harder for disabled people to be part of the community, as a result of physical access, but also due to prejudice or hostility
- ❖ Turning to groups with slightly positive AISs, having young children was regarded as a good opportunity to socialise. Respondents also maintained that communities

look out for young mothers. On a similar note, it was felt that females are more likely to join groups and become entrenched in the community

Organisation responses:

- Town & Community Council (Carmarthenshire) – closure of luncheon clubs for older people reduces opportunities to socialise

Key issues arising from stakeholder events

Working Well:

- n/a

Not working so well:

- hate crime may be increasing
- Community venues may not be fully accessible to all
- Some people still have prejudice to particular groups and assumptions are made which can be wrong. Media coverage can worsen the issue
- young people not empowered to take risk, which affects their social development

Future considerations:

- Businesses, including banks, often have effective approaches to accessibility and engagement (mini-com, text-phone, physical access to branches, etc.). Similar approaches could benefit the public sector in some instances
- Educate the public to assist the changing of prejudicial attitudes
- More collaboration between the public and organisations (e.g., Equality Carmarthenshire)
- Encourage the development of further opportunities for different people to come together
- Encourage people in communities to take ownership of improving their place for all its residents
- Develop dementia friendly communities to help inclusion

4) SUGGESTIONS AND COMMENTS

This section summarises responses to the final two questions of the survey.

Q 35 asks for comments specifically relating to each of the participating organisations. Responses for each organisation are detailed in turn. For ease of reporting, general comments made earlier in the survey are also detailed here.

In relation to Q 35, the following themes were raised about to Dyfed Powys Police (132 comments):⁸

- The police provide a very good service (most frequent theme)
- The need for the police to be more visible and accessible – on the beat and through police stations. The lack of local police station numbers was noted
- Police incident response very good, though follow up less so
- A perception that there are not many minority ethnic or disabled PCSOs or police officers
- Some comments on decisions taken by the Commissioner, including the decision to discontinue funding for CCTV systems
- Police may benefit from training on equality issues. An example was given of a young person with autism mistaken as having taken illicit drugs

68 comments were made about Mid and West Wales Fire and Rescue Service:

- The Fire Service provides a very good service (most frequent theme)
- Many report that the Service provide very fair treatment
- The need for greater collaboration (including third sector involvement) for better outcomes is stressed
- Home fire safety audits are seen as good practice, and there is support to expand the programme
- Comments questioning whether there is enough diversity amongst the workforce (older, and LGB people are specifically referenced)

Considering next health boards (177 comments):

- A range of comments on performance; the balance agreeing that the Health Board do a good job in difficult circumstances (most frequent theme)
- A number of comments regarding mental health services. It was suggested these were of a poor quality with a long waiting list and insufficiently tailored to user needs. It was further commented that the service was under-funded, and support organisations were used insufficiently
- Some suggestions that older people are a low priority in hospital. Reference was made to the need for older people having help eating and drinking.
- The need for awareness training, covering disability and age, to help improve customer care and respect for patients

- The closure of local health services has a disproportionate impact on those least mobile (for reasons including physical limitations, cost, or those with caring responsibilities)
- Long waiting lists disproportionately affect people who are disabled, older, or have poor mobility

164 comments were made about councils:

- As with the Health Board, a number of comments were made on the standard of service delivery, with many suggesting councils do a good job in the face of reducing budgets⁹
- Health and social care systems are suggested as hard to navigate, and it is often at a time when the older person is in a vulnerable position
- More support should be given to young people who are leaving care
- Housing allocation – reallocate if excess to the occupiers present requirements
- Community education – often very good, though threatened by cuts. Insufficient emphasis on the skills and employability of older people
- Rural areas are disproportionately affected by cuts to highways and public transport. The least mobile in these areas suffer the greatest impact
- The need for improved collaboration on the equality agenda to ensure equitable service provision

46 comments were made in relation to Pembrokeshire National Park:

- Many comments supporting the work undertaken by the National Park
- Comments pointing out the physical limitations of the countryside that restrict access for people with mobility difficulties
- Some remarks concerning the emphasis on maintaining the beauty of the countryside, to the detriment of people and businesses

Further education attracted 56 comments, with the following themes apparent:

- It was suggested that provision is generally during the day, meaning those who work are unable to attend
- More classes should meet the requirements of those 50 or over
- The success of students could be celebrated to a larger extent
- A range of views on the extent of Welsh language provision

Q 36 asked how fairness could be improved, and gave an opportunity for further comments. 331 comments were received. The most frequent theme to emerge concerned the need for all organisations to ensure **fairness**. The following issues were raised under this theme:

- Services should be flexible enough to meet individual needs
- People should be treated with respect

⁹ A number of comments were received which are beyond the scope of this consultation exercise

- 'Positive discrimination' should be used only selectively and with clear justification. A number of comments were made that the best person for the job should be selected.

The **Culture** of organisations was also raised:

- Open to scrutiny; accessible to the public
- Need for accessible consultation
- Organisations must listen to people and users of services
- A diverse workforce, including all the protected characteristics
- The importance of following policies and procedures, which exist to ensure fair treatment

A series of comments related to **attitudes, prejudice, awareness, tolerance**:

- Staff training on equality and different needs, to ensure considerate and competent service delivery
- Educate those with ignorant attitudes; value of working with school children to establish positive attitudes at an early stage
- Nurture strengths rather than focus on what a person cannot do

Other issues to arise included:

- Comments for and against the promotion of the Welsh language. Some stress the need to protect the integrity of Welsh speaking communities, while for others, inclusion of non-Welsh speakers is emphasised
- It is important to recognise the multiple identities people have
- Categorising people into groups can be helpful, but not if it leads to assumptions and stereotyping
- Mental health needs greater recognition, more support services and a more balanced media image
- Socio-economic position has a great bearing on life chances. The education system must give people the best chance of succeeding
- Greater support needed for pupils with special needs
- Special encouragement to men to become teachers, particularly in primary schools
- Buildings open to the public must be accessible to all, including disabled people
- Including older people by making sure there are public toilets and seating

The following emerged as key general themes from the engagement events:

Communication: between organisations and between organisations and the public. This will ensure people are aware of the services available to them and know how to become involved in the work of organisations. The method of communication needs to be suited to the needs of people, particularly in relation to languages (including BSL) and alternative formats

Accessibility: in relation to buildings, services and information. The issue

emphasises the need to consider how inclusive public organisations are

Staff awareness: is key in making sure people from protected groups have positive experiences of services.

Working together: communities and organisations collaborating to help achieve a more cohesive community

5) SUMMARY

The engagement exercise has yielded very specific and detailed information in relation to each protected characteristic, and each 'domain'. Interpretation of the data has been aided through the use of surveys and events, which have produced complementary information.

A particular innovation in respect of this research has been the way in which it has been possible to get a better understanding of perceptions of the experiences of various groups, and being able to compare this against the lived reality of the groups in question. This gives the participating organisations the ability to identify instances where unhelpful stereotypes (perhaps supported in media) could usefully be countered. A good example of this is in relation to housing, where respondents in general thought BME people had better experiences, in contrast to the views of BME respondents themselves.

In summarising the results by protected characteristic, the following can be said:

Disabled people appear to have the worst overall experiences across the ten domains, though particularly in relation to access to transport, social, leisure and countryside access and employment. Furthermore, the overall result is generally close to the result from disabled people themselves, suggesting widespread understanding of the issues disabled people may face.

Males, females, single people,¹⁰ those in a relationship and those holding a religion or belief are generally considered to have experiences that are no better or worse than the population as a whole.

No group appears to have better overall experiences, though younger people are considered to have better experiences of education, and pregnant women or those who have recently given birth are considered to have better experiences of health, housing, and access to care and support.

The following can be summarised in relation to the ten domains:

Health: older, transgender and disabled people are the groups considered to have the worst experiences. LGB people self-report worse experiences than public perceptions. Significantly, respondents with caring responsibilities thought both disabled and older people had worse experiences than the overall results suggested.

Education: disabled, older, transgender, LGB and BME people are considered to have the worst experiences. When considering lived reality, BME and LGB people

¹⁰An exception is that the results show single people may have worse experiences of housing.

reported significantly worse experiences than the perception of other respondents. Comments suggest issues with prejudice, and access barriers.

Housing: there is a perception that BME people and those who are pregnant (or with young children) have better experiences. Younger and single people are considered to have the worst experiences. When considering self-reported experiences, those for disabled and LGB people are significantly worse, suggesting poor experiences for housing for these two groups.

Access to transport: disabled (in particular) and older people are thought to have poorer experiences, whereas other groups are considered to have experiences no better or worse than the population as a whole. Carers believe that older, and disabled people have worse experiences than respondents as a whole.

Crime and access to justice: a number of the protected characteristics are thought to have worse experiences; in particular, younger, BME and transgender people. In terms of self-reported experiences, the results for BME, disabled, LGB and transgender people are all worse than the perceptions of respondents taken as a whole.

Influencing decisions: younger, disabled, transgender and BME people are thought to have worse experiences of influencing decisions. Considering self-reported experiences, the position for disabled, LGB, and transgender people, is worse than the perception of respondents taken as a whole.

Social, leisure and countryside access: Disabled and, to a lesser extent, older people are seen to have worse experiences, while the result for most groups shows little variance from the position for the population as a whole. The prevailing theme to emerge concerned accessibility issues for disabled people.

Access to care and support: older people were considered to have worse experiences, with pregnant women or those with young children having better experiences. The self-reported results showed variance in some cases, with much worse experiences reported by disabled, LGB and transgender people. Carers were much more likely to think disabled and older people had worse experiences.

Employment: the results show a number of groups may have poorer experiences – with disabled, older, and those pregnant / with small children faring the worst. Only men and single people are thought to have experiences no better or worse than the population as a whole (all others being worse). Considering self-reported results, BME, disabled, LGB, younger people, women and transgender all have worse experiences than the perception of respondents as a whole.

Getting along together in the community: BME, disabled, transgender and LGB people are all thought to have worse experiences. This is also true of the self-reported results for these groups. Key themes included: unwillingness to mix and fear of difference; access issues; and communication difficulties arising from language (including competence in English and Welsh, and BSL)

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Carmarthenshire County Council

Strategic Equality Plan

2016-2020

This publication is also available in other formats.

If you need this information in another format or Language, please phone 01267 234567.



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Introduction

Carmarthenshire County Council has developed a Strategic Equality Plan which covers all our legal duties and which reaffirms our commitment to equality and diversity. This is the second Strategic Equality Plan that the Council has prepared and published.

This strategic plan sets out the principles of our commitment to equality and diversity and outlines how we intend to fulfil our responsibilities and ensure that we follow our principles through into practice.

These commitments are outlined in terms of:

The role of the county council as an employer;

The role of the county council as a provider of services;

The role of the county council in promoting tolerance, understanding and respect within the wider community.

This Plan outlines how we will promote equality and diversity for the next four years, some of the practical steps we will be taking to put our commitments into practice and how we will monitor our performance and the effectiveness of this Strategic Plan.

Comments and suggestions as to how the council can improve and best perform as an equal opportunities organisation can be submitted at any time to the:

Policy & Partnership Team
Carmarthenshire County Council
County Hall
Carmarthen
SA31 1JP

equalities@carmarthenshire.gov.uk

Our Commitment to Equality and Diversity

The authority has 8 Core Values:

1. Openness, Trust, Honesty, Integrity
2. Putting Customers First
3. Listening and Delivering on Promises
4. Working in Partnerships
5. Valuing our staff
6. Ensuring Equality of Opportunity
7. Treating people and the environment with respect
8. Improving our services

The importance of Equality of opportunity to the authority is clear within core value number six on this list, but it is also intrinsic throughout the other 7.

We are committed to treating our staff, and the people of Carmarthenshire, fairly. We will make sure that we do not discriminate against people because of their age, disability, ethnic origin, nationality, religion, belief or non belief, social class, gender, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents or for any other unfair reason.

We are committed to ensuring the delivery of excellent public services to everyone living, working, studying and visiting Carmarthenshire.

This Strategic Equality Plan outlines the continued commitment of Carmarthenshire County Council to creating an environment of true equality and diversity across the county.

Legal Background

The new Equality Act came into force on 1 October 2010. The Equality Act brings together over 116 separate pieces of legislation into one single Act. Combined, they make up a new Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment.

A major feature of the new Act is that it introduces a Public Sector Equality Duty covering 9 protected characteristics. The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

In Carmarthenshire, there is also a particular need to have regard to the Welsh Language. Although this falls under a separate legislative framework, (Welsh Language Measure 2011), there is a considerable tie-in between the council's wider approach to equalities and diversity and the commitment the council has towards the Welsh Language – and especially the need to ensure that people can use the language of their choice (Welsh or English) when dealing with the council.

The requirements to Assess for Impact in relation to the nine characteristics identified in the Equality Act 2010, applies equally to the Welsh Language.

Further information on the Welsh language Standards can be found on the council's website or through the Welsh language Commissioner.

Public Sector Equality Duties

As referred to on page 6, the Equality Act 2010 places Public Sector Duties on listed bodies in the Act.

The General Duty

The aim of the General Duty is to ensure that public authorities and those who carry out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities.

Public bodies are required to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
2. Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
3. Foster good relations between people who share a protected characteristic and those who do not.

Specific duties in Wales

The Equality Act 2010 made provision for Welsh Ministers to be able to make regulations that place specific public sector equality duties on relevant Welsh public authorities listed in Part 2 of Schedule 19 of the Act.

The duties have been developed to be proportionate in design, relevant to need, transparent in approach and tailored to guide relevant Welsh public authorities towards better performance of the general duty. The ambition is to better meet the needs of the citizens of Wales relying on the services provided to them by the public sector.

The Specific Duties in Wales are set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and came into force on 6 April 2011.

In Wales, the specific duties state that the listed bodies will undertake and develop the following requirements:

- Objectives
- Strategic Equality Plans
- Engagement
- Assessing Impact
- Equality information
- Employment information
- Pay differences
- Staff training
- Procurement
- Annual reporting (by Public Authorities and Welsh Ministers)
- Publishing
- Review
- Accessibility

We will ensure that during the lifetime of this Plan, we will fulfil and comply with each of the Specific Duties noted above.

About Carmarthenshire

According to the 2011 Census, the population of Carmarthenshire is 183,777 persons. This represents a numerical increase of 10,935 persons and a percentage increase of 6.3% since the last Census was undertaken in 2001. In comparison, the population of Wales increased by 5.5% over the 10 year period, while the total increase for England and Wales as a whole was slightly higher at 7.8%, confirming that Carmarthenshire's growth pattern is fairly consistent with the England and Wales average.

Carmarthenshire has a population density of 0.8 persons per hectare, which is lower than 17 of the 22 Unitary Authorities in Wales. The most densely populated settlements in Carmarthenshire are, in descending order, Tyshia, Lliedi, Bigyn and Pontamman. Carmarthenshire's International Labour Organisation (ILO) unemployment rate – which comprises individuals who are unemployed and actively seeking work – was 5.2% in the year ending September 2012, the lowest rate since 2006 and considerably lower than the Wales average of 8.4%. However, over the same trend period (2006 – 2012), the number of persons in Carmarthenshire who may be classified as 'long term unemployed' (those in receipt of Job Seekers Allowance for a duration exceeding 6 months) has risen by 66.2%, peaking in 2010 at 3,835 persons but flattening out in 2012 to 3,590 claimants, of which 34.7% (1,245 persons) are aged between 16-24.

Population change in Carmarthenshire mirrors patterns of growth observed throughout Wales as a whole for all but one age group. This anomaly is present in the 0-15 age group, where an almost two percent decrease in children aged 0 to 15 years between 2001 and 2011 in Carmarthenshire contrasts with a 1.3% increase on a national scale over the same period. Excluding a minimal increase of 9.4% in the 0-4 age group in Carmarthenshire since the last Census, the county's young population, specifically those aged between 5 and 14 years, has experienced a 7.1% reduction. In contrast, Carmarthenshire's young adult population (18-24) has risen significantly. The 2011 Census records a 20.3% increase in this age category which, for the most part, may be accredited to the developments in the higher education sector (Coleg Sir Gâr & Trinity Saint David).

The most dramatic increase was observed amongst the older age groups, in particular those aged between 60 – 74 years and 85 years and over, where increases of 24.1% and 32.4% respectively were reported. Both increases were above the Wales average of 21.2% (60 – 74 years) and 27.7% (85 years and over) and reinforce the model of an ageing population, whereby a greater number of Carmarthenshire residents are concentrated in older age groups above pensionable age.

If we could shrink Carmarthenshire's population to a village of approximately 100 people, with all of the existing human ratios remaining the same, there would be:

- 49 Males and 51 Females (2011 Census)
- 18 children aged under 16 (2011 Census)
- 61 people of working age (2011 Census)
- 21 people of pensionable age (2011 Census)
- 44 people able to speak Welsh (2011 Census)
- 98 people from a white background and 2 from a non-white background (2011 Census)
- 6 – 9 people would be Lesbian, Gay or Bisexual (Stonewall Cymru)
- 14 people with a limiting long term illness (2011 Census)
- 13 people would be providing unpaid care (2011 Census)
- 24 of the working age population with a disability (DWP Stats May 2013)
- 62 people who were Christian, 1 person would be of other religion and 29 would have no religion (8 would prefer not to state their religion) (2011 Census)
- 17 households would be earning less than £10,000 per year and 5 households would be earning over £80,000 per year (CACI Paycheck 2013)
- 31 people from the total population claiming key Department of Work and Pension benefits (DWP Stats May 2013)
- 18 lone parent households (2011 Census)

When we consider our County from such a compressed perspective, the need for acceptance, respect, understanding and knowledge of equality and diversity issues becomes apparent.

The Carmarthenshire Strategic Equality Plan

The Carmarthenshire Strategic Equality Plan considers three dimensions to our responsibilities, and these are set out in more detail in the following three chapters:

Our role as an employer: We are the county's largest employer and have a workforce exceeding 8,000 (including school based staff). We are committed to ensuring equality within our workforce and we want to be an exemplar of good practice to other employers.

Our role as a service provider: We provide around 300 different services to local people, which are as diverse as providing the local education service, refuse collection, caring for vulnerable older people or children, providing leisure facilities, maintaining highways and as landlord for 9000 council homes. We wish to ensure that all of our services are provided in accordance with the commitments contained in this Strategic Equality Plan.

Our role as a community leader: We wish to promote tolerance and understanding and to help build a cohesive and united community within Carmarthenshire. We will promote the principles of equality and diversity as set out in this Strategic Equality Plan through our working with partners and community organizations throughout the county.

This Strategic Equality Plan outlines the continued commitment of Carmarthenshire County Council to creating an environment of true equality and diversity across the county.

The Council recognises the importance of leadership on a number of levels. A member of the Executive Board is an Equalities Champion and plays a key role in overseeing the application of the Strategic Equality Plan. Alongside this, the Councillor champions issues of Equality within the Executive Board itself.

Equalities and Diversity and our Improvement Plan

The Wales Programme for Improvement guidance explicitly mentions 'reducing inequality in accessing or benefiting from services, or improving the wellbeing of disadvantaged groups'.

In order to successfully deliver our Equality Objectives, they will be an integral part of our service business plans and our Improvement Plan.

Engagement

Engagement is one of the Specific Duties for Wales. The development of this Strategic Equality Plan has involved representatives from all of our stakeholders, customers, staff, elected members, community groups and partners.

From the Council's Improvement Plan, through to the Carmarthenshire Disability Coalition and to Community Cohesion projects and events, our objectives have been developed through engagement with our communities. We have used surveys, focus groups, forums and engagement meetings to set the priorities. However, we do need to know more and this will form one of the priorities of the Plan.

The Strategic Equality Plan reflects the needs of our communities and will develop as our communities change in the future. Over the next four years, the Council will develop its understanding of the needs and aspirations of its communities and the ways in which it involves communities in monitoring its performance against our objectives.

Setting our Equality Objectives

Our Equality Objectives have been set following collection of evidence and feedback from our engagement work. All Equality Objectives are relevant to every Protected Characteristic.

Carmarthenshire County Council as an employer – promoting equality and diversity within our workforce

Our Equality Objectives:

- Attract and retain the very best workforce.
- Work to improve employment monitoring data held by the Local Authority and ensure pay differentials are identified and acted upon.

To promote the achievement of these objectives we will:

- Ensure the Council attracts talent from the widest pool of potential employees.
- Continue to develop staff, in line with the Council's People Strategy.
- Undertake exercises to refresh the Council's employment monitoring data and address gaps.
- Analyse data and undertake corrective action where necessary.

Our detailed action plan will include the actions which sit under each of our strategic objectives and the timescales that we are working to.

Staff awareness and training

Staff training is one of the Specific Duties for Wales and indeed, learning and development opportunities are key to the success of our Strategic Equality Plan. Linking staff knowledge and skills to our equality objectives will help to ensure that all learning and development resources are being targeted towards enabling individuals to fulfill their roles, support their local service Business Plans and meet personal responsibilities.

Equality and Diversity provision forms a core part of our Learning and Development Strategy and we will continue to develop and tailor courses in line with our Strategic objectives. Learning and Development opportunities will be available to all Elected Members and Staff.

Pay differences

Addressing pay differences is one of the specific duties in Wales. In 2011 the Authority implemented job evaluation and single status.

The main features of this are:

- A single pay and grading structure
- Harmonisation of terms and conditions
- A standard working week of 37 hours
- It has been subject to an independent equality impact assessment focusing particularly on gender

The key aims are to:

- Ensure equal pay for jobs of equal value
- Modernise the Council's pay structure
- Ensure that the Council's pay and reward strategy supports flexible working and modern service delivery
- Harmonise other conditions of service, for example, overtime payments and travel allowances.

In December 2013 the Authority achieved a collective agreement with the recognised trade unions to assimilate employees on 'Red Book' terms and conditions into the new single status pay and grading structure. During 2015 the majority of employees on Youth and Community grades were also assimilated to the single status pay and grading structure.

The Authority is committed to undertake an annual pay audit and any changes to the pay structure or terms and conditions are subject to an equality impact assessment.

Carmarthenshire County Council as a provider of services

Our Equality objectives:

- Continue work to remove the barriers to accessing Council services and give due regard to all groups when making decisions.
- Help maximise the potential of people, through the education system and by supporting the growth of the local economy.

To promote the achievement of these objectives we will:

- Respond to access concerns raised by the public.
- Recognise community concerns quickly through continued regular contact with the Carmarthenshire Disability Coalition and Equality Carmarthenshire groups.
- Continue to refine the process of undertaking equality impact assessments (EIAs).
- Mainstream actions addressing education, employment, poverty and business growth through the County's Well-being Plan.

Our detailed action plan will include the actions which sit under each of our strategic objectives and the timescales that we are working to.

Assessing for Impact

The law requires that a duty to pay 'due regard' be demonstrated in the decision making process. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show 'due regard'. Assessing for Impact is one of the Specific Duties for Wales.

The Equality and Human Rights Commission recommends that public bodies assess the impact their policy and financial decisions might have on the new protected groups where relevant and proportionate, and that this is best done through the use of an Assessing for Impact tool.

Carmarthenshire County Council has embraced this approach and has developed its own template for assessing policies and service changes. In

some cases this will be augmented by a more detailed assessment and statement showing what steps have been taken to mitigate against any potentially adverse impacts to persons falling into any of the 8 protected characteristics and the Welsh language.

Assessments are required of 'policies' to embrace the full range of functions, activities (including service delivery) and decisions for which the council is responsible. This includes both current policies and new policies under development.

The Equality and Human Rights Commission suggest that an Assessment has four possible outcomes and that more than one may apply to a single policy:

Outcome 1: No major change

The Assessment demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

Outcome 2: Adjust the policy

The Assessment identifies potential problems or missed opportunities. Adjust the policy to remove barriers or better promote equality.

Outcome 3: Continue the policy

The Assessment identifies the potential for adverse impact or missed opportunities to promote equality. Clearly set out the justifications for continuing with it. The justification should be included in the EIA and must be in line with the duty to have due regard.

Outcome 4: Stop and remove the policy

The policy shows actual or potential unlawful discrimination. It must be stopped and removed or changed.

(Codes of practice and guidance on each of the public sector duties are available on the Equality and Human Rights Commission's website which

provides information about what constitutes unlawful discrimination (www.equalityhumanrights.com)

Procurement

Procurement is a Specific Duty for Wales. Carmarthenshire County Council contracts with external organisations in the private and third sectors for provision of works, goods or services. Equality considerations will be more relevant to some services, goods or works but we must always have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

We will give due regard at all stages of the procurement process to the need to advance equality. For example in planning the contract and advertising; in setting the evaluation criteria and preparing specifications and also in monitoring our contracts with third parties.

Carmarthenshire County Council as a community leader – promoting tolerance and respect within the wider community

Our Equality objectives:

- Support cohesive communities by promoting community and civic engagement.
- We will encourage healthy lifestyles and promote the importance of well-being.

To promote the achievement of these principles we will:

- Mainstream actions addressing sense of community, citizenship, satisfaction with services, community safety, and engagement with leisure and culture through the County's Well-being Plan.
- Mainstream actions addressing well-being (including housing, loneliness, mental health and physical activity) through the County's Well-being Plan.

Our detailed action plan will include the actions which sit under each of our strategic objectives and the timescales that we are working to.

Monitoring and Reporting on the progress of this Strategic Plan

Monitoring and reporting are Specific Duties for Wales. We will monitor how well we perform on the priorities and objectives we have developed on equality and diversity through the council's performance management framework.

We will produce an annual report outlining what we have done in the preceding year, and what actions we have planned for the coming year. Annual Reports from our first Strategic Equality Plan and our Workforce Information Reports can be found on our website.

Community groups and representatives will have an opportunity to comment on this plan and to make suggestions as to how we could do better.

The Annual Report will be presented to the Executive Board and Policy and Resources Scrutiny Committee.

The Strategic Equality Plan will be revised every 4 years.

Thank you for taking your time to read our Strategic Equality Plan

If you want to know more, please contact the

Policy and Partnership Team
Carmarthenshire County Council
County Hall
Carmarthen

01267 224676 / 224914

equalities@carmarthenshire.gov.uk

www.carmarthenshire.gov.wales

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EXECUTIVE BOARD 4th JANUARY 2016

Active Travel (Wales) Act - Local Authority Requirements

Recommendations / key decisions required:

Executive Board note the requirements of the Active Travel (Wales) Act 2013 and approve the actions undertaken by the Council to date with regards to the development of ; Existing Route Map (ERM) for Carmarthenshire.

Reasons:

The Active Travel Act places Authority wide duties which have potential Policy, Resource and Legal implications in terms of the consideration, application and reporting associated with the statutory duties outlined in this paper

Relevant scrutiny committee to be consulted - NO

Exec Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr Hazel Evans

Directorate

Environment

Name of Head of Service:

S G Pilliner

Report Author:

Simon Charles

Designations:

Head of Transport & Engineering

Transport Strategy & Infrastructure Manager

Tel Nos. 01267
228150/228136

E Mail Addresses:

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SCharles@carmarthenshire.gov.uk

EXECUTIVE SUMMARY EXECUTIVE BOARD 4th JANUARY 2016

Active Travel (Wales) Act

1.0 Background and Purpose

The Active Travel Act Wales has been described as the world's first legislation to promote Active Travel. The Act became a duty in September 2014 and places a statutory requirement on local authorities to continuously improve routes for walkers and cyclists and to prepare maps identifying current and potential future routes.

By connecting key sites such as workplaces, hospitals, schools and shopping areas with traffic free routes and cycle lanes, the Act aims to encourage people to rely less on their cars when making short journeys.

The Active Travel (Wales) Act 2013 (the Act) aims to make active travel the most attractive option for shorter journeys. On the basis that enabling more people to undertake active travel will mean more people can enjoy the health benefits of active travel, help reduce greenhouse emissions, tackle poverty and disadvantage and help our economy to grow.

2.0 Requirements of the Act and Carmarthenshire's approach

The Act places a number legal obligations on Local Authorities to create and map fully integrated transport networks as well as wider cross cutting obligations relating to ensuring that Active Travel improvements are considered as part of policy development, decision making and new scheme delivery.

In summary these requirements can be set out as:

- Identify and map the network of routes within their areas that are safe and appropriate for walking and cycling to access services/facilities
- Identify and map the enhancements that would be required to create a fully integrated network for walking and cycling to access services/facilities
- Deliver an enhanced network by requiring local authorities to secure new and improved active travel routes and facilities each year

- Enhance walking and cycling provision in new road schemes unless it would be unreasonable to do so and have regard to the needs of walkers and cyclists in exercising a range of highway authority functions
- Do this in a manner that will promote active travel journeys.

The first three points will only apply in settlements that are specified in a Direction made by the Welsh Ministers (based on a population threshold parameter). The final two points will be an all Wales requirement which will also cover Welsh Government highways responsibilities.

The settlements specified in the direction relate to locations that have been designated as 'Active Travel Areas' by Welsh Government. The areas have been given 'Active Travel' status by meeting the criteria of having a population of 2,000 or more within a built up area (BUA). The Active Travel (Wales) Act 2013 will apply to the following locations within Carmarthenshire: **Carmarthen (Including Johnstown), Llanelli, Pwll, Burry Port, Pembrey, Llandovery, Glanamman, Brynamman, Tumble, Cross Hands, Llangennech, Hendy, Llandybie and St. Clears.** Appendix 1 highlights the boundaries of the settlements shown above.

However there are wider implications in terms of the Authority having regard to the needs of walkers and cyclists in exercising a number of highway authority functions, and this can be extended to any new development where opportunities are available to include improvements to facilities for walking and cycling purposes.

2.1 Existing Route Maps

Currently the main focus of the Act is the statutory obligation to create and publish Existing Route Maps (ERM's), this is a resource intensive exercise for which some funding has been provided by the Welsh Government (however this funding (£15k for 15/16) is unlikely to cover all of the tasks associated with this requirement (which has to be completed and submitted by 22nd January) details relating this particular requirement and our approach are set out below:

Preparation of ERM

The preparation and submission of the ERM will take the following stages:

Stage 1: Identification of Routes- Welsh Government awarded a tender to Sustrans in order to undertake the initial surveys of the routes and identify the active travel routes within the identified settlements. These are highlighted in Appendix 2.

Stage 2: Auditing of the routes- Once the initial surveys have been undertaken by Sustrans, the data will be handed over to the individual Local Authority to audit the routes to ensure that the routes are suitable for use. These audits are scored against the criteria that have been set out in the Active Travel (Wales) design guide. This gives an overall score to a given route in order to establish if the route is suitable as a designated active travel route.

Stage 3: Consult on Routes- The routes that have been identified in stage 1 need to be consulted on in order to gather views and opinions of the main route users. In a letter from the Minister it was decided that as well as stakeholder and public consultations school pupils should also be an area of focus upon. Given the tight timescales involved consultation has commenced on the basis of the timeline set out below.

Consultation has been undertaken on two main platforms, the first being the exercise undertaken in all Secondary schools in the designated ATA areas; as well as this publishing a consultation on the CCC i-Local platform. Notices have been released in the press to inform the public of the consultation and as well as this specific notification was sent to all appropriate Town and Community Councils, Local Members as well as wider key stakeholders with a direct interest in Walking and Cycling matters.

Stage 4: Preparation of routes- Following the completion of the audits and consultations, the ERM's will need to be prepared to include all routes that have been considered suitable for the inclusion on the maps. This will also be accompanied by the relevant narrative for statements should the routes not meet the standards of the Welsh Government. The deadline for the submission of the ERM is the 22nd January 2016.

Consultee	Commencement Deadline	Action
Stakeholder/General public	November 1st	Consultation to be undertaken with an online survey on the CCC website 1/11-12/12 Key interest groups contacted and invited to respond
Schools (Secondary)	November 1 st	All secondary schools within the catchment of the Active Travel Act consulted on both the ERM, current travel habits and barriers to change

Note: The Stakeholder/public consultation is still live on iLocal <http://ilocal.carmarthenshire.gov.uk/consultations/active-travel/>

The School consultation has been completed with responses received from 4780 students.

Delays in receiving the mapping data from Sustrans along with functionality issues associated with the exegesis mapping software provided for to local Authorities have proved to be

challenges in terms of delivering the requirements however we have completed a great deal of work in line with the new project timetable below, and we fully expect to submit the all the required information by the 22/1/16 deadline.

Project Timetable

Stage	Deadline
Initial surveys	31 st July 2015
Auditing of routes	1 st October 2015
Consultation	12 th December 2015
Preparation of ERM	11 th January 2016
Submission of ERM to Welsh Government	22 nd January 2016

3.0 Revenue and resource requirements

To date Welsh Government have provided £15k in 15/16 to progress the mapping work, however there is likely to be a shortfall of some £5-10k in terms of what will be required to complete all of the statutory requirements by the 22nd January.

3.1 Future Requirements

The Act requires local authorities in Wales to produce active travel maps and deliver year on year improvements in active travel routes and facilities. It requires highways authorities in Wales to make enhancements to routes and facilities for pedestrians and cyclists in all new road schemes and to have regard to the needs of walkers and cyclists in a range of other highway authority functions. It also requires the Welsh Ministers and local authorities to promote active travel journeys in exercising their functions under this Act.

This involves the creation of an Integrated Network Map (INM) based on the outcome of further extensive consultation; it is intended that this map amongst other things will identify gaps in the network along with a prioritised list of routes /sections which will form the basis of a forward work programme for future Active Travel infrastructure schemes.

It should be noted that whilst the Active Travel Settlements outlined above are dictated by WG we recognise the importance of the wider integrated network which mixes Urban, Rural and Semi Rural settlements and it is intended that these will be referenced on the Integrated Network Map as well as in the developing Walking and Cycling Strategy for Carmarthenshire.

Accompanying this ongoing requirement, Local Authorities need to demonstrate continual improvement in terms length and quality of the infrastructure, which in turn will need to be evidenced and reported to WG annually .

In terms of funding to exercise these new functions and in particular whether similar WG funding arrangements will be in place in future years in order to support local authorities, no confirmation has yet been provided by WG and there is currently the suggestion that no additional funding will be made available.

The implications of this are that the Integrated Network Mapping and associated monitoring and reporting will need to be delivered utilising existing resources which is estimated to be between 0.25-0.5 F/t post and in the region of £15k a year

As well as the revenue/resource implications there will be a direct and indirect impact on Capital allocations in order to comply with the statutory requirement of the Act, in terms of demonstrating year on year improvement and ensuring that County wide physical infrastructure development where appropriate supports the requirements of the Active Travel Act.

All of the above is applied within a legislative framework which if not adhered to could result in a Legal challenge being made against the Authority

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

Executive Board note the requirements of the Active Travel (Wales) Act 2013 and approve the actions undertaken by the Council to date with regards to the development of ; Existing Route Map (ERM) for Carmarthenshire.

DETAILED REPORT ATTACHED ?	No
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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: S G Pilliner

Head of Transport & Engineering

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

2. Legal

Duty to produce the maps is a duty that has been written into legislation by Welsh Government. Further there are ongoing Legal requirements to consider Active Travel in relevant policy and infrastructure development, as well as to report and evidence year on year continual improvement in terms of Active Travel provision.

3. Finance

Welsh Government has provided a grant within the Local Transport Fund in order consult and prepare the ERM. This to be spent by 31st March 2016, there is likely to be little effect on future resources going if no future funding is made available to undertake future requirements

4. ICT

Maintenance of mapping system: This will be a requirement on the authority to update as required. Mapping system is online based and will have little effect on the ICT server requirements.

5. Risk Management Issues

Council will be in breach of legal requirements should the duties not be complied with.

CONSULTATIONS

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

Signed: S G Pilliner

Head of Transport & Engineering

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

1. Scrutiny Committee – N/A

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
Active Travel (Wales) Act 2013		http://www.legislation.gov.uk/anaw/2013/7/contents/enacted
Active Travel (Wales) Act 2013- Design guidance		http://gov.wales/docs/det/publications/141209-active-travel-design-guidance-en.pdf
Statutory Guidance for the delivery of the Active Travel (Wales) Act		http://gov.wales/docs/det/policy/141105guidanceen.pdf

Monday, 30 November 2015

PRESENT: Councillor E. Dole (Chair)

Councillors:

H.A.L. Evans, L.D. Evans, M. Gravell, D.M. Jenkins, G.O. Jones, T.J. Jones and J. Tremlett

Present as observers:-

Councillors D.M. Cundy, J.S. Edmunds, J.D. James, and P. Hughes-Griffiths.

The following Officers were in attendance:

M. James, Chief Executive
 R. Sully, Director of Education & Children
 C. Moore, Director of Corporate Services
 R. Mullen, Director of Environment
 P.R. Thomas, Assistance Chief Executive (People Management & Performance)
 W. Walters, Assistant Chief Executive (Regeneration & Policy)
 L.R. Jones, Head of Administration and Law
 J. Fearn, Head of Corporate Property
 I. Jones, Head of Leisure
 S. Pilliner, Head of Transport & Engineering
 L. Quelch, Head of Planning
 J. Davies, Senior Cultural Services Manager
 D. Williams, Press Manager
 G. Morgan, Democratic Services Manager

Chamber, County Hall, Carmarthen - 10.00 - 11.05 am

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors L.M. Stephens and P.A. Palmer.

2. DECLARATIONS OF PERSONAL INTEREST.

Councillor	Minute No.	Nature of Interest
G.O. Jones	13 – Model Pay Policy for Schools 2015-16	Wife is the Headteacher of a Primary School in Carmarthenshire

3. QUESTIONS BY MEMBERS.

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

4. PUBLIC QUESTIONS.

The Chair advised that no public questions had been received.

5. MID YEAR TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT - 1ST APRIL TO 30TH SEPTEMBER, 2015.

The Executive Board, in accordance with the 2015/16 Treasury Management Policy and Strategy (adopted by Council on the 24th February 2015 – Minute 8 refers) received an update on the treasury management activities from the 1st April 2015 to the 30th September 2015.

UNANIMOUSLY RESOLVED that the report be approved.

6. COUNCIL TAX BASE - 2016/17.

The Executive Board was reminded that the Council was required to determine, on an annual basis, its Council Tax Base and the Council Tax Base of each Community within its areas, for the purpose of calculating the level of Council Tax for the forthcoming financial year and, under the provisions of Section 84 of the Local Government Act 2003 and the Local Authorities Executive Arrangements (Functions and Responsibilities) (Amendment) (Wales) Regulations 2004, the annual calculation had been delegated to the Executive Board.

The Executive Board was advised that the 2016-17 Council Tax Base had been calculated as showing a slight increase of 0.8% which was marginally higher than the increases seen in recent years. It was noted that the collection rate of 97.5% which had applied since 2014-15 had been retained for 2016-17 as this better reflected the overall long term collection rate achieved by the department than the 96% rate applied for the years prior to 2014-15.

UNANIMOUSLY RESOLVED

- 2.1. That the Council Tax Base calculations for the financial year 2016-17, as detailed within Appendix A of the report, be approved.**
- 2.2. That a Council Tax Base of 70,928.91, as detailed within Tables 1a and 1b of the report be confirmed in respect of the County Council area**
- 2.3. That the relevant tax bases for the individual community and town council areas, as shown in Table 2, be confirmed.**

7. COMMUNITY INFRASTRUCTURE LEVY.

The Executive Board was advised that at its meeting held on the 11th May 2015 (Minute 4 refers) it had resolved to collect further information to inform consideration of adopting a Community Infrastructure Levy (CIL).

The report provided an update on the evidence gathered to date and sought approval to authorise the production of a Preliminary Draft Charging Schedule which would identify the amount of CIL sought from each qualifying development.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL

1. To progress a Community Infrastructure Levy (CIL) for Carmarthenshire.
2. To authorise the production of a Preliminary Draft Charging Schedule, which will identify the amount of CIL sought from each qualifying development, and to conduct a formal consultation on its content along with the associated evidence base.

8. CARMARTHENSHIRE COUNTY COUNCIL SUPPORT FOR CHARTER FOR SUSTAINABLE BRITISH STEEL.

The Executive Board was advised that in January 2015 the Council had been approached by UK Steel to sign the Charter for Sustainable British Steel to ensure that Carmarthenshire County Council would commit to sourcing carbon steel reinforcement for concrete (carbon rebar) produced to the BES6001 Standard.

The Executive Board was informed that UK Steel had requested that Carmarthenshire County Council join other Local Authorities, Government Contractors and private contractors in signing the Charter. It was noted that BES 6001 was an internationally recognised standard and ensured that steel adhered to guidelines on sustainability, traceability, environmental management, health and safety and international labour laws, as well as supporting jobs in the steel manufacturing industry, the use of BES 6001 in publically funded infrastructure projects would also support the Authority to meet Government environmental and sustainability targets.

UNANIMOUSLY RESOLVED

1. that the Council supports the Charter for Sustainable British Steel.
2. that should any issues arise as a result of a delay in sourcing materials which could result in a potential increase in costs, delegated authority be granted to the Regeneration Delivery Team to resolve the matter.

9. RETAIL AND TOWN CENTRE PLANNING POLICY.

The Executive Board considered a report on proposed changes in National Planning Policy on Retail and Town Centres. The report also provided an update on evidence in relation to retail activity within Carmarthenshire and Llanelli Town Centre and set out the scope of Local Development Orders and their potential use in relation to Town Centres.

Councillor D. Cundy, in accordance with CPR 11.1 referred to Question 13 on page 89-90 of the report regarding the necessity for robust and thorough monitoring and asked whether the Authority was monitoring on a regular basis to ensure money was being allocated to the right places? In acknowledging that various applications for funding were ongoing i.e. “vibrant and viable” and “Opportunity Street” a further question was asked whether the Authority had developed a plan with deliverable dates etc?

The Executive Board Member for Regeneration advised that it was very important to monitor as this ensured that funding was spent correctly, the Authority was awaiting the result of a further bid for funding and it was proposed to work with the traders to create a “buzz” in the town and activities which would increase footfall. There was also an interest by the private section in new housing developments which would also create the need for more retail shops.

The Board was advised that a short, medium and long term plan with dates, was currently being produced and would be considered by the Llanelli Task Force in early 2016.

UNANIMOUSLY RESOLVED

- 1. That the proposed changes to Planning Policy Wales (Chapter 10) and Technical Advice Note 4: Retail Centre Development and the consultation response be noted.**
- 2. To note the content of the retail Study Update 2015 as evidence in future policy formulation and in the determination of planning applications across Carmarthenshire.**
- 3. To note that officers will further explore, and where appropriate, prepare a Local Development Order including undertaking informal consultations as appropriate and to further report on its proposed scope, content and geographical extent.**

10. CSSIW ANNUAL REVIEW AND EVALUATION OF PERFORMANCE FOR 2014/15.

The Executive Board considered the Care and Social Service Inspectorate Wales' (CSSIW) Annual review and evaluation of performance for 2014-15 of the local authority's social services.

The Board was reminded that the CSSIW undertook an annual evaluation and review of social services and provided overall judgements on key areas and progress for improvement which took account of all available sources of evidence, including the Annual Report of the Director of Social Services, and the evidence which supported that report, together with the views of other auditors and inspectors as well as their own regulatory work. It was noted that the process linked closely with the Wales Programme for Improvement and the Annual Letter from the Wales Audit Office.

The CSSIW assessment reflected the areas of strength and areas for development identified in the Director of Social Services Report presented to the County Council on the 8th July 2015.

Councillor D. Cundy, in accordance with CPR 11.1 asked a question on whether the Authority was safeguarding, in the forthcoming budget, the areas highlighted for improvement within the report?

The Executive Board Member for Social Care and Health in response advised that the Authority acknowledged the work required and a Safeguarding annual report

had recently been considered by the relevant Scrutiny Committee. She was pleased to advise that the department had appointed a new lead officer and had also in the past week appointed a new Head of Service who had proven experience in safeguarding.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the report be noted.

11. UPGRADE OF VELODROME AT CARMARTHEN PARK.

The Executive Board considered a report on the upgrade of the Velodrome at Carmarthen Park which had been identified by Welsh Cycling as an ideal location to develop a regional training and competition venue for the sport. It was reported that Carmarthen Park was owned by the Authority but managed and fully maintained on a long term lease by Carmarthen Town Council.

The Executive Board was informed that the scheme would involve the upgrading of the track surface, improved safety fencing and would see the return and development of high class cycle racing to the facility driving up visitor numbers to the town and the area.

It was noted that Olympic legacy funding of £296k had been secured towards the total estimated cost of £607k (subject to tender) leaving a balance of £311k to fund. Carmarthen Town Council had earmarked £25k towards the project and had also invested £10k for the preliminary works/investigations that had been undertaken to- date, the Town Council would also cover all future running and maintenance costs for the facility. The Executive Board was being asked to provide a capital contribution of approximately £286k.

UNANIMOUSLY RESOLVED that a capital contribution of approximately £286k be allocated towards the cost of upgrading the track at Carmarthen Park in order to host regional and national events in line with Welsh Cycling's strategic facility plan for West Wales.

12. CARMARTHENSHIRE ARCHIVE SERVICE.

The Executive Board considered a report on the current status of the Carmarthenshire Archive Service together with future options for the service, including the development of a partnership model for future archive provision and soft market testing for potential alternative providers.

It was reported that the Authority had received a number of representations in relation to the report and constructive meetings had been held with Friends of the Archives on options for future service delivery. The Board was advised that significant capital investment would be required and the Authority was hoping to provide a Carmarthenshire centralised modern archive service, working with partners in order for this to be achieved.

Councillor D. Cundy, in accordance with CPR11.1 asked a question as to whether it was possible to digitalize the archive collection to enable research from home etc or alternatively the public could view the documents at the archive service

itself. This would also provide an opportunity to work with other counties and other archive services.

The Executive Board Member for Regeneration and Leisure, in response advised that the Authority had previously sought grant funding for digitalizing elements of the archive collection and she agreed that a modern archive service should include this facility.

The Board expressed a preference to retain the Archives Service within Carmarthenshire and this would be considered as part of a further report on options for future delivery of the service.

UNANIMOUSLY RESOLVED

- 1. To note the update on the status of the current Archive Service.**
- 2. To authorise officers to:**
 - a) further examine and report back on the development of a partnership model with either UWTSO, or West Glamorgan Archives and Swansea University,**
 - b) undertake a soft market testing exercise to consider potential alternative providers.**
- 3. To prioritise the location of a base location for the Archives service in rank order of preference, Carmarthen Town, Carmarthenshire, then regional (e.g. within City region).**

13. MODEL PAY POLICY FOR SCHOOLS 2015-16.

(NOTE: Councillor G.O. Jones had earlier declared an interest in this item)

The Executive Board was reminded that all schools were required to adopt a pay policy that set out the basis on which teachers' pay policy would be determined. The report detailed a revised Pay Policy which had been updated to reflect legislative changes introduced in the School Teachers Pay and Conditions (STP&CD) on the 1st September 2015. The revised policy had been drafted by the HR Group of the Education in Regional Working (ERW) consortium and would be offered to all schools across the region. It was noted that Teaching associations had been fully consulted and had agreed the Pay Policy on a regional basis.

UNANIMOUSLY RESOLVED that the updated Model Pay Policy be endorsed and offered to schools for their consideration and adoption.

14. WELSH LANGUAGE SKILLS STRATEGY.

The Executive Board was reminded that the Authority had developed its first Language Skills Strategy in 2008 in order to ensure that sufficient skills were available in the workplace (through learning and development and recruitment) to meet the requirements of the Welsh language Scheme.

Following the publication of the 2011 Census results, the Authority had agreed to

establish a Task and Finish Group to investigate the factors that had led to deterioration in the number of Welsh speakers and to make recommendations to address this situation. One of the recommendations arising from the report was the establishment of a Welsh language skills strategy, the Strategy was a key document in relation to meeting the new Welsh language Standards and detailed the Authority's responsibility to promote and facilitate the use of the Welsh language in internal administration.

The Welsh language Skills Strategy was a key element in preparing for the Compliance Standards under the Welsh Language Measure 2011.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the Welsh Language Skills Strategy and ALTE framework be adopted.

15. AGEING WELL IN WALES - LOCAL AGEING WELL PLANS.

The Executive Board considered a report on a local ageing well plan which met two key strategic drivers – the Ageing Well in Wales programme and The Strategy for Older People in Wales. The plan was complementary to, and supportive of the 'Vision for Sustainable Services for Older People' under development within Social Care and supported the 2015 Wellbeing of Future Generations Act, through contributing towards sustainable communities that enabled people to age 'in-place'.

The plan focused on five key outcomes:-

- Age Friendly Communities;
- Falls Prevention;
- Dementia Supportive Communities;
- Opportunities for Learning and Employment; and
- Loneliness and Isolation.

The focus locally was on Council functions that supported the independence of older people who were not users of social services.

Councillor D. Cundy, in accordance with CPR 11.1 asked a question regarding whether the Authority was being proactive in visiting local communities to see older people as he was concerned that with an increasing elderly population it was important for the Authority to encourage people to be more active and to inform them that support was available. It was important to ensure contact with the ageing population and he asked whether this had been identified as part of the report. The Executive Board Member for Housing advised that there was a recognised difficulty in encouraging older people to ask for support, it was therefore vitally important to encourage members of the Community and Community Organisations to be aware of their neighbours and for the Authority to educate the public on this matter. The Executive Board Member for Social Care advised that active work was ongoing within the Communities Department to develop and promote community resilience.

UNANIMOUSLY RESOLVED TO RECOMMEND TO THE COUNCIL that the Ageing Well Plan for Carmarthenshire County Council be endorsed.

16. QUAYSIDE INWARD INVESTMENT OPPORTUNITY

The Executive Board considered a report on an unsolicited approach from the developer of Ethos, Swansea seeking to develop a similar project in Carmarthen. The proposed site was the Quay Centre currently used by the Youth Service and various community organisations and the site represented a prominent re-development opportunity which could also be of interest for other potential uses.

It was reported that Members of the Executive Board had recently visited the Ethos project and viewed the high-quality office accommodation with shared reception facilities and specifically-designed conferencing and networking infrastructures which enabled Small and Medium-sized Enterprises (SMEs) to make use of backup resources normally available only to larger businesses.

The Board was informed that the project offered significant regeneration benefits to Carmarthen Town with the development of an iconic building providing high quality office space, the proposal would commence the regeneration of the riverside area and by agreeing to enter into an exclusivity agreement this would provide a set time period for the developer to produce proposals and seek grant funding.

UNANIMOUSLY RESOLVED that the Council enter into an exclusivity agreement with the developer of the Ethos Project to provide an opportunity for the project to be worked up with any future disposal to be at market value and confirmed by reference to an independent valuation.

17. MATTER REFERRED FROM THE JOINT ENVIRONMENTAL & PUBLIC PROTECTION AND EDUCATION & CHILDREN SCRUTINY COMMITTEE HELD ON THE 18TH SEPTEMBER 2015 [EXTRACT FROM THE MINUTES ATTACHED]:-

The Executive Board was advised that the Joint meeting of the Environmental & Public Protection and Education and Children Scrutiny Committee held on the 18th September 2015 had requested the Executive Board to “ask the other Welsh local authorities for full details of how they implemented charges for post-sixteen transport and seek clarification as to whether these had affected post-sixteen education in the long term”.

UNANIMOUSLY RESOLVED, that the referral from the Education and Children Scrutiny Committee be acted upon, and that the other Welsh local authorities be asked for statistics for a period of more than one year together with information on the level of charges, and how they were implemented i.e. on a term by term basis or one off annual payment.

18. RENAMING OF THE LIAISON MEETING FOR OPPOSITION SPOKESPERSONS.

The Executive Board considered a report which provided the background to the establishment of the Liaison Meeting for Opposition Spokespersons.

The Opposition Spokespersons at a meeting held on the 24th September 2015 had

suggested that the meeting should be renamed the Shadow Executive Board to more accurately reflect its purpose of shadowing the Executive Board and whilst Group Leaders had been consulted and had no objection to the proposed change in title, as the Opposition Spokespersons meeting had been formally established by Council, for the purpose of Governance, any name change required Executive Board confirmation.

UNANIMOUSLY RESOLVED that the Liaison Meetings for Opposition Spokespersons convened by the Chief Executive be renamed the Shadow Executive Board.

19. APPOINTMENT OF MEMBERS TO SERVE ON THE CORPORATE PARENTING PANEL.

Further to minute 10.3 of the Executive Board meeting held on the 17th November 2014, the Executive Board considered nominations for additional members to sit on the Corporate Parenting Panel.

UNANIMOUSLY RESOLVED that the additional members be agreed as follows:-

Plaid Cymru Group

**Councillor Mansel Charles
Councillor Gwyneth Thomas
Councillor Jeff Thomas**

Labour Group

**Councillor Ryan Bartlett
Councillor Sharen Davies**

Independent Group

Nomination awaited – Chief Executive to be advised of the nominated member.

20. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE EXECUTIVE BOARD HELD ON THE FOLLOWING DATES:-

20.1. 2ND NOVEMBER, 2015;

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 2nd November 2015 be signed as a correct record.

20.2. 16TH NOVEMBER, 2015.

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Executive Board held on the 16th November 2015 be signed as a correct record.

CHAIR

DATE

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