

# Public Document Pack



Neuadd Cyngor Ceredigion, Penmorfa,  
Aberaeron, Ceredigion SA46 0PA  
[www.ceredigion.gov.uk](http://www.ceredigion.gov.uk)

Tuesday, 5 July 2021

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held remotely by video-conference on Tuesday, 13 July 2021 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Personal matters**
3. **Disclosure of Personal/ Prejudicial Interests.**
4. **A verbal update by the Leader of the Council and the Chief Executive in relation to COVID-19  
FOR INFORMATION**
5. **To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes  
FOR DECISION (Pages 5 - 10)**
6. **Any petitions received  
FOR INFORMATION**
7. **Reports of any decisions (if any) having been called in from Overview and Scrutiny Committees  
FOR INFORMATION**
8. **Any feedback from Overview and Scrutiny Committees not otherwise on the agenda  
FOR INFORMATION**
9. **To consider the report of the Corporate Lead Officer for Schools and Culture upon: appointing LA Representatives on Governing Bodies  
FOR DECISION (Pages 11 - 12)**
10. **To consider the report of the Corporate Lead Officer for Economy and Regeneration upon: the Growing Mid Wales amended Inter-Authority Agreement  
FOR DECISION (Pages 13 - 52)**
11. **To consider the report of the Corporate Lead Officer for Economy and Regeneration upon: Phosphates on the River Teifi Special Area of Conservation  
FOR DECISION (Pages 53 - 56)**

12. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Capital Programme Outturn Report 2020/21 FOR INFORMATION (Pages 57 - 64)**
13. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the latest 3 year Capital Programme 2021/22 to 2023/24 FOR DECISION (Pages 65 - 70)**
14. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Controllable Revenue Outturn for 2020/21 FOR INFORMATION (Pages 71 - 80)**
15. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: the Treasury Management Performance for 2020/21 FOR INFORMATION (Pages 81 - 88)**
16. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon: Grants Awarded under the Ceredigion Community Grants Scheme and Welsh Church Fund FOR INFORMATION (Pages 89 - 94)**
17. **To consider the report of the Corporate Lead Officer for Porth Gofal upon: Regional Funding Arrangements FOR DECISION (Pages 95 - 98)**
18. **To consider the report of the Corporate Lead Officer for Porth Cynnal upon: Independent Sector Care Homes Fee Setting FOR DECISION (Pages 99 - 104)**
19. **To consider the report of the Corporate Lead Officer for Porth Cynnal upon: the Ceredigion County Council Supervision Policy FOR DECISION (Pages 105 - 124)**
20. **To consider the report of the Corporate Lead Officer for Porth Cynnal upon: CYSUR/CWMPAS Combined Local Operational Group Safeguarding Report, Qtr 4 2020/21 FOR INFORMATION (Pages 125 - 168)**
21. **Any other matter the Chairman decides is for the urgent attention of the Cabinet**

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Edwards', written in a cursive style.

**Miss Lowri Edwards**  
**Corporate Lead Officer: Democratic Services**

**To: The Leader of the Council and Members of the Cabinet**  
**The remaining Members of the Council for information**

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Notice of the Decisions of the **Meeting of the CABINET**  
held in the on **Tuesday, 15 June 2021**

This Notice is published at 5.00pm on Thursday, 17 June 2021. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00 pm on Thursday, 24 June 2021. The decisions will come into force (if no valid call-in application is received) on Friday, 25 June 2021

**PRESENT;** Councillor Ellen ap Gwynn (Chair), Councillors Dafydd Edwards, Rhodri Evans, Catherine Hughes, Gareth Lloyd, Catrin Miles, Ray Quant MBE and Alun Williams

**Also in attendance:** Councillors

(10.00 am - 12.20 pm)

**21 Apologies**

No apologies were received.

**22 Personal matters**

- i. Best wishes were extended to Kay Davies, Democratic Services Officer, on her retirement.
- ii. Congratulations were extended to Councillor Alun Williams on his appointment as Mayor of Aberystwyth.
- iii. Best wishes were extended to Rhys Norrington Davies who is currently in Baku with the Wales Football team for the Euros 2020 Championships.
- iv. Congratulations were extended to Osian Jones, Ysgol Ciliau Parc, winner of the under 12 competition to create a new football chant to support the Wales football team.
- v. Congratulations were extended to Meinir Mathias for winning the People's Prize with the Royal Cambrian Academy.
- vi. The Carer's Unit were congratulated on organising a successful Carer's Week.
- vii. Ceredigion pupils were congratulated on their prizes at a very successful Eisteddfod T, held from Llangrannog recently. Congratulations were also extended to the Urdd for a successful week of competition.
- viii. Congratulations were extended to Ann Jones on being elected National Chair of the Women's Institute.

**23 Disclosure of Personal/ Prejudicial Interests.**

Elin Prysor declared a personal and prejudicial interest in minute 34 below and withdrew from the meeting during discussions.

**24 A verbal update by the Leader of the Council and the Chief Executive in relation to COVID-19.**

The Leader of the Council, Councillor Ellen ap Gwynn, provided a verbal update in relation to COVID-19.

She stated that the Delta variant is causing concern in Wales and throughout the UK and that the number of cases are rising. Seven new cases were recorded in Ceredigion during the last week, which is equivalent to 9.6 per hundred thousand; however the positivity rate remained relatively low at 1.2%. The rate for the whole of Wales is equivalent to 20.1 per hundred thousand, with a 2% positivity rate. It was noted however that we all need to be careful and ensure that we maintain social distancing, wear face masks and wash our hands frequently. It was noted that the number of cases have not increased significantly in Ceredigion following half-term as compared to other areas.

The vaccine programme continuing effectively with 67% having received their first dose, and 40.4% taking up their second dose in Ceredigion. All those over the age of 18 have now received an invitation to go for their vaccination, and that there is an opportunity for those who may have missed their initial appointment to still go for their vaccine. The JCVI are currently looking at evidence regarding how to apply the vaccination to 16 and 17 year olds, followed by those over 12 years of age.

The Leader noted that she met with all School Headteachers yesterday, and thanked them for all their work during the various lockdowns, and the additional burden of running assessments in place of examinations. Results will be provided during this week, with pupils offered an opportunity to appeal their grades, however the final grades will be announced officially in mid-August.

Care Homes currently have no cases, with the majority of staff and residents vaccinated, and visiting pods located in the gardens. It is hoped that indoor visits will be able to commence soon but this will be monitored carefully in light of any increase in cases

Safe Zones have been adapted since they were introduced last year and the changes were trialled over the recent half term. They have been successful on the whole in what was a busy half term. The Safe Zones will be re-introduced for the school summer holiday period.

Hospitality and accommodation providers continue to be busy. Business grants are available both from 'Business Wales' and via Ceredigion County Council.

Libraries have re-opened to the public by appointment, and it's still possible to arrange click and collect.

Outdoor facilities on school sites have re-opened and are now available for community organisations' use. Lampeter Leisure Centre is now open, however further maintenance work is required at the Lampeter Swimming Pool, and we are expecting a report on the condition of the Plascrug Leisure Centre and Swimming Pool. Discussions are currently underway with Aberystwyth University with regards to providing public access to their Swimming Pool.

Aberaeron Swimming Pool is now open and Councillor Keith Evans noted that the Llandysul Leisure Centre and Swimming Pool are also open to the public.

**25 To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes.**

**DECISION**

To confirm as a true record the Minutes of the Meeting of the Cabinet held on 18 May, 2021.

**Matters Arising:**

(i) There were no matters arising from the minutes.

**26 Any petitions received**

No petitions were received.

**27 Reports of any decisions (if any) having been called in from Overview and Scrutiny Committees.**

None.

**28 Any feedback from Overview and Scrutiny Committees not otherwise on the agenda.**

Refer to decisions 31 and 38 below.

**29 To consider the report of the Corporate Lead Officer for Schools and Culture upon: Partnership Agreement between LA and Schools 2021-24**  
**DECISION**

To approve the Partnership Agreement between the Local Authority and Schools 2021-2024.

***Reason for decision:-***

In order to proceed with getting the Governing Body of each school to sign the agreement in place for 1 September 2021 onwards.

**30 To consider the report of the Corporate Lead Officer for Schools and Culture upon: Replacing the School Review Policy with the School Organisation Handbook**

The feedback from the Learning Communities Overview and Scrutiny Committee was noted.

**DECISION**

- i. To approve the withdrawal of the School Review Policy
- ii. To approve the School Organisation Handbook.

**31 To consider the report of the Corporate Lead Officer for School and Culture upon: The 2022-32 Welsh in Education Strategic Plan, to include feedback from the Learning Communities Overview and Scrutiny Committee**

**DECISION**

1. To approve the draft 2022-32 Welsh in Education Strategic Plan, and

2. To agree to implement a consultation period during the autumn of 2021 for the required eight weeks
3. To note the feedback from the Learning Communities Overview and Scrutiny Committee.

**Reason for decision:-**

*In accordance with the Welsh Government's 'Welsh in Education Strategic Plans (Wales) Regulations 2019'.*

**32 To consider the report of the Corporate Lead Officer for Schools and Culture upon: The School Admissions Policy  
DECISION**

To approve the Policy for the admission of pupils for 2022/23.

**Reason for decision:-**

*To have a policy in place for 2022/23.*

**33 To consider the report of the Corporate Lead Officer for Democratic Services upon: Annual Monitoring Report - Welsh Language Standards 2020-21  
DECISION**

To approve the Annual Monitoring Report of Ceredigion County Council's Welsh Language Standards (2020-21) for publication on the Council website.

**Reason for decision:-**

*Statutory duty in accordance with the Welsh Language Measure 2011.*

**34 To consider the report of the Corporate Lead Officer for Porth Cynnal upon: Setting recommended fees for placements in Ceredigion Independent Sector Residential Care Homes for Older People 2021/22  
DECISION**

i. To approve the recommended Fees for Residential Care in Ceredigion Independent Sector Homes for 2021/22 at the following weekly levels, effective from 05.04.2021

Residential Very Dependent Elderly	£644
Residential Dementia	£686

ii. To approve the recommendation that the Fees in Residential Care in Ceredigion Local Authority Homes are updated and approved for 2021/22 at the following weekly levels, effective from 12/04/2021:

Residential Very Dependent Elderly	£644
Residential Dementia	£686

To agree that the starting point for commissioning Out of County Older Persons placements is a maximum of the agreed In County Older Persons rates, unless there is no in county availability (with the exception of placements in Pembrokeshire and Carmarthenshire, where the Council will continue to match the respective Host authority rates). However each case will always be considered on its own merits on a case by case basis.

**Reasons for decision:-**

*To agree and set fees for 2021/22.*

**35 To consider the report of the Corporate Lead Officer for Porth Cynnal upon: an update in relation to the acquisition of 2 Dispersed Units  
DECISION**

- i. To note the acquisition of the 1<sup>st</sup> Dispersed Unit (DU1) in the Aberystwyth area as per Cabinet resolution of the 23/02/21
- ii. To revoke decision C150 ii) 23/02/21 (to acquire the 2<sup>nd</sup> Dispersed Unit in Aberystwyth).
- iii. To approve in principle the acquisition of the 2<sup>nd</sup> Dispersed Unit (DU2)
- iv. To give delegated power to both the Cabinet Member, and the Corporate Lead Officer: Porth Cynnal to make changes as necessary to give effect to the matters raised in this Report.

***Reason for decision:-***

*To assist the Authority in securing properties for increased provision of suitable and safe accommodation for use for those fleeing domestic violence.*

**36 To consider the report of the Corporate Lead Officer, Porth Cynnal upon: Safe Accommodation for complex needs children  
DECISION**

To approve the development of the regional safe accommodation scheme specifically in the use of ICF funding for the purchase and establishment of a regional central safe accommodation hub for children with complex needs.

***Reason for decision:-***

*To provide the Statutory Director of Social Services with the political mandate to agree with the development of the regional hub.*

**37 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon: the adoption of highway at Cwrt Dulas, Lampeter  
DECISION**

To approve the proposed Adoption of Cwrt Dulas, Lampeter through the Section 38 Highway Act 1980 process and maintain at public expense thereafter.

**38 To consider the report of the Corporate Lead Officer, Economy and Regeneration: Achieving Carbon Net Zero by 2030 - Action Plan, to include feedback from the Thriving Communities Overview and Scrutiny Committee  
DECISION**

1. To endorse the Net Zero Action Plan and Actions set out within it;
2. To note that any proposals for the Safe Zones to be made permanent would be consulted upon and presented to Cabinet for decision;
3. To invite a representative from the Liberal Democrats Group to attend the Carbon Management Group.

***Reason for decision:-***

*To support the Council's commitment to reducing the effects of climate change.*

**39 To consider the report of the Corporate Lead Officer, Economy and Regeneration: UK Government Levelling Up Fund and Community Renewal Fund applications**

**DECISION**

1. To endorse the Net Zero Action Plan and Actions set out within it;
2. To note that any proposals for the Safe Zones to be made permanent would be consulted upon and presented to Cabinet for decision;
3. To invite a representative from the Liberal Democrats Group to attend the Carbon Management Group.

***Reason for decision:-***

*To support the Council's commitment to reducing the effects of climate change.*

**40 The report relating to item C150 is not for publication as it contains exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.**

**DECISION**

Not to exclude the public and press from the meeting

***Reason for decision:-***

*The document was not discussed in public*

**41 Any other matter the Chairman decides is for the urgent attention of the Cabinet**

None.

**Confirmed at the Meeting of the Cabinet held on 13 July 2021**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13 July 2021

**Title:** LA Representative on Governing Bodies

**Purpose of the report:** To confirm the nomination of LA Representative on Governing Bodies

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Cllr Catrin Miles, Schools Service, Lifelong Learning and Leisure.

**Rhydypennau Community Primary School:** Re-elect Sian Thomas Jones as LA Governor at the request of the Governing Body of Rhydypennau Community Primary School.

**Comins Coch Community Primary School:** Elect Daniel Frisby as LA Governor at the request of the Governing Body of Comins Coch Community Primary School.

**Has an Integrated Impact Assessment been completed?**

No – report does not refer to a Policy or Service change.

**Wellbeing of Future Generations:**

**Summary:**

**Long term:**

**Collaboration:**

**Involvement:**

**Prevention:**

**Integration:**

**Recommendation(s):** Members are requested to confirm the nomination of the above named as LA representatives on the Governing Bodies of the relevant School.

**Reasons for decision:** To nominate representatives of the LA on Governing Bodies.

**Overview and Scrutiny:** N/A

**Policy Framework:**

<b>Corporate Priorities:</b>	N/A
<b>Finance and Procurement implications:</b>	None
<b>Legal Implications:</b>	
<b>Staffing implications:</b>	None
<b>Property / asset implications:</b>	None
<b>Risk(s):</b>	N/A
<b>Statutory Powers:</b>	N/A
<b>Background Papers:</b>	N/A
<b>Appendices:</b>	N/A
<b>Corporate Lead Officer:</b>	Meinir Ebbsworth – Corporate Lead Officer - Schools
<b>Reporting Officer:</b>	Nia James
<b>Date:</b>	23 June 2021



## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>13th July 2021</b>
<b>Title:</b>	<b>Growing Mid Wales – amended Inter-Authority Agreement</b>
<b>Purpose of the report:</b>	<b>To approve the amended Growing Mid Wales Inter-Authority Agreement</b>
<b>For:</b>	<b>Decision</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Councillor Ellen ap Gwynn, Leader of the Council; Councillor Rhodri Evans, Cabinet Member for Economy and Regeneration; Councillor Dafydd Edwards, Cabinet Member for Highways and Environmental Services together with Housing.</b>

### Background

Ceredigion County Council has already engaged in a formal arrangement with Powys County Council to pursue a Mid Wales Growth Deal as part of the Growing Mid Wales work – through the existing Inter-Authority Agreement (“IAA”) dated 11 December 2019.

Work has developed with the project, and on the 22<sup>nd</sup> December 2020, Heads of Terms for the Growth Deal were signed between the two Local Authorities and both Governments.

### Current position

There is now a requirement to amend and evolve the governance agreement (the IAA) to ensure good governance for the next phase, which is the development of a Portfolio Business Case and agreeing a Final Deal Agreement with WG and the UK Government.

The following are the main changes proposed to the IAA as set out in Appendix 1:

- Redefine scope of the “project” in the agreement to accommodate stipulated expectations and requirements for achieving Final Deal Agreement, as were outlined in the Heads of Terms document. – Development of a “Portfolio Business Case” (see amendment to definition of Project on page 4);
- Strengthening the audit provisions (See Clause 4.2.6, page 7);
- Including the joint scrutiny provisions into the IAA (see clause 23 and schedule 5);
- To amend the title of the Regional Learning and Skills Partnership for Mid Wales to Regional Skills Partnership for Mid Wales (see

amendment to definition and Schedule 4).

A report was presented to the Growing Mid Wales Board on 11 June 2021 setting out what changes were required to the Agreement to reflect the above and recommended that the Board recommended to the Cabinets of both Authorities that the Agreement was amended and such a recommendation was made by the Board.

In order to continue to ensure that appropriate governance arrangements are in place for the next milestone, it is proposed that the Cabinet approves the amended "Inter-Authority Agreement for agreeing a Portfolio Business Case and the Final Deal Agreement for the Mid Wales Growth Deal" as set out in Appendix 1 of this report. This is on the understanding that a further amendment to the IAA may be required to reflect changes required by the introduction and establishment of the Mid Wales Corporate Joint Committee. A further IAA will also be required in order to establish governance arrangements for delivery and operation of the Growth Deal.

<b>Wellbeing of Future Generations:</b>	<p><b>Has an Integrated Impact Assessment been completed? If not, please state why</b> Integrated Impact Assessments will be presented along with any reports specific to the Growing Mid Wales projects etc.</p> <p><b>Summary:</b></p> <p><b>Long term:</b> The Agreement is intended to continue for the duration of the Project.</p> <p><b>Integration:</b> N/A</p> <p><b>Collaboration:</b> With Powys County Council</p> <p><b>Involvement:</b> N/A</p> <p><b>Prevention:</b> To prevent risks arising as a result of poor governance.</p>
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<b>Recommendation(s):</b>	<p>(i) To approve the Amended Inter-Authority Agreement for agreeing a Portfolio Business Case and the Final Deal Agreement for the Mid Wales Growth Deal (Appendix 1).</p> <p>(ii) To grant delegated powers to the Corporate Lead Officer-Legal &amp; Governance to make minor amendments to the Inter Authority Agreement, in conjunction with Powys County Council. More significant changes to be authorised by Cabinet</p>
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<b>Reasons for decision:</b>	To ensure that appropriate governance arrangements are in place to cover the next phase of developing the Growth Deal.
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<b>Overview and Scrutiny:</b>	Matters relating to Growing Mid Wales will be considered by the Thriving Communities Overview and Scrutiny Committee.
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There will also be new regional scrutiny arrangements as

part of the amended agreement.

**Policy Framework:** Corporate Strategy 2017 - 2022

**Corporate Priorities:**

- Boosting the Economy
- Investing in People's Futures

**Financial implications:** None

**Statutory Powers:** Not applicable

**Background Papers:** Cabinet report 19<sup>th</sup> March 2019  
Cabinet report – 6<sup>th</sup> November 2018;  
Cabinet report – 31<sup>st</sup> July 2018;  
Cabinet report – 27<sup>th</sup> March 2018;  
Cabinet report – 28<sup>th</sup> November 2017;  
Cabinet report – 23<sup>rd</sup> July 2015.  
Growing Mid Wales Board Report and Draft Minutes 11 June 2021.

**Appendices:** Appendix 1 – Inter-Authority Agreement.

**Lead Officer:** Eifion Evans, Chief Executive

**Reporting Officer:** Eifion Evans, Chief Executive

**Date:** 13th July, 2021

**THIS AGREEMENT is made the                      day of July 2021**

**BETWEEN:**

**CEREDIGION COUNTY COUNCIL (1)**

**And**

**POWYS COUNTY COUNCIL (2)**

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**AMENDED INTER  
AUTHORITY AGREEMENT**

**for**

**AGREEING A PORTFOLIO  
BUSINESS CASE AND THE  
FINAL DEAL AGREEMENT**

**FOR THE**

**MID WALES GROWTH DEAL**

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**DATED**

**July 2021**

**BETWEEN:**

**PARTIES:**

- (1) **CEREDIGION COUNTY COUNCIL** of Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, Ceredigion, SA46 0PA ( "Ceredigion" ) : and
- (2) **POWYS COUNTY COUNCIL** of County Hall, Llandrindod Wells, Powys LD1 5LG ("Powys")

together described as the "Authorities" or "the Parties"

**WHEREAS**

- (1) Currently the Authorities have in place an Inter Authority Agreement dated 11<sup>th</sup> December 2019 ("the IAA") in respect of the development of an Outline Business Case ("OBC") for the Mid Wales Growth Deal ("the Growth Deal") and for approval of Heads of Terms with the Welsh Government ("WG") and the United Kingdom Government ("UK Government").
- (2) The Authorities have resolved to amend the IAA to take them to the next stage of developing a Portfolio Business Case and agreeing a Final Deal Agreement with WG and the UK Government.
- (3) The Authorities have established a Joint Committee for the purpose of establishing good and clear governance around the development of an OBC for the Growth Deal and for approval of Heads of Terms with the WG and the UK Government and confirm that the Joint Committee will continue for the next stage of developing a Portfolio Business Case and agreeing with WG and the UK Government a Final Deal Agreement in accordance with the Heads of Terms
- (4) The Authorities recognise that a further and more detailed Inter Authority Agreement will be required once a Final Deal Agreement has been agreed by the Authorities, the WG and the UK Government, and the impact of Corporate Joint Committees for the Mid Wales area is better understood.
- (5) The Authorities agree that there will be no host authority and that the Joint Committee will operate on a joint partnership basis.
- (6) The Authorities agree to strengthen the joint scrutiny of the Project as set out in clause 23 and Schedule 5.

**NOW IT IS HEREBY AGREED** as follows:-

**1. Definitions and Interpretation**

1.1. For the purpose of this Agreement the following definitions apply to this Agreement and Schedules:

“the Accounts” shall mean the financial statements, records and relevant documents of The Project;

“Authorities” shall mean either Ceredigion or Powys or both as the context requires;

“Board” shall mean the joint committee as is established in accordance with this Agreement in relation to the Growth Deal;

“Budget” shall mean an itemised summary of intended revenue and capital expenditure for the Financial Year as approved in accordance with Clause 5;

“Chair” shall mean a Member acting as chair of meetings of the Board or the chair of the JOSSC as the case may be in accordance with this Agreement;

“Change in Law” shall mean any primary or secondary legislation that constitutes a change in Law that impact on this Agreement, which comes into force after the date of this Agreement;

“Constitution” shall mean a document produced, approved and maintained by an Authority setting out that Authority’s arrangements including any procedural rules relating to contracts, finance and land and such other information as required by Section 37 of the Local Government Act 2000;

“ESG” shall mean the Economic Strategy Group formed for the purpose of undertaking an advisory and consultative role to the Board and whose terms of reference are set out in Schedule 3;

“Funding” means funding provided to the Board otherwise than from the Authorities;

“Financial Year” shall mean a year beginning on 1st April;

“Heads of Terms” shall mean the agreement signed by the Parties and WG and the UK Government on 22<sup>nd</sup> December 2020;

Joint Overview & Scrutiny Sub-Committee (“JOSSC”) shall mean the joint scrutiny whose terms of reference are set out in Schedule 5;

“Law” means any applicable law, statute, bye-law, regulation, order, regulatory policy guidance or industry code, rule of court, directives or requirements of any Regulatory Body, delegated or subordinate legislation, or notice of any Regulatory Body;

“Management Group” shall comprise an appropriate Senior Officer from each Authority and invited officers from each of the Authorities;

“Mid Wales” shall mean the counties of Ceredigion and Powys;

“Member” shall mean a person elected to hold the office of member of an Authority in accordance with Section 79 of the Local Government Act 1972;

“Monitoring Officer” shall mean the officer specified in Clause 4.3 hereof who shall have responsibility for maintaining good legal governance of the Project and of the work of the Board in relation to this Agreement;

“The Project” shall mean the development of a Portfolio Business Case and concluding a Final Deal Agreement with the WG and the UK Government;

“Regulatory Body” means those government departments and regulatory, statutory and other entities, committees and bodies that, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate or influence the matters dealt with in this Agreement, or any other affairs of the Authority;

“RSP” shall mean the Regional Skills Partnership for Mid Wales established to support the delivery of a post-16 learning environment which is fit for purpose for the economic area involved in the Growing Mid Wales Partnership and whose terms of reference are set out in Schedule 4;

“Senior Officer” for Ceredigion shall mean the Corporate Lead Officer for Economy and Regeneration and for Powys shall mean the Corporate Director for the Economy and the Environment;

“Treasurer” shall mean the officer specified in Clause 4.3 hereof who shall have responsibility for maintaining the financial accounts of the Board in relation to this Agreement and shall act as the Section 151 Officer in respect of the Board and the Project;

“Vice Chair” shall mean such Member serving in the place of the Chair in accordance with this Agreement.

1.2. In this Agreement and Schedules:-

1.2.1. any references to a specific statute include any statutory extension or modification amendment or re-enactment of such statute and any regulations or orders made under such statute;

1.2.2. references to any Clause, sub- Clause, schedule or paragraph without further designation shall be construed as a reference to the Clause, sub- Clause schedule or paragraph to this Agreement so numbered;

1.2.3. the Clause, paragraph and schedule headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation;

1.2.4. person shall mean corporation, partnership, firm, unincorporated association and natural person;

1.2.5. the singular includes the plural and vice versa;

1.2.6. the four Schedules form part of the Agreement and have the same force and effect as if expressly set out in the body of the Agreement and any reference to this Agreement shall include the Schedules.

**2. Power to make this Agreement**

2.1 The Authorities wish to enter into this Agreement and deliver the Growth Deal pursuant to the powers conferred on them by Sections 101, 102, 111 and 113 of the Local Government Act 1972, Section 1 of the Local Authority (Goods & Services) Act 1970, Section 25 of the Local Government (Wales) Act 1994, Section 2, 19 and 20 of the Local Government Act 2000, Section 9 of the Local Government Wales Measure 2009 and all other enabling powers now vested in the Authorities.

2.1 In making this Agreement each of the Authorities confirm that they have in place an appropriate scheme of delegation under which the powers and duties set out in



Schedule 2 hereof are delegated wholly to the Board and do not require to be ratified in any way by the individual Councils.

### **3. The Board**

3.1. The Authorities agree to establish the Board in accordance with the provisions of Schedule 1 for the purpose of undertaking the Project and to undertake the duties and responsibilities set out in Schedule 2 of this Agreement or such other duties and/or responsibilities as may be further agreed from time to time by the Authorities.

3.2. The Board may recommend such matters which are not considered to be in the ambit of Schedule 2 for consideration and decision in accordance with each Authority's Constitution.

### **4. Authorities**

4.1. The Authorities shall carry out the administrative functions of the Board which shall include the following:

4.1.1. Subject to Schedule 2 employ or otherwise deploy sufficient people to enable the Board to operate in an effective manner within the approved Budget. For the avoidance of doubt, the employing Authority will use its own recruitment processes and be responsible for the line management of their employees under their own employment policies; and

4.1.2. enter into and use reasonable endeavours to perform all contracts approved by the Board to achieve the Project; and

4.1.3. apply for Funding as directed by the Board; and

4.1.4. receive and make payments out of all monies dedicated to the Board (and the Parties expressly agree that Funding shall be paid to the Authority employing the Treasurer which Authority shall hold the same in accordance with its financial regulations); and

4.1.5. act as clerk and host the Board support and other requisite support services, including legal services; and

4.1.6. comply with the provisions of this Agreement and use reasonable endeavours to do all such things as authorised from time to time by the Board.

4.2. The Authorities shall nominate an Authority who shall also:

4.2.1. subject to the statutory role of each Authority's monitoring officer in accordance with Section 5(A)(1) of the Local Government and Housing Act 1989 and the Local Authorities (Executive and Alternative Arrangements) (Modification of Enactments and Other Provisions) (Wales) Order 2002 SI 2002 2002/808 in relation to their Authority, provide for the purposes of the Board the services of its monitoring officer; and

4.2.2. act as the Treasurer for the purposes of the Project and all financial aspects of the Board and the Project will be controlled and managed through the financial systems of

the Treasurer’s authority and will ensure that the accounting practices comply with relevant legislation and other controls.

4.2.3. The Authorities shall be entitled to recover from the Budget dedicated to the Board an amount equal to the costs and outgoings which have been properly incurred in undertaking the responsibilities allocated under this Agreement including the payment of wages, expenses, pension contributions and termination/redundancy payments for employees. A detailed analysis of such costs and outgoings will be presented to the Treasurer for payment and to the Board for information and approval.

4.2.4 The Treasurer will make available to the chief finance officer and internal or external auditors of the other Authority access to the Accounts of the Board at all reasonable times free of charge or any officer of the other Authority duly authorised for the purpose and such accounts shall be subject to audit as accounts to which Section 2 of the Audit Commission Act 1998 applies.

4.2.5. After the conclusion of every Financial Year the Treasurer will by the 30<sup>th</sup> June each year send to the other Authority a copy of the final accounts of the Board for such Financial Year this provision being in addition to and not in substitution for any obligation to furnish to the other Authority copies of the auditor’s report on such accounts and of the financial statement thereof.

4.2.6 Each Council shall permit all records referred to in this Agreement to be examined and copied from time to time by the Treasurer, or any representatives of the Treasurer who reasonably require access to the same in order to undertake any audit of the funds received and spent pursuant to this Agreement.

4.3. For the purposes of discharging the administrative functions detailed in paragraphs 4.1 and 4.2 above, it is hereby agreed that the functions listed in Column 1 below shall be initially undertaken by the Authority listed in Column 2 below;

<b><u>Column1</u></b>	<b><u>Column 2</u></b>
Human Resources	Ceredigion
Clerk to the Board	Shall be designated to the Authority in which the meeting of the Board is held
Legal Services/Monitoring Officer	Powys
Treasurer and Section 151 Officer	Ceredigion
Communications	Jointly by Ceredigion and Powys
Procurement	Powys
Translation	The Authority where a meeting is held

IT	Ceredigion
Internal Audit	Powys

**PROVIDED ALWAYS** that the Authorities may by agreement from time to time vary the arrangements detailed in Columns 1 and 2 above.

4.4 Each Authority shall appoint a Senior Officer to act as the Joint Senior Responsible Officer (“SRO”) for the Project and the SROs shall agree which further officers will be required to be utilised to deliver the Project and to form part of the Management Group.

## 5. Finance

5.1. An initial budget forecast will be submitted for consultation by 31<sup>st</sup> December each year for the next Financial Year and approval sought by 31<sup>st</sup> January. The budget shall include the costs associated with the implementation of the Project in accordance with this Agreement for the approval of the Board. Any substantial increase to the baseline should be agreed by the Board with clear funding options identified.

5.2. In respect of grants and other external sources of funding, the Treasurer shall notify the Authorities in writing of the sums which have been granted to the Board as and when the Treasurer becomes aware of such.

5.3. The Board shall only operate within its Budget, as agreed with each of the Authorities subject to maximum thresholds and any additional external funding. Quarterly financial monitoring reports and forecasts should be provided by the Treasurer to SRO’s and to the Board.

5.4. Each of the Authorities shall contribute towards the net costs of operating the Board in equal proportions.

5.5 The contributions specified in Clause 5.4 shall be made by the Authorities quarterly in advance based on an invoice for the agreed amounts submitted by the Treasurer.

5.6. If either of the Authorities fail to pay their share of the net costs within 31 working days of the delivery of an invoice in respect of the same then interest as hereinafter provided shall be payable on the outstanding amount until payment is made. Interest shall be calculated at the rate of one per centum per annum in excess of the base lending rate of the Bank of England applicable for the relevant period.

5.7 Any underspend will be rolled forward to the next financial year (by use of a specific reserve or other instrument approved by the Treasurer).

5.8 Overspends will be notified to the Management Group and the Board promptly with clear explanation of the deficit. The specific reserve will be utilised in the first instance to fund the overspend. But the Parties need to agree a recovery proposal for the existing

and future years budget and where funding will be sourced. In immediate circumstances the Authorities will share the burden in equal parts. If substantial overspends continue the Board must consider its future viability and adopting termination Clauses.

5.9 External Audit arrangements will apply based on the Treasurer's local arrangements and Internal Audit arrangements will apply based on Powys local arrangements.

5.10 The Treasurer shall ensure that any purchases or supply of services made to the Project which are taxable under VAT legislation, whether or not the purchase price includes an element of VAT, shall be paid for only on the receipt by the responsible financial officer of an invoice complying with VAT regulations or a written guarantee that an authenticated VAT receipt will be issued on payments.

5.11 VAT will be chargeable on payments between the Authorities only where a taxable supply of goods or services is deemed to have been made as defined by statute in the VAT Act 1994 as amended.

## **6. Ownership of Assets**

6.1. The Authorities shall hold all the assets belonging to the Board on trust for the Authorities in equal shares.

6.2. Upon termination of this Agreement the Authorities shall distribute any assets belonging to the Board as directed by the Authorities but in accordance with the proportions set out in Clause 6.1 hereof and in the event of dispute shall comply with the provisions of clause 20 of this Agreement relating to dispute resolution.

## **7. Indemnities**

7.1. Each Authority shall indemnify and keep indemnified the other Authority for an appropriate proportion of all liabilities, losses, actions, claims, demands, proceedings, damages, costs, charges, and expenses whatsoever and howsoever arising in respect of or in any way arising whether in contract, tort or otherwise, except where the liability arises from any fraud, dishonesty, negligence, unlawful expenditure, libel or slander on the part of an Authority performing a function as set out in Clause 4 hereof and/or where an Authority has acted outside the scope of its authority.

7.2. In the event of an Authority in the performance of a function as set out in Clause 4 hereof committing fraud, dishonesty, negligence, unlawful expenditure, libel or slander or otherwise acting outside the scope of their authority, that Authority shall indemnify and keep indemnified the other Authority against all liabilities, losses, actions, claims, demands, proceedings, damages, costs, charges, and expenses whatsoever and howsoever arising in respect of or in any way arising whether in contract, tort or otherwise, directly or indirectly, out of such conduct.

## **8. Duration of the Agreement and Termination**

8.1. This agreement shall continue until replaced by another Agreement governing the relationship between the Parties or otherwise terminated in accordance with clause 8.2.

- 8.2 Any Authority may terminate its involvement in this Agreement by giving to the other Authority 12 months' notice in writing.
- 8.3. In the event that this Agreement is terminated in accordance with Clauses 8.1 and 8.2 the Authorities shall remain liable for the following costs in equal proportions:-
- 8.3.1. the operational costs calculated to the date of termination; and
- 8.3.2. costs arising as a consequence of the indemnities referred to in Clause 7; and
- 8.3.3. the cost of any redundancies consequent upon the termination; and
- 8.3.4. any other costs properly incurred in connection with this Agreement or its termination.
- 8.4 Either Party (for the purposes of this clause 8.4, the First Party) may terminate this Agreement with immediate effect by the service of written notice on the other Party (for the purposes of this clause 8.4, the Second Party) in the following circumstances:
- (a) if the Second Party is in breach of any material obligation under this Agreement, provided that, if the breach is capable of remedy, the First Party may only terminate this Agreement under Clause 8.4, if the Second Party has failed to remedy the breach within 28 days of receipt of notice from the First Party (Remediation Notice) to do so;
- (b) there is a Change in Law that prevents either Party from complying with its obligations under this Agreement; or
- (c) following a failure to resolve a dispute under clause 20.

## **9. Confidentiality/Transparency**

- 9.1. The provisions of Sections 100 100A - 100I and 100K of the Local Government Act 1972 shall apply to proceedings of the Board.
- 9.2. Without limiting the generality of the above paragraph 9.1. the Authorities shall comply with the Data Protection Act 2018 and Freedom of Information Act 2000 as applicable and appropriate.
- 9.3. With the exception of the matters referred to in paragraph 9.2. above the Authorities shall jointly agree a protocol for the disclosure of information relating to this Agreement.
- 9.4. None of the Authorities shall make any communication otherwise than in accordance with a jointly agreed protocol for disclosure of information relating to this Agreement.

## **10. Force Majeure**

- 10.1. Notwithstanding anything else contained in this Agreement, no Authority shall be liable for any breach of its obligations hereunder resulting from causes beyond its reasonable control including but not by way of limitation national emergency, war, flood,

earthquake, strike or lockout, other than a strike or lockout induced by the Authority so incapacitated, imposition of governmental regulations or Law which renders performance of the Agreement impossible.

10.2. Each of the Authorities hereto agrees to give written notice forthwith to the other upon becoming aware of the reasons likely to result in a delay and of the likely duration of the delay. Subject to the giving of such notice, the performance of such notifying Authority's obligations shall be suspended during the period such circumstances persist and such notifying Authority's obligations shall be granted an extension of time for performance equal to the period of the delay. Any costs arising from such delay shall be borne by the Authority incurring the same.

10.3. The other Authority may if the delay continues for more than 10 (ten) working days terminate the Agreement forthwith on giving written notice to the notifying Authority.

10.4. The notifying Authority may if the delay continues for more than twenty (20) working days terminate its participation in the Agreement on giving written notice to the other Authority.

## **11. Variation**

11.1 At any time the Board or one or more of the Authorities may recommend changes to this Agreement by giving notice in writing to the other Authority as the case may be. The Authority in receipt of the notice shall use all reasonable endeavours to consider within six weeks of such receipt whether to accept the recommendation.

11.2 If both Authorities agree to the recommended changes a memorandum of variation shall be prepared for execution on behalf of the Authorities and appended to this Agreement.

## **12. No Partnership**

12.1 Nothing in this Agreement shall be construed as establishing or implying any partnership between the Authorities and except as stated in this Agreement nothing in this Agreement shall be deemed to constitute any of the Authorities hereto as the agent of the other Authority or authorise any Authority (i) to incur any expenses on behalf of any other Authority (ii) to enter into any engagement to make any representation or warranty on behalf of any other Authority (iii) to pledge the credit of or otherwise bind or oblige any other Authority or (iv) to commit any other Authority in any way whatsoever without in each case obtaining that other Authority's prior written consent.

## **13. Successors**

13.1 This Agreement shall be binding upon and endure to the benefit of the Authorities and their respective successors in title.

## **14. Notices**

14.1. Any demand notice or other communication given or made under or in connection with this Agreement will be in writing.

14.2. Any such demand notice or other communication will if given or made in accordance with this Clause be deemed to have been duly given or made as follows:-

14.2.1. if sent by prepaid first class post on the second working day after the date of posting; or

14.2.2. if delivered by hand upon delivery at the address provided for in this Agreement; or

14.2.3. if sent by email to the Chief Executive of an Authority on the day of transmission;

provided however that if it is delivered by hand or sent by email on a day which is not a working day or after 4.00 p.m. on a working day it will instead be deemed to have been given or made on the next working day.

14.3. Any such demand notice or other communication will in the case of the service by post or delivery by hand be addressed to the recipient's address stated in this Agreement or at such other address as may from time to time be notified in writing by the Authorities as being the address for service.

## **15. Severability**

15.1 If any of the provisions of this Agreement is found by a Court or other competent authority to be void or unenforceable such provisions shall be deemed to be deleted from this Agreement and the remaining provisions of this Agreement shall continue in full force and effect. Notwithstanding the foregoing the Authorities shall thereupon negotiate in good faith in order to agree the terms of a mutually satisfactory provision to be substituted for the provision so found to be void or unenforceable.

## **16. Entire Agreement**

16.1. This Agreement and any Schedules thereto constitutes the entire agreement and understanding of the Authorities and supersedes any previous agreement between the Authorities relating to the subject matter of this Agreement.

16.2. Each of the Authorities acknowledges and agrees that in entering into this Agreement it does not rely on and shall have no remedy in respect of any statement representation warranty or understanding whether negligently or innocently made of any person whether party to this Agreement or not other than as expressly set out in this Agreement.

## **17. The Contracts (Rights of Third Parties) Act 1999**

17.1 The Parties to this Agreement agree that the provisions of the said Act are hereby excluded.

## **18. Co-operation**

18.1 The Authorities agree at their own cost to co-operate fully with each other and provide such information and assistance as the other may reasonably require in connection with any actual or potential legal proceedings arbitration hearings inquiries ombudsman enquiries inspections internal investigations and disciplinary hearing arising out of or in connection with the provision of this Agreement provided that such obligation shall not extend to any such proceedings between the Authorities.

## **19. Litigation**

19.1 The Authorities agree to promptly notify the other by written notice upon becoming aware of or in receipt of any process or other notice of the commencement of proceedings in which any Authority is named in connection with this Agreement. No litigation will be commenced in connection with anything arising out of this Agreement without the other Authority's prior written consent, such consent not to be unreasonably withheld or delayed.

## **20. Dispute Resolution**

20.1. Prior to any dispute difference or disagreement being referred to mediation pursuant to the remaining provisions of this Clause 20 the Authorities shall seek to resolve the matter as follows:-

20.1.1 in the first instance the issue shall be considered by the Chief Executive officers of each of the Authorities;

20.1.3 if the Chief Executive officers are not able to resolve the matter within thirty (30) working days the provisions of Clauses 20.2, 20.3 and 20.4 shall take effect.

20.2 For the purpose of this Clause 20.2 a dispute shall be deemed to arise when one Authority serves on the others a notice in writing stating the nature of the dispute.

20.3 Every dispute notified under Clause 20.2 shall first be referred to mediation in accordance with the mediation procedures of the Alternative Dispute Resolution Group London;

20.3.1 The mediator shall be agreed upon by the Authorities and failing such agreement within fifteen (15) working days of one Authority requesting the appointment of a mediator and providing their suggestion thereof then the mediator shall be appointed by the President or the Vice -President for the time being of the Law Society;

20.3.2 Unless agreed otherwise the Authorities shall share equally the costs of mediation;



20.3.3 The use of mediation will not be construed under the doctrines of laches waiver or estoppel to affect adversely the rights of any Authority and in particular any Authority may seek a preliminary injunction or other judicial relief at any time if in its judgment such action is necessary to avoid irreparable damage.

20.4 In the event of the Authorities failing to reach agreement on their dispute or difference following mediation pursuant to Clause 20.3 one Authority may serve on the other a notice in writing stating the nature of the matters still in dispute;

20.4.1 The dispute or difference shall then be referred to the arbitration of a sole arbitrator to be appointed in accordance with Section 16(3) of the Arbitration Act 1996 (“the Arbitration Act”) the seat of such arbitration being hereby designated as Wales;

20.4.2 In the event of failure of the Authorities to make the appointment pursuant to Section 16(3) of the Arbitration Act the appointment shall be made by the President or if the President be unwilling, unable or unavailable the Vice President for the time being of the Law Society;

20.4.3 The arbitration will be regarded as commenced for the purposes set out in Section 14(1) of the Arbitration Act when one Authority sends to the others written notice in accordance with the Arbitration Act;

20.4.4 The arbitration shall be conducted in accordance with the Rules of the Chartered Institute of Arbitrators(s)/The Rules of the London Court of International Arbitration for the Chartered Institute of Arbitrators or any amendment or modification thereof being in force at the date of commencement of the arbitration.

## **21. Governing Law**

21.1 This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

## **22. Welsh Language**

22.1 In accordance to the Welsh Language (Wales) Measure 2011 the Welsh Language will not be treated less favourably than the English Language in relation to this Agreement.

22.2 The Parties will comply to the Welsh Language standards of Ceredigion in relation to this Agreement

## **23. Scrutiny**

23.1 The Parties shall ensure the proper scrutiny of the Project by means of a Joint Overview & Scrutiny Sub-Committee whose terms of reference are set out in Schedule 5.

IN WITNESS whereof the Common Seals of the respective Authorities were hereunto affixed the day and year first before written.

The COMMON SEAL of CYNGOR SIR )  
CEREDIGION COUNTY COUNCIL )  
was hereunto affixed in the presence of:

Corporate Lead Officer  
Legal & Governance Services

Executed as a Deed by affixing )  
the COMMON SEAL of )  
POWYS COUNTY COUNCIL )  
In the presence of

Head of Legal and Democratic Services  
A duly authorised officer

## **SCHEDULE 1**

### **TERMS OF REFERENCE OF THE BOARD**

#### **1. Establishment**

- (a) There shall be constituted a Board:-
- (i) consisting of five voting Members to be appointed by each of the Authorities plus the chair of the Economic Strategy Group (“ESG”);
  - (ii) having the functions, powers and duties described in the Agreement; and
  - (iii) upon and subject to the terms and conditions described in the Agreement.
- (b) The Board may adopt or authorise the use of a brand name, logo or similar method to describe itself or its activities.

#### **2. Nomination of Deputy to attend Meetings**

Each Authority shall from time to time nominate in writing a deputy for any Member appointed by them to attend and to vote at any meeting of the Board in place of the Member who for any reason is unable to attend that meeting.

#### **3. Appointment of Representative Members and Period of Office**

- (a) Each of the Authorities shall appoint Members as mentioned in paragraph 1 and a Member so appointed shall hold office until the Member:
- (i) dies; or
  - (ii) resigns; or
  - (iii) becomes disqualified in accordance with Section 80 of the Local Government Act 1972; or
  - (iv) ceases to be a Member of the Authority they represent; or
  - (v) is suspended;
  - (vi) the Authority which the Member represents has decided that another Member should act in their place.
- (b) The chair of the ESG shall remain a Board member for as long as he or she remains the chair of the ESG.

#### **4. Failure to Attend Meetings/ Filling of Casual Vacancies**

- (a) The Clerks to the Board shall notify an Authority if one of their Members fails to attend three consecutive meetings of the Board and that Authority will then consider whether or not that Member shall continue to represent the Authority on the Board.
- (b) If for any reason there shall be a vacancy in the representation of any of the Authorities on the Board allowed under the terms of this Agreement for the time being the Authority where the vacancy occurs may fill such vacancy by appointment evidenced in writing by their Chief Executive officer or other authorised officer to the Chief Executive officer of the other Authority as the case may be.

## **5. Election of Chairperson**

- (a) The Leaders of both Authorities shall act as Joint Chair and shall preside over alternate meetings such that the Chair for the meeting will be the Leader from the Authority at which the meeting takes place.
- (b) The Chair at any meeting shall not have a casting vote.

## **6. Co-opted Persons**

- (a) The Board may invite such number of co-opted persons as it shall determine to attend meetings of the Board for a fixed period of time;
- (b) Such persons may be individuals or representatives of such organisations/ private sector companies as the Board shall determine;
- (c) Such co-opted persons may fully participate in meetings but may not vote at meetings of the Board and may be required by the Chair not to attend some or any part of a meeting. For the avoidance of doubt the Chair of the ESG is not a co-opted member but a full member of the Board and as such has full voting rights.

## **7. Meetings of the Board**

The Board shall meet at least 4 times a year, or at such frequency as the Board shall determine.

## **8. Convening of Meetings**

The meetings of the Board shall be convened by notice in writing issued by the Authority clerking the Board meeting in accordance with Clause 4.1.5 of the Agreement or by the Chairs and delivered to each Member of the Board and such co-opted person as required or sent by email or post to or delivered to the Member's or co-opted person's address as notified to the Authorities at least three clear working days before the day of the meeting.

## **9. Quorum of Meetings**

To constitute a meeting of the Board not less than two voting Members from each Authority shall be present.

## **10. Voting**

- (a) Whilst the Board shall endeavour to work by consensus, each Authority shall be entitled to one vote for each voting Member attending at the meeting of the Board.
- (b) Copies of the draft minutes of the proceedings of every meeting of the Board shall after each meeting be sent by the Clerk to the Board to the Chief Executive officers of each Authority, Board Members, officers appointed to the Management Group by the Authorities and as appropriate co-opted persons.
- (c) The Chair at any meeting shall not have a casting vote.

(d) In the event of tied vote, the matter will be adjourned and reconsidered at the next Board meeting and if the vote remains tied, the matter will fall to be dealt with at a meeting of the Leaders and Chief Executives of both Authorities and in the event of a failure to agree, the issue cannot be re-introduced at the Board for at least 6 months.

## **11. Standing Orders etc**

For the avoidance of doubt the Board shall, where relevant and subject to the provisions of this Agreement, operate in accordance with the Monitoring Officer's Authority's Constitution and contract procedure rules and with the Treasurer's Authority's financial procedure rules.

## **SCHEDULE 2**

### **ROLE OF THE BOARD AND MANAGEMENT GROUP**

#### **1. The Duties and Responsibilities of the Board**

The Board shall:

- 1.1. oversee and monitor the work required to enable an OBC to be submitted with regard to the Growth Bid and to agree Heads of Terms with the WG and UK Government in accordance with the Project;
- 1.2. approve bids for Funding in pursuit of the Project and refer such to the Authorities to apply for funding in accordance with Clause 4.1.3;
- 1.3. obtain appropriate advice, assistance and services;
- 1.4. take advice and consult with the ESG where appropriate to do so;
- 1.5. receive bi-annual reports from the RSP;
- 1.6. do such other things in accordance within the terms of this Agreement as may be agreed from time to time by the Authorities in furtherance of the Project.

#### **2. The Role of the Management Group**

The Management Group shall provide managerial direction to officers and advise the Board in the fulfilment of their responsibilities under this Schedule. The Management Group will:

- 2.1. Provide leadership to and management of officers by setting objectives and priorities for work to be progressed in line with work programme for submission of business cases.
- 2.2. Monitor progress of the work programme, identify and manage risks and issues, and provide regular reports to the Board.
- 2.3. To support the Board with well-planned papers that set out clear recommendations where decisions are required.
- 2.4. To manage resources in line with budgets allocated to the work.
- 2.5. Approve a staffing structure (if appropriate);
- 2.6. Approve the procurement of consultants and advisers in furtherance of the Project;
- 2.7. Approve such contractual arrangements as may be required for the Project;



## **SCHEDULE 3**

### **THE ROLE AND TERMS OF REFERENCE FOR**

### **THE ECONOMIC STRATEGY GROUP ( ESG )**

#### **1. Introduction**

1.1. The Economic Strategy Group (ESG) has a vital role in supporting the Growth Deal and economic growth across Mid Wales by ensuring that collective responsibility exists between partners on the ESG and that the ESG is a key advisory, support and advocacy mechanism for the Growth Deal.

1.2. The ESG will:

- Provide a business voice on the Growth Deal to the Board and champion the projects to be included within the Growth Deal.
- Aid collaboration and communication within the private sector and to the Authorities and other public funding bodies.
- Represent local business views to shape future strategy and influence policy relevant to economic growth and business benefit at Mid Wales level.
- Make recommendations to the Board

#### **2. Responsibilities of the ESG**

2.1. The key role of the ESG is to represent the collective business interests in Mid Wales by bringing together business issues affecting the Growth Deal in a single forum.

2.2. The priorities of the ESG reflect existing local policy frameworks, specifically those relating to the Growth Deal and emerging economic plan, and the ESG plays a significant role in contributing to, advising on, and advocating the Growth Deal.

#### **3. Membership of the ESG**

3.1. The ESG members will be from the private sector, nominated by both Authorities, and will include representatives from the Powys and Ceredigion areas.

3.2. The Chief Executive officer of each Authority or their nominated representative shall be entitled to attend meetings of the ESG as an adviser or an observer but shall not have a vote.

#### **4. Chair**

The Chair of the ESG will be a business person (private company) with business interests in Mid Wales who has a cross county and sub-regional interest and influence. It is expected that the business interests of the Chair of the ESG will be a significant local employer which has an impact and use of local, regional and national supply chain. The Chair of the ESG will have voting status at meetings of the Board and, in this capacity, will be expected to act as the private sector advisor. The Chair of the ESG will be appointed for a 2 year term at the end of he/she may end their term or seek reaffirmation by standing for re-nomination.



4.1. The Chair of the ESG will be a joint appointment by the Authorities following nominations by the unanimous agreement of the Welsh Government and the UK Government.

## **5. Vice Chair**

5.1. The Vice-Chair of the ESG will be a Mid Wales based business person (private company), appointed for a 2-year term, nominated and voted in by the ESG.

## **6. Membership**

6.1. The ESG will consist of at least 10 members and a maximum of 15 members, including the Chair.

6.2. All ESG members will usually serve a 2-year term at the end of which they may end their term or seek reaffirmation by standing for re-nomination. Membership will be opened out to the representative projects, organisations or business sectors as appropriate whenever a place on the ESG becomes available.

6.3. The ESG will consist of ten members plus the Chair of the ESG. The membership will be drawn from Mid Wales with five appointees from each Authority.

## **7. ESG Meetings**

7.1. The ESG will meet 4 times per year or more frequently with agreement of the Chair of the ESG. Attendance will be monitored and it is expected that ESG members make every effort to attend all ESG meetings, repeated non-attendance may result in a request to step down from the ESG.

7.2. Each member will have 1 vote each with the Chair of the ESG having the deciding vote. Observers / speakers will be invited by the Chair of the ESG to attend the ESG Meeting or be part of sub-groups as and when required.

7.3. Members of the ESG are required to declare any personal or financial interests in any business of the ESG at the commencement of the meeting. The Chair of the ESG will decide if this will lead to member's exclusion from the item in question, the whole meeting or withdrawal from the ESG (temporarily or permanently).

7.4. As the Chair of the ESG's role includes an advisory role to the Board, the ESG members will be expected to conduct themselves in accordance with the "seven principles of public life" as set out by the Committee Standards in Public Life (Nolan Committee). Within the ESG projects and sub-groups will be able to raise concerns, opportunities or ideas which may have an impact on the wider local economy.

7.5. Subgroups may be used to consider matters in depth or particular pieces of work. These sub groups may contain membership from both the ESG and other groups.

7.6. Minutes will be distributed by e-mail as soon after the meeting as possible for comment and will include a record of decisions, actions and discussions.

- 7.7. Secretariat will be provided by Powys.
- 7.8. For ESG meetings, six members (including the Chair or Vice Chair of the ESG in the Chair of the ESG's absence) will represent a quorate meeting.

## **8. Remuneration**

- 8.1. There will be no remuneration paid to any ESG members for the opinion and guidance they provide. If, in the course of the ESG's business, members are required to travel then expenses and/or subsistence will be entitled to be claimed by those ESG members; the rates and requirements will follow Ceredigion's policy on Travel Expenses and Subsistence and overnight accommodation.
- 8.2. Expenses will be met by the Budget of the Board.

## **9. Communication**

- 9.1. The principles of the ESG will be to communicate with the wider business community and then represent these views to the Board.
- 9.2. As the Chair of the ESG will become the business representative on the Board the remit of representing the view of business will be required whilst having wider consideration for the economic growth of the Mid Wales area.
- 9.3. It will be the responsibility of the Chair of the ESG to communicate recommendations of the ESG to the Board.
- 9.4. The Chair of the ESG will be supported in their role by the Authorities to review the ESG's progress, communications, membership and succession planning. It is expected that the ESG will meet every three months.

## **ESG Code of Conduct**

Members of the ESG are required to declare any personal or financial interests in any of the business of the ESG meeting at the commencement of meetings.

The ESG members will be expected to conduct themselves in accordance with the "seven principles of public life" set out by the Committee Standards in Public Life (the Nolan Committee) these are:

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

## Schedule 4

# Regional Skills Partnership

## Terms of Reference

### 1. Name

- 1.1 The name and current working title of the RSP shall be the Regional Skills Partnership (“the RSP”) for Mid Wales, Partneriaeth Sgiliau Rhanbarthol, Canolbarth Cymru.

### 2. Vision

- 2.1 To align the public and private sectors in order to address the supply and demand issues for an effective agile workforce, with the appropriate skill level to attract inward investment to Mid Wales and improve communication networks between sectors to understand and identify learning and career pathways into appropriate long term employment for the citizens of Mid Wales.

### 3. Mission

- 3.1 The RSP will act as a stakeholder group engaging and consulting with specific sectors, industries and regions:
- To identify and respond to the needs of employers and learners across Mid Wales.
  - To engage with employers, sectors and stakeholders to identify current and future skills needs across the region and plan accordingly
  - To align activity to future demand and stimulate innovation through learning and employment
  - To enable an inclusive regional response to Welsh Government policy and initiatives
  - To align activity with the skills requirements of the Growing Mid Wales Partnership

### 4. Our Objectives – as set out in the IAA

- 4.1 To work with the Economic Strategy Group (ESG) to identify skill requirements from the private sector in Mid Wales
- 4.2 Establish methodologies to identify future employment opportunities across all sectors
- 4.3 Establish a curriculum strategy group to align learning pathways and progression routes for all learners from KS4/5 into work-based learning training programmes / Further Education / Higher Education or a regional apprenticeship scheme or occupational schemes.
- 4.4 Introduce Higher Education degree and masters courses aligned to the future skills agenda for employment opportunities in Mid Wales
- 4.5 Establish a regional apprenticeship scheme (including shared apprenticeships) that bridges and aligns public and private sectors and which recognizes the transferability of skills.
- 4.6 Produce innovative career guidance for all learners in Mid Wales to link learning and career pathways.

- 4.7 Develop the concept of 'Centres of Excellence' in Mid Wales.
- 4.8 Work with a range of partners to ensure opportunities for career-long support for upskilling the current workforce, including those in short term employment.
- 4.9 All of the actions would be underpinned by a strong bilingual focus contributing, via the unique bilingual education system and workforce across Mid Wales, to the vision of a million Welsh speakers by 2050

## 5. Membership

5.1 The membership will consist of those in the table below:

<b>Membership of the RSP</b>	
2 x Higher Education Representatives	One representative from each of the Universities (Aberystwyth and UWTSU)
2 x Further Education Representatives	One representative from each of the colleges (NPTC and Coleg Sir Gâr)
2 x Education & Skills Representatives	One officer from each Local Authority
2 x Strategic Workforce Planning leads	One officer from each Local Authority
2 x Regeneration Representatives	One officer from each Local Authority
2 x Health Representatives	One representative from each of the Health Boards (Powys Teaching Health Board and Hywel Dda Health Board)
Training providers	National Training Federation for Wales + WBL providers from each LA
<p><b>Industry / Employers</b></p> <p>The Strategic Growth Priorities for Growing Mid Wales are Agriculture, Food &amp; Drink Transport Supporting Enterprise Skills &amp; Employment Energy Strengthened Tourism Offer Applied Research &amp; Innovation Digital</p> <p>These areas should all be covered by the representation that is proposed for the RSP.</p>	<p>A representative each from the sectors derived from those identified in AECOM Report:</p> <ol style="list-style-type: none"> <li>1. Tourism – to include hospitality and catering</li> <li>2. Manufacturing</li> <li>3. Agriculture and the land-based economy</li> <li>4. Public Services – which might include local and national government, emergency services &amp; defence</li> <li>5. Foundation sectors *</li> <li>6. Digital Services (this group is in addition to the AECOM-defined groups)</li> </ol> <p>*This “sector” is particularly significant in its relative scale in Mid Wales and includes infrastructure, utilities, food processing, retailing and distribution, and health, education and welfare. This would merit further breakdown, with particular merit in prioritizing considering representation from health and social care (education is represented in other segments)</p>
Economic Strategy Group Mid Wales	Representative to be nominated

Growing Mid Wales Partnership	Representative to be nominated
Careers Wales	
Job Centre Plus	
RLP Manager	
Other	Other industry, employer groups, higher education institutions or third sector partners to be invited as required. These could include local voluntary associations and education or training partners from outside the two authorities who might wish to work within the two authorities, or who can offer routes into education or training for the people of the Mid Wales region.

- 5.1 Observer members and co-opted experts may be invited as needs arise
- 5.2 The RSP shall exist for 1 year and then be re-nominated. Members shall be eligible for re-nomination
- 5.3 The RSP shall appoint a Chair and Vice-Chair at its first meeting bi-annually. If it is necessary for the RSP to appoint an Interim Chair, the appointment will be reviewed every 3 months.
- 5.4 Failure to attend three consecutive RSP meetings will result in a new nomination being sought to represent the sector / stakeholder group
- 5.5 The secretariat function will be fulfilled by the officers employed to undertake the work of the Regional Skills Partnership
- 5.6 Members may appoint substitutes to represent their sector when necessary, all names of nominated substitutes to be sent to the Secretariat in advance of the meetings

## **6. Core Principles and Responsibilities**

- 6.1 Members of the RSP shall be expected to work on the basis of mutual support, shared values and a culture of joint working and collaboration
- 6.2 Members of the RSP commit to the Nolan Principles
  - 6.2.1 Integrity – members should avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work
  - 6.2.2 Objectivity – Members should act and take decisions impartially, fairly and on merit and for the widest benefit of others
  - 6.2.3 Accountability – Every Member will act on behalf of the stakeholders or groups they represent, and it is expected that every member will ensure that reasonable arrangements are in place to report back on their work
  - 6.2.4 Openness – Members should act and take decisions in an open and transparent manner
  - 6.2.5 Confidentiality – Every Member should respect confidentiality, and where relevant ensure that confidential material is protected and that it

is not use without permission from the RSP (as a collective) or for private purposes

- 6.2.6 Accountability – every member is accountable to the public for their decisions and must submit themselves to scrutiny if necessary
- 6.2.7 Honesty – every member should be truthful
- 6.2.8 Declarations – Every member should declare any interest that could influence discussions or decisions taken by the RSP, and they will be recorded by the secretariat
- 6.2.9 Promoting equality and respect for others – Every member should undertake their responsibilities with due regard to the need to promote equal opportunity for all and demonstrate respect and consideration towards others

### **6.3 Members of the RSP are expected:**

- 6.3.1 To co-operate strategically on behalf of stakeholders across Mid Wales
- 6.3.2 To attend regular meetings of the RSP
- 6.3.3 To prepare thoroughly for all meetings by reading the minutes and accompanying papers as well as to contact and discuss any matter that is relevant to the work of the RSP with others they represent as required
- 6.3.4 To be prepared to contribute to meaningful discussions at RSP meetings and to listen, give due consideration to and respect the opinions and views of others
- 6.3.5 To communicate information about any work or development relevant to their sector
- 6.3.6 To convey and promote the decisions of the RSP within their sector and repost, on a regular basis, the work of the RSP
- 6.3.7 To recognise and respect the worth and contribution of each member
- 6.3.8 To represent the RSP effectively on other groups, forums and partnerships as required and to ensure that the views of the RSP are conveyed clearly and firmly on all occasions
- 6.3.9 To participate in meetings, events and other activities organised by the RSP from time to time.

## **7. Operational Procedures of the Board**

- 7.1 The Regional Skills Partnership host organisation (....) will fulfil the administrative and financial functions of the RSP and shall be responsible for providing secretariat functions to the RSP
- 7.2 Meetings of the RSP are to be scheduled on a bi-monthly basis will be reviewed as necessary; however, it shall be a requirement for the RSP to meet at least once every quarter
- 7.3 The Chair of the RSP shall be responsible for calling meetings of the RSP with the support of the secretariat
- 7.4 The secretariat shall provide written notice of the time, date and location of the RSP meeting to all members at least 10 working days before the date fixed for the meeting

- 7.5 If a member of the RSP wishes to include an item on the agenda of the RSP meeting, they should notify the secretariat at least 5 working days prior to the date of the meeting. The Chair of the RSP and secretariat shall agree the final content of the agenda for the RSP meeting
- 7.6 If a member of the RSP wishes to present a written report to the RSP, they should ensure that the secretariat receives an electronic version of the report at least 7 working days before the date of the meeting. The Chair of the RSP has the discretion to take any items that are of an urgent or informative nature that would benefit the discussion at the meeting
- 7.7 The secretariat shall distribute the final agenda and reports for the RSP meeting electronically at least 5 working days before the date of the meeting
- 7.8 For RSP meetings, 6 members (including the Chair or the Vice-Chair in their absence) shall comprise a quorum
- 7.9 The RSP shall conduct its business in an open and transparent way and in a spirit of consensus and mutual respect. Therefore, the RSP shall endeavour to arrive at a decision on matters by consensus. If consensus cannot be reached, the Chair of the RSP shall ask for a vote and a simple majority shall carry the vote. If necessary, the Chair of the RSP shall ask for a second vote or shall use their casting vote
- 7.10 It shall be expected that decisions of the RSP will be implemented. However, where executive authority is required, decisions shall be referred to the decision-making bodies of individual authorities / stakeholders for consideration and the outcomes of these considerations shall be reported back to the RSP.
- 7.11 The secretariat shall be responsible for keeping minutes of the RSP and distributing them to members of the RSP
- 7.12 Copies of these minutes shall be made available by the secretariat on request
- 7.13 The Welsh and English languages have equal status and the RSP will work to Ceredigion's Welsh Language Standards

## **8. Accountability and Resources**

- 8.1 ..... as host will monitor and be accountable for the financial management of the RSP to ensure that the funder's and financial guidelines of the Authority are followed
- 8.2 Scrutiny of the RSP will be undertaken through the democratic process of Ceredigion and Powys and through regular updates to the Local Authority representative groups (Chief Executives; Regeneration and Education Directors)
- 8.3 **Finance:** Welsh Government currently supports the existing Regional Skills Partnerships, each at a cost of circa £150k per year. Discussions with Welsh Government confirm that the Mid Wales Regional Skills Partnership would be funded in the same way, and to the same level as the other partnerships. Additionally, a commitment to a half-year funding from October 2020 has been made to facilitate the establishing of the new partnership, and previously a sum of £30k was committed to support the work leading to the setting up of the partnership.

## **9. Amending the Constitution**

- 9.1 The RSP shall undertake an annual self-assessment to assess the effectiveness of the RSP, including its future consideration



9.2 The RSP shall review the terms of reference on an annual basis and amend it as necessary

#### **10. Commitment**

10.1 Each member shall sign a copy of the RSP's terms of reference on behalf of the organisation they represent, as a sign of their support and commitment to the vision, mission and objectives of the Regional Skills Partnership for Mid Wales, Partneriaeth Sgiliau Rhanbarthol Canolbarth Cymru.

## **Regional Skills Partnership**

## **SCHEDULE 5**

### **TERMS OF REFERENCE OF THE GROWING MID WALES JOINT OVERVIEW & SCRUTINY SUB-COMMITTEE (“JOSSC”)**

#### **1. Membership**

- 1.1. The Joint Overview & Scrutiny Sub-Committee shall comprise of 10 members in total, 5 each from the Authorities, ensuring political balance.
- 1.2. Executive members of the Authorities shall not be members of the JOSSC.
- 1.3. Two nominated substitutes will be allowed for the representatives listed above provided that the substitutes are not involved in and have not attended meetings of the Board or ESG.
- 1.4. An Authority may send a substitute from their own Authority if they are unable to attend, but this may not be a member of the Authority's executive and should be a member of each Authority's relevant scrutiny committees and same political group. A substitute will be able to vote.

#### **2. Purpose**

- 2.1. The purpose of the Joint Overview & Scrutiny Sub-Committee shall be:
  - 2.1.1. Performing the overview and scrutiny function for the Growth Deal on behalf of the Authorities, to:
    - a) review and or scrutinise decisions made, or other action taken, in connection with the discharge of any of the Board's functions;
    - b) make reports or recommendations to the Board or its executive officers with respect to the discharge of any of those functions;
    - c) make reports or recommendations to the Board or its executive officers on matters which affect the area or the inhabitants of that area;
    - d) exercise such other functions as the Board may determine.
  - 2.1.2. To develop a Forward Work Programme annually, reflecting the functions under clause 2.1.1 above.

For the period up to Final Deal Agreement (Development):
  - 2.1.3. To seek reassurance and consider if the Growth Deal is developing according to guidance from WG and UK Government in the period up to Final Deal Agreement, according to the Inter-Authority Agreement applicable, and against the expected timetable and/or is being managed effectively.

For the period post Final Deal Agreement (Delivery):
  - 2.1.4. To seek reassurance and consider if the Growth Deal is delivering according to the Inter-Authority (IAA), the agreed Portfolio Business Case, Implementation Plan and timetable, and / or is being managed effectively;
  - 2.1.5. To monitor the delivery of the Growth Deal Regional projects against agreed Portfolio/Programme/Project plans.
  - 2.1.6. To make any reports and recommendations to the Authorities, whether to their executive boards or Full Council as appropriate, in respect of any

function which has been delegated to the Board pursuant to this Agreement.

2.2. For the avoidance of doubt, scrutiny of individual Authorities projects' shall be a matter for the relevant Authorities' Scrutiny Committee.

### **3. Chair**

3.1. The Chair and Vice-Chair of the JOSSC shall be elected by the JOSSC.

3.2. The Chair and Vice-Chair of the JOSSC shall be elected by the JOSSC at its first meeting and then at each calendar year.

3.3. The position of Chair and Vice-Chair will rotate between the Authorities on an annual basis.

3.4. Election of Chair – The JOSSC will elect a Chair from the statutory membership of the committee. Substitute Members will not be eligible for election as the Chair.

3.5. Election of Vice-Chair – The JOSSC will elect a Vice Chair from the statutory membership of the committee. Substitute Members will not be eligible for election as Vice-Chair.

### **4. Voting**

4.1. Each member of the JOSSC shall have one vote. Decisions of the JOSSC shall be made by simple majority vote.

4.2. In the event of equality of votes the Chair of the JOSSC shall have a casting vote.

### **5. Conflicts of Interest**

5.1. Members of the JOSSC must declare any interest either before or during the meetings of the JOSSC (and withdraw from that meeting if necessary) in accordance with their Authority's Code of Conduct or as required by law.

### **6. Proceedings of Meetings**

6.1. The rules of procedure of the Monitoring Officer in respect scrutiny shall apply to meetings of the JOSSC.

6.2. Members of the JOSSC shall be subject to the Codes of Conduct for Members of their Authority.

6.3. Meetings may be rearranged, cancelled or additional meetings scheduled with the agreement of the Chair.

6.4. Each meeting will be recorded through the production of notes which will be made available to the public online after the meeting with the exception of any exempt or confidential information. Notes of meetings will usually be brief, containing a summary of discussions, action points and recommendations.

6.5. The JOSSC is not a decision making body, and the Chair should aim to facilitate consensual agreement on matters under consideration. Where a consensus cannot be reached, the Chair shall present the split views of the committee to the Board.

## **7. Quorum**

7.1. The quorum for meetings shall be no less than 4 Members, which must include at least 2 Members from each of the 2 Authorities

## **8. Frequency**

8.1. The JOSSC shall meet quarterly, having regard of the Board's meetings.  
Additional meetings may be convened by the Chair on at least 7 clear days' notice.

## **9. Allowances**

9.1. No allowances shall be paid.

## **10. Sub-Groups**

10.1. The JOSSC by agreement may create Task and Finish Groups.

## **11. Review**

11.1. The Terms of reference of the JOSSC shall be reviewed annually.

**MINUTES OF A MEETING OF THE BWRDD TYFU CANOLBARTH CYMRU / GROWING MID WALES BOARD HELD BY ZOOM ON FRIDAY, 11<sup>TH</sup> JUNE 2021**

**PRESENT**

**Ceredigion County Council Cabinet Members:**

Councillor Ellen ap Gwynn, Leader of Ceredigion County and Cabinet Member for Policy Performance, Partnerships and Democratic Services **(EAG)**

Councillor Dafydd Edwards: Cabinet Member for Highways and Environmental Services together with Housing **(DE)**

Councillor Catrin Miles: Cabinet Member for Learning Services and Lifelong Learning **(CM)**

Councillor Rhodri Evans: Cabinet Member for Economy and Regeneration **(RE)**

Councillor Gareth Lloyd, Cabinet Member for Finance and Procurement Services and Public Protection Services **(GL)**

**Powys County Council Cabinet Members:**

Councillor Rosemarie Harris Leader of Powys County Council **(RH) (Chair)**

Councillor Aled Davies, Portfolio Holder for Finance and Transport **(AD)**

Councillor Phyl Davies, Portfolio Holder for Education and Property **(PD)**

Councillor Heulwen Hulme, Portfolio Holder for Environment **(HH)**

Councillor Iain McIntosh, Portfolio Holder for Economic Development, Planning and Housing **(IM)**

**Economic Strategy Group:**

Fiona Stewart, Chair of the Economic Strategy Group **(FS)**

**Officers:**

Eifion Evans, Chief Executive, Ceredigion County Council **(EE)**

Dr. Caroline Turner, Chief Executive, Powys County Council **(CT)**

Carwyn Jones-Evans, Strategic Manager Mid Wales Growth Deal **(CJE)**

Clive Pinney, Solicitor to the Council, Powys County Council **(CP)**

Elin Prysor, Monitoring Officer, Ceredigion County Council **(EP)**

Lowri Edwards, Corporate Lead Officer: Democratic Services **(LE)**

Paul Griffiths, Advisor **(PG)**

Russell Hughes-Pickering, Corporate Lead Officer: Economy & Regeneration, Ceredigion County Council **(RHP)**

Arwyn Davies, Corporate Manager Ceredigion County Council **(AD)**

Diane Reynolds, Head of Economy & Digital Services, Powys County Council **(DR)**

**In attendance:** Elgan Hearn, Powys Local Democracy Reporter

<b>1. CROESO AC YMDDIHEURIADAU / WELCOME AND APOLOGIES</b>
--

The Chair welcomed everyone to the meeting.

**Apologies received:** Steve Hughson, Chief Executive of the Royal Welsh Agricultural Society and Nigel Brinn, Corporate Director Economy & Environment, Powys County Council.

2.	<b>DATGANIADAU O FUDDIANT PERSONOL / DECLARATIONS OF PERSONAL INTEREST</b>
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None.

3.	<b>COFNODION Y CYFARFOD DIWETHAF/ MINUTES OF THE LAST MEETING 26/05/2021</b>
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The minutes of the last meeting held on 26<sup>th</sup> May 2021 were agreed as a correct record.

4.	<b>LLYWODRAETHIANT / GOVERNANCE</b> <ul style="list-style-type: none"><li>• Report: Revised Inter-Authority Agreement</li></ul>
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CP presented a report to amend the Inter Authority Agreement to ensure Good Governance for the Development of a Portfolio Business Case and Agreeing a Final Deal Agreement with WG and the UK Government.

The document set out:

- What changes are required of the Inter Authority Agreement (IAA) to ensure good governance for the development of a Portfolio Business Case and agreeing a Final Deal Agreement with WG and the UK Government;
- To recommend to the Cabinets of both Authorities that the IAA is amended as set out in Appendix 1 to this report.

The following are the main changes made to the draft amended IAA as set out in Appendix 1:

- Redefine scope of the “project” in the agreement to accommodate stipulated expectations and requirements for achieving Full Deal Agreement, as were outlined in the Heads of Terms document. – Development of a “Portfolio Business Case”;
- Strengthening the audit provisions;
- Including the joint scrutiny provisions into the IAA;

**DECISION:** Subject to replacing RLSP (Regional Learning and Skills Partnership) with RSP (Regional Skills Partnership) within the IAA the Board recommends to the Cabinets of both Authorities that the IAA is amended as set out in Appendix 1 of the report. On the understanding that a further amendment to the IAA may be required to reflect changes required by the introduction of Corporate Joint Committees for the Mid Wales area

**5. MID WALES GROWTH DEAL**

Verbal update on progress since the last meeting 26/05/21.

CJE gave an update on the progress since the last meeting held on 26<sup>th</sup> May 2021. Councillors Rosemarie Harris and Ellen ap Gwynn had a successful meeting with David TC Davies MP who shared their desire to progress to Full Deal Agreement. Arrangements are being made for Councillors Rosemarie Harris and Ellen ap Gwynn to meet with the new Minister for the Economy, Vaughan Gething MS.

CJE reported that the recruitment of 4 out of 5 key roles in the Portfolio Management Office (PMO) had been successful, and that the candidates will be starting in position soon. The recruitment of a Land and Property programme manager had been unsuccessful – and officers would discuss this further. It was suggested that the option of a secondment from the current teams within authorities is explored.

Meetings with civil servants of both governments are ongoing and clarification on the expectations are being sought. Officers within the two authorities are working closely and progress is being made. Workshops to consider the detail will be arranged with Members. The workshops will also provide an opportunity to review the project short list. It was noted that a similar session and discussion would need to be held with the Economic Strategy Group.

The Board agreed to seek Full Deal Agreement by autumn 2021.

It was agreed that an informal joint cabinet meeting be arranged at the end of July as a workshop for Members to workshop the emerging proposals, and further discussion with the ESG on their input and engagement to the process.

**6. UNRHYW FATER ARALL / ANY OTHER BUSINESS**

None.

**7. DYDDIADAU CYFARFOD NESAF / DATES OF FUTURE MEETINGS**

29 September 2021 – Virtual  
10 December 2021 - Virtual

**County Councillor Rosemarie Harris  
Chair**

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13<sup>th</sup> July 2021

**Title:** Phosphates on the River Teifi Special Area of Conservation

**Purpose of the report:** To update Cabinet in relation to Phosphates within the River Teifi Special Area of Conservation (SAC), and to seek Delegated Powers to determine Planning Applications that would adversely affect the integrity of the SAC

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Cllr Rhodri Evans, Economy and Regeneration

The Council is committed to development only taking place if it is sustainable development that includes relevant environmental protections.

The quality of the natural environment in our area is of a particularly high standard. The Teifi River is a Special Area of Conservation. Within this area various locations are of national and international significance for wildlife. Thus the Teifi River is designated as a Special Area of Conservation (SAC) under the Conservation of Habitats & Species Regulations 2017, as amended ("The Habitat Regulations").

The Local Planning Authority (LPA) recently received a letter from Natural Resources Wales (NRW) about the high levels of phosphates in the Teifi. The same letter has also been sent to the other Local Planning Authorities in Wales in relation to the Teifi as well as other SAC water bodies.

In light of a court Judgement (known as "The Dutch Case"), NRW have advised Ceredigion County Council that, in light of the unfavourable condition of the Teifi SAC, before determining a planning application that may give rise to additional phosphates within the catchment, competent authorities should undertake a Habitats Regulations Assessment (HRA).

Ceredigion County Council is a 'competent authority' under the Habitats Regulations, and thus means the council is legally required to assess the potential impacts of projects and plans, on internationally important sites which include the Teifi SAC. In its role as competent authority, the council must carry out a 'Habitat Regulations Assessment' on any relevant planning application that falls within the boundary and catchment areas. Where there is a 'Likely Significant Effect', the council must carry out an 'Appropriate Assessment' in order to determine, with scientific certainty, that there would be no 'Adverse Effect on Integrity' on the designated site from the plan or project, either alone or in combination with other plans and projects.

The council takes this into account when considering whether planning permission can be granted. If it cannot be proven that there would not be an adverse effect on integrity, then planning permission cannot be granted without further stringent

consideration under the Habitats Regulations. NRW is a statutory consultee on appropriate assessments and provides advice to competent authorities in relation to sites designated such as SACs. Local Planning Authorities must have regard to the advice given by NRW when making planning decisions (for both individual developments and local development plans (LDP)).

The types of development impacted by this requirement include (but are not limited to):

- New residential units - including tourist accommodation, gypsy & traveller sites /pitches, student accommodation, care homes etc.
- Commercial developments - new commercial floor space including extensions to existing, change of use from one business to another where there is an increase in employees and/or to a use that would impact on wastewater.
- Agricultural Development - additional barns, slurry stores etc.
- Prior Notifications of agricultural development where, as a result of the development, the amount or concentrations of wastewater discharge is increased.
- Anaerobic Digesters
- Tourism attractions
- Permitted development to an existing property (e.g. extensions) that increases the volume of foul drainage (e.g. as a result of increased occupancy).

Further advice from NRW (02/05/21) suggests that Private Sewage Treatment plants discharging domestic wastewater to ground built to the relevant British Standard should be designed so that;

- The drainage field is located more than 40m from any surface water feature such as a river, stream, ditch or drain, **and**
- The drainage field is located more than 50m from the SAC boundary, **and**
- The maximum daily discharge rate is less than 2 cubic metres
- Also, to ensure that there is no significant in combination effect, the discharge to ground should be at least 200m from any other discharge to ground. The density of discharges to ground should also not be greater than 1 for every 4 hectares (or 25 per km<sup>2</sup>)

The other issue that has been raised, and the LPA are awaiting clarification is the necessity to de-sludge private sewage treatment plants (STW), waste carriers are legally obliged to discharge the sludge at Welsh Water sewage treatment works, however there are no STW's within Ceredigion that have the necessary phosphate stripping facilities, apart from Llanddewi Brefi which provisionally only has remaining capacity for up to 5 units, therefore discharge to Welsh Water STW's contributes to the damaging effects of phosphates in the river Teifi SAC.

#### **Current situation (25/05/21)**

The LPA currently have 45 applications that cannot be determined due to the above issue, of the 45 applications they consist of 47 dwellings, and 22 other uses, consequently the applications need to be refused, however the CLO Economy and Regeneration does not currently have delegated powers to refuse, and furthermore Local Members cannot request that applications are presented to DCC for

determination, as there is insufficient information to support a proposal and a resolution to approve would result in an illegal decision.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>	Not Required
<b>Wellbeing of Future Generations:</b>	<p><b>Summary:</b>  <b>Long term:</b>  <b>Collaboration:</b>  <b>Involvement:</b>  <b>Prevention:</b>  <b>Integration:</b></p>	
<b>Recommendation(s):</b>	<p>Cabinet recommends that Council approves the granting of delegated powers to the CLO Economy and Regeneration in consultation with the Cabinet Member to determine planning applications where phosphates is an issue (pursuant to the Conservation of Habitats &amp; Species Regulations 2017)</p>	
<b>Reasons for decision:</b>	<p>To allow for Planning Applications to be determined efficiently</p>	
<b>Overview and Scrutiny:</b>	n/a	
<b>Policy Framework:</b>		
<b>Corporate Priorities:</b>	n/a	
<b>Finance and Procurement implications:</b>	none	
<b>Legal Implications:</b>		
<b>Staffing implications:</b>	none	
<b>Property / asset implications:</b>	none	
<b>Risk(s):</b>		
<b>Statutory Powers:</b>		
<b>Background Papers:</b>		
<b>Appendices:</b>	none	
<b>Corporate Lead Officer:</b>	Russell Hughes Pickering, CLO Economy and Regeneration	
<b>Reporting Officer:</b>	Alan Davies, Corporate Manager Planning Services	
<b>Date:</b>	26/05/21	

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13<sup>th</sup> July, 2021

**Title:** Capital Programme Outturn Report

**Purpose of the report:** To report on the Capital Programme Outturn Position for 2020/21

**For:** Information

**Cabinet Portfolio and Cabinet Member:** Financial, Procurement and Public Protection  
Cllr Gareth Lloyd

### 1. Background

Managing capital schemes has been very challenging during 2020/21 due to the impact of Covid 19. Issues included managing contractor access to sites throughout the year and additional funding received close to year end from the Welsh Government.

### 2. Overall Position

The actual expenditure for the year was £13.813m compared to the budget set at £17.737m (excluding the contingencies). The main variances were as follows:-

Name of Scheme	Under/(over) Spend £'000
VAWADAS – Supported Accommodation	456
LRF – Asset Development Programme	379
Bridges	347
21 <sup>st</sup> Century Schools Programme (Band B )	307
Resilient Road Grant	270
Lampeter Town Centre Green Infrastructure Enhancements	209
Other Replacement Vehicles	161
Street Lighting	180
Canolfan Dulais – TRIP Development Funding	228
Disabled Facilities Grant	159
Council Chamber Equipment upgrade phase 2	150
Other Variances under £150k	1,077

### 3. Variances

Appendix A provides a detailed analysis of the outturn position, together with the proposed level of funding to carry forward into 2021/22 which is shown in Appendix B.

### 4. Capital Receipts

No Capital Receipts were utilised in the 2020/21 programme. £342k of Capital Receipts were received during the year. There is a Capital Receipts balance carried forward to 2021/22 of £6.331m, which includes ring-fenced items in relation to Transport Grant related schemes (£66k), Housing Loan repayments (£612k), and Mill Street Development (£1.737m).

### 5. Slippage into 2021/22

Grant funded schemes with underspends will be carried forward into 2021/22 (where allowed under the specific grant conditions) and re-profiled as part of the amendments to the 3 year Capital Programme.

A schedule of General Fund capital schemes with commitments carrying forward to 2021/22 is summarised in Appendix B totalling £2.315m. The 3 year Capital Programme will be updated with these commitments.

**Integrated Impact Assessment:**

**Has an Integrated Impact Assessment been completed? If, not, please state why - This report does not refer to a policy or service change.**

**Wellbeing of Future Generations:**

**Long Term:  
Integration:  
Collaboration:  
Involvement:  
Prevention:**

**Recommendation(s):**

**To note the report and the successful financial performance.**

**Reasons for decision:**

**None required**

**Overview and Scrutiny:**

**Considered during the budget setting process**

**Policy Framework:** Medium Term Financial Strategy

**Corporate Priorities:-** All Corporate Priorities are underpinned by the Capital Programme.

**Financial implications:** Compliant

**Statutory Powers:** Local Government Finance Act 1992

**Background Papers:** 3 year Capital Programme

**Appendices:** A - Capital Outturn Report  
B - Carried Forward Commitments

**Corporate Lead Officer:** Stephen Johnson  
**Finance and Procurement**

**Reporting Officer:** Liz Jones (Assistant Accountant)

**Date:** 15th June 2021

## Cabinet Outturn Report 2020/21

Corporate/ Service Managers	Latest Budget			Total Expenditure to Finance £	Under/(Over) spend against budget	
	General Funding £'000	Grant Funding £'000	Total £'000			
<b>Schools and Culture</b>						
21st Century Schools programme (Band A)	NJ	183,000	-	<b>183,000</b>	142,731	40,269
21st Century Schools programme (Band B)*	NJ	315,000	86,000	<b>401,000</b>	93,559	307,441
Reducing Infant Class Sizes	NJ	140,000	476,000	<b>616,000</b>	619,161	(3,161)
Childcare Provision inc. Cenarth, Dyfryn Aeron and Henry School - additional Capital works	NJ	-	1,088,000	<b>1,088,000</b>	1,099,935	(11,935)
E-sgol Project	NJ	300,000	-	<b>300,000</b>	250,915	49,085
Underfloor Heating System - Schools	NJ	-	41,000	<b>41,000</b>	41,212	(212)
Schools New Roof Programme of works	NJ	131,000	-	<b>131,000</b>	108,247	22,753
Milk Dispensers & Beakers for Schools	NJ	141,000	-	<b>141,000</b>	140,982	18
Urgent Works Schools	NJ	-	20,000	<b>20,000</b>	3,498	16,503
Encouraging Curiosity (Ceredigion Museum)	NJ	5,000	-	<b>5,000</b>	24,570	(19,570)
	NJ	7,000	86,000	<b>93,000</b>	81,852	11,148
<b>Total - Schools</b>		<b>1,222,000</b>	<b>1,797,000</b>	<b>3,019,000</b>	<b>2,606,662</b>	<b>412,338</b>
<b>Porth Cymorth Cynnar</b>						
Community Hub - Plascrug Leisure Centre	NJ	-	16,000	<b>16,000</b>	11,264	4,736
Community Hub - Lampeter Leisure Centre	CY	-	-	-	5,062	(5,062)
Cwrtnwydd Youth Service Campus	GJ	102,000	-	<b>102,000</b>	44,998	57,002
Flying Start Capital Grant	NJ	-	168,000	<b>168,000</b>	172,973	(4,973)
Post 16 Digital 2030	MG	-	47,000	<b>47,000</b>	54,605	(7,605)
<b>Total - Porth Cymorth Cynnar</b>		<b>102,000</b>	<b>231,000</b>	<b>333,000</b>	<b>288,902</b>	<b>44,098</b>
<b>Economic and Regeneration</b>						
Canolfan Dulais - TRIP Development Funding/Tai Ceredigion	AD	-	688,000	<b>688,000</b>	460,127	227,873
Wildlife Site Cenarth Public Footpath	AD	12,000	76,000	<b>88,000</b>	89,122	(1,122)
Food Centre Wales Helix Project	AD	-	-	-	0	0
Sewage Treatment Works	LG	74,000	-	<b>74,000</b>	57,610	16,390
Urgent Works Other	LG	100,000	-	<b>100,000</b>	37,873	62,127
Buildings - Invest to Save	LG	175,000	-	<b>175,000</b>	31,898	143,102
Non Operational Property – Invest to Save Development	AD	79,000	-	<b>79,000</b>	6,901	72,099
Economic Futures Fund	AD	-	39,000	<b>39,000</b>	35,918	3,082
Asset Development Programme	AD	-	399,000	<b>399,000</b>	20,189	378,811
Small Business Grants (Capital)	AD	-	500,000	<b>500,000</b>	458,047	41,953
Market Hall Cardigan	AD	90,000	-	<b>90,000</b>	50,562	39,438
Footbridge Replacement Programme	AD	57,000	-	<b>57,000</b>	58,827	(1,827)
Lampeter Town Centre Green infrastructure Enhancements	AD	-	219,000	<b>219,000</b>	9,593	209,407
Access Improvement Grant	AD	-	83,000	<b>83,000</b>	82,726	274
Green Recovery Delivery Partnership Priority Themes	AD	-	-	-	196	(196)
<b>Total - Economic and Regeneration</b>		<b>587,000</b>	<b>2,004,000</b>	<b>2,591,000</b>	<b>1,399,589</b>	<b>1,191,411</b>



## Cabinet Outturn Report 2020/21

Corporate/ Service Managers	Latest Budget			Total Expenditure to Finance £	Under/(Over) spend against budget	
	General Funding £'000	Grant Funding £'000	Total £'000			
<b>Highways and Environmental Services</b>						
Roads	PJ	-	-	36,550	(36,550)	
Bridges	PJ	350,000	-	3,036	346,964	
Environmental Services	GJ	103,000	-	64,821	38,179	
General Highways Improvements	PJ	700,000	-	843,859	(143,859)	
Public Highways Refurbishment	PJ	-	859,000	875,299	(16,299)	
Pay & Display Cashless Car Parking Machines	PJ	48,000	-	43,770	4,230	
Street Lighting Programme	PJ	375,000	-	195,065	179,935	
TAIS Rural community Development Fund	PJ	-	125,000	146,605	(21,605)	
LTN T2/T5 West Wales Trawscymru corridor	PJ	-	570,000	552,532	17,469	
Restore damage caused by Storm Callum	RLL	-	562,000	549,795	12,205	
SRIC Llanbadarn to Aberystwyth Via Penweddig	PJ	28,000	337,000	355,164	9,836	
SRIC Rhiwcoch footway phase 2	PJ	-	123,000	111,656	11,344	
LTF Tregaron Traffic Management Measures	PJ	10,000	95,000	67,236	37,764	
ATF IBERS to Penrhyncoch shared Path	PJ	-	494,000	480,437	13,563	
ATF Core Funding	PJ	-	215,000	215,384	(384)	
ATF Pont -Yr Odyn Bridge	PJ	-	350,000	341,968	8,032	
Sustainable Transport - Covid Response	PJ	-	500,000	502,416	(2,416)	
Resilient Road Grant	PJ	-	300,000	29,752	270,248	
Flooding and Erosion Risk Management Grant	RLL	26,000	150,000	46,016	129,984	
Flood Alleviation Schemes Llandre/Borth Leat	RLL	-	80,000	10,069	69,931	
Aberaeron Coastal Protection Detail Design	RLL	-	406,000	443,116	(37,116)	
Llangrannog Coastal protection	RLL	-	91,000	69,312	21,688	
Borth & Ynyslas Coastal Protection	RLL	-	123,000	91,047	31,953	
Coastal Protection Aberystwyth	RLL	-	76,000	55,608	20,392	
Additional Replacement Vehicles (Civil Parking enforcement)	GJ	35,000	-	0	35,000	
Replacement Vehicles	GJ	215,000	270,000	323,064	161,936	
Absorbent Hygiene Product (AHP) Waste	GJ	318,000	-	293,723	24,277	
Penrhos - Waste Transfer Station	GJ	135,000	-	110,365	24,635	
<b>Total - Highways and Environmental Services</b>		<b>2,343,000</b>	<b>5,726,000</b>	<b>8,069,000</b>	<b>6,857,662</b>	<b>1,211,338</b>
<b>Porth Gofal</b>						
Disabled Facilities Grants	LH	900,000	-	900,000	741,261	158,739
Home Improvement & Houses into Homes Loan Schemes	LH	257,000	-	257,000	184,830	72,170
Enable Grant for Independent Living	LH	-	97,000	97,000	78,155	18,845
Warm Homes Boiler Replacement Grant	LH	-	15,000	15,000	15,000	0
Warm Homes Energy Measures Grants	LH	-	802,000	802,000	725,902	76,098
Cylch Caron	NL	-	-	-	0	0
Camu Mlaen - Canolfan Steffan	NL	5,000	-	5,000	1,328	3,672
Urgent Works - Residential Homes	NL	-	-	-	(640)	640
VAWADAS - Supported Accommodation	LH	111,000	345,000	456,000	400	455,600
Intermediate Care Fund	LH	-	90,000	90,000	90,400	(400)
<b>Total - Porth Ceredigion</b>		<b>1,273,000</b>	<b>1,349,000</b>	<b>2,622,000</b>	<b>1,836,636</b>	<b>785,364</b>

## Cabinet Outturn Report 2020/21

Corporate/ Service Managers	Latest Budget			Total Expenditure to Finance £	Under/(Over) spend against budget	
	General Funding £'000	Grant Funding £'000	Total £'000			
<b>Customer Contact</b>						
ICT Hardware	AM	100,000	-	100,000	2,663	97,337
Smart Mobile Phones	AM	150,000	-	150,000	136,622	13,378
Welsh Community Care Information System	AM	26,000	-	26,000	0	26,000
<b>Total - Customer Contact</b>		<b>276,000</b>	<b>-</b>	<b>276,000</b>	<b>139,285</b>	<b>136,715</b>
<b>Finance &amp; Procurement</b>						
Community Grant Scheme	JD	100,000	-	100,000	80,294	19,706
<b>Total - Finance &amp; Procurement</b>		<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>80,294</b>	<b>19,706</b>
<b>Democratic Services</b>						
Council Chamber Equipment upgrade Phase 2	LE	150,000	-	150,000	0	150,000
<b>Total - Democratic Services</b>		<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>
<b>Covid 19</b>						
Covid 19 - Field Hospitals	JD	-	577,000	577,000	628,009	(51,009)
<b>Total - Covid 19</b>		<b>-</b>	<b>577,000</b>	<b>577,000</b>	<b>628,009</b>	<b>-51,009</b>
<b>Brought Forward Commitments</b>						
Brought forward Commitments (Old schemes)		-	-	-	(23,237)	23,237
<b>TOTAL WORKING PROGRAMME</b>		<b>6,053,000</b>	<b>11,684,000</b>	<b>17,737,000</b>	<b>13,813,802</b>	<b>3,923,198</b>
<b>Contingencies</b>						
Contingencies	JD	144,000	-	144,000	-	144,000
Future Match funding for Coastal Schemes	JD	-	-	-	0	0
Profile re-alignment	JD	100,000	-	100,000	0	100,000
Capital Receipts Housing profile re-alignment	JD	100,000	-	100,000	0	100,000
New Approved Grants/Match funding for grant schemes	JD	92,000	948,000	1,040,000	0	1,040,000
<b>Total - Contingencies</b>		<b>436,000</b>	<b>948,000</b>	<b>1,384,000</b>	<b>-</b>	<b>1,384,000</b>
<b>TOTAL OVERALL PROGRAMME</b>		<b>6,489,000</b>	<b>12,632,000</b>	<b>19,121,000</b>	<b>13,813,802</b>	<b>5,307,198</b>

Cabinet Outturn Report 2020/21

Corporate/ Service Managers	Latest Budget			Total Expenditure to Finance £	Under/(Over) spend against budget
	General Funding £'000	Grant Funding £'000	Total £'000		
General Capital Grant / Supported Borrowing	5,719,000	-	5,719,000		
WG Repayable Funding Hills/H2H Loan/Town Centre	257,000	-	257,000		
Capital Receipts	63,000	-	63,000		
Capital Receipts Housing re-alignment	100,000	-	100,000		
Developing Education Reserves	315,000	-	315,000		
Revenue/Reserve Contribution	35,000	-	35,000		
Grants	-	12,632,000	12,632,000		
<b>TOTAL PROGRAMME FUNDING</b>	<b>6,489,000</b>	<b>12,632,000</b>	<b>19,121,000</b>		

## Commitments from 2020/21 to carry forward into 2021/22

(General Fund elements only - Grants not included at this stage)

## Appendix B

	<u>Proposed Amount to Carry forward 21/22</u>
<b><u>Proposed Items to c/f</u></b>	
21st Century Schools programme (Band A)	37,000
21st Century Schools programme (Band B)	221,000
School - additional Capital works	49,000
Underfloor Heating System - Schools	23,000
Urgent Works Schools	(20,000)
Encouraging Curiosity (Ceredigion Museum)	7,000
Cwrtnewydd Youth Service Campus	57,000
Sewage Treatment Works	16,000
Non Operational Property – Invest to Save Development□	72,000
Market Hall Cardigan	39,000
Bridges	347,000
Environmental Services	32,000
Street Lighting Programme	180,000
Additional Replacement Vehicles (Civil Parking enforcement)	35,000
Other Replacement Vehicles	155,000
Penrhos - Waste Transfer Station	25,000
Disabled Facilities Grants	100,000
Home Improvement & Houses into Homes Loan Schemes	72,000
Camu Mlaen - Canolfan Steffan	4,000
Development for Homelessness - Supported Accommodation	111,000
ICT Hardware	97,000
Smart Mobile Phones	13,000
Welsh Community Care Information System	26,000
Council Chamber Equipment upgrade Phase 2	64,000
Absorbent Hygiene Product (AHP) Waste	24,000
Match funding for Grant schemes	528,547
<b>Sub Total</b>	<b><u>2,314,547</u></b>
Total	<b><u>2,314,547</u></b>
<b><u>Funding</u></b>	
Supported Borrowing	1,986,547
Education Reserve	221,000
HILS&H2H Loans repayable	72,000
Revenue Reserve (Civil Parking enforcement)	35,000
Total	<b><u>2,314,547</u></b>

## CYNGOR SIR CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>13<sup>th</sup> July 2021</b>
<b>Title:</b>	<b>Latest 3 Year Capital Programme – 2021/22 to 2023/24</b>
<b>Purpose of the report:</b>	<b>To report on an updated 3 Year Capital Programme</b>
<b>For:</b>	<b>DECISION</b>
<b>Cabinet Portfolio</b>	<b>Finance &amp; Procurement</b>
<b>Cabinet Member:</b>	<b>Cllr Gareth Lloyd</b>

### 1. INTRODUCTION

The latest 3 Year Capital Programme for 2020/21 to 2023/24 was approved by Cabinet on 2<sup>nd</sup> February, 2021 as part of the overall budget setting process. Following the closure of the 2020/21 accounts, the Programme needs to be amended and updated to reflect the following:

- Commitments carried forward from 2020/21.
- Additional funding requirements considered by the Development Group.
- Re-profiling of Grant funded schemes to reflect up-to-date profiles together with new Grant approvals.

### 2. OVERALL SUMMARY

The updated 3 Year Capital Programme is shown in Appendix A, which shows a Capital Programme totalling £81.8m over the next 3 years, including a Capital Programme of £32.5m for 2021/22. The format of the programme has been updated to reflect the new corporate structure and the working budget allocated to each Corporate Lead Officer. This approach provides greater clarity and strengthens the financial management of the programme.

### 3. KEY CHANGES

#### **Commitments carried forward from 2020/21:**

Appendix B of the 2020/21 Capital Programme Outturn report, which is reported separately on this Cabinet meeting's agenda, shows the Council funded schemes that have commitments still running on into 2021/22. Therefore these schemes and the associated funding (totalling £2.315m) needs to be carried forward.

### **Additional funding requirements:**

The Development Group have also considered the funding required for the Penglais School Learning Support Unit.

### **Re-profiling of Grant Funded Schemes & New Grant Approvals**

Various grant schemes have been updated for either new grants or latest approved profiles. The main changes at this stage are the inclusion of grant approvals for:

- 21<sup>st</sup> Century Schools Programme (Band B)
- Schools Additional Capital Work
- Land Release Fund - Asset Development Programme
- Regional Capital Stimulus Fund
- Lampeter Town Centre Green Infrastructure Enhancements
- Canolfan Dulais – TRIP Development Funding
- Access improvement Grant
- Public Highways Refurbishment
- Local Transport Fund -TrawsCymru Bus Strategic corridor
- Resilient Roads Fund – flood Modelling
- Ultra Low Emissions Vehicle Transformation Grant
- Active Travel Fund - Core Funding
- Active Travel Fund - Cardigan Town Package
- Small Scale works – Flood and Coastal Erosion Risk Management Grants
- Intermediate Care Fund Programme
- VAWADAS Development for Homelessness

**Integrated Impact Assessment:** **Has an integrated Impact Assessment been completed: If, not, please state why**  
**No, this report does not refer to a policy or service change**

**Wellbeing of Future Generations:** **Long Term:**  
**Integration:**  
**Collaboration:**  
**Involvement:**  
**Prevention:**

**Recommendation(s):** **To approve the revised 3 Year Capital Programme for 2021/22 to 2023/34, as outlined in Appendix A.**

**Reasons for decision:** **To approve the latest 3 year Capital Programme**

**Overview and Scrutiny:** **Considered during the budget setting process**

**Policy Framework:** **Medium Term Financial Strategy**

**Corporate Priorities:** All Corporate Priorities are underpinned by the Capital Programme.

**Financial implications:** Compliant

**Statutory Powers:** Local Government Finance Act 1992

**Background Papers:** 3 year Capital Programme reported to Cabinet on 02/02/2021

**Appendices:** A – 3 year Capital Programme 2021/22 – 2023/24

**Corporate Lead Officer- Finance and Procurement:** Stephen Johnson

**Reporting Officer:** Liz Jones (Assistant Accountant)

**Date** 15<sup>th</sup> June 2021

**Proposed 3 Year Capital Programme 2021/22 - 2023/24**

Appendix A

	2021/22 Provisional	2022/23 Indicative	2023/24 Indicative	
	TOTAL £'000	TOTAL £'000	TOTAL £'000	
<b>Schools</b>				
21st Century Schools programme (Phase 1)	112	-	-	CCC
21st Century Schools programme (Band B)	3,702	10,172	561	CCC/Grant
Reducing Infant Class Sizes	909	-	-	Grant
Childcare Provision	1,489	787	-	Grant
School - additional Capital works	1,794	-	-	Grant
Underfloor Heating System - Schools	346	150	150	CCC
Penglais School - Learning Support Unit	687	-	-	CCC
Urgent Works Schools	240	150	150	CCC
Encouraging Curiosity (Ceredigion Museum)	11	-	-	CCC/Grant
<b>Total - Schools</b>	<b>9,290</b>	<b>11,259</b>	<b>861</b>	
<b>Porth Cymorth Cynnar</b>				
Community Hub - Lampeter	25	657	-	Grant
Flying Start Capital Grant	151	-	-	Grant
Cwrtnwydd Youth Service Campus	167	-	-	CCC
<b>Total - Porth Cymorth Cynnar</b>	<b>343</b>	<b>657</b>	<b>-</b>	
<b>Economic and Regeneration</b>				
Canolfan Dulais - TRIP Development Funding	228	-	-	Grant
Wildlife Site Cenarth Public Footpath	4	-	-	Grant
Sewage Treatment Works	516	300	-	CCC
Urgent Works Other	100	100	100	CCC
Buildings - Invest to Save	175	175	175	CCC
Non Operational Property – Invest to Save Development	72	-	-	CCC
Asset Development Programme	379	-	-	Grant
Economic Stimulus Fund	380	-	-	Grant
Market Hall Cardigan	364	-	-	CCC
Footbridge Replacement Programme	50	50	50	CCC
Lampeter Town Centre Green infrastructure Enhancements	209	-	-	Grant
Access improvement Grant	103	-	-	Grant
Green Recovery Grant	66	-	-	Grant
Hafan y Waun Housing Development	500	500	-	
<b>Total - Economic and Regeneration</b>	<b>3,146</b>	<b>1,125</b>	<b>325</b>	
<b>Highways and Environmental Services</b>				
Roads	200	200	200	CCC
Bridges	297	350	150	CCC
Environmental Services	92	60	60	CCC
General	700	700	700	CCC
Public Highways Refurbishment	775	-	-	Grant
Street Lighting Programme	380	-	-	CCC
Restore damage caused by Storm Callum	12	-	-	Grant
LTF TrawsCymru Bus Strategic Corridor	842	-	-	Grant
Resilient Road Grant - flood Modelling	250	-	-	Grant
Ultra Low emissions Vehicle Transformation	420	-	-	Grant
ATF Core Funding	325	-	-	Grant
ATF Cardigan Town Package - Footway Improvements	206	-	-	CCC/Grant
Small Scale Works - Flooding and Erosion Risk Management Grant	215	-	-	CCC/Grant
Flood Alleviation Schemes Llandre/Borth Leat	70	-	-	Grant
Llangrannog Coastal protection	22	-	-	Grant
Borth & Ynyslas Coastal Protection	32	-	-	Grant
Coastal Protection schemes Aberaeron and Aberystwyth	3,000	11,000	6,000	CCC/Grant
Additional Replacement Vehicles (Civil Parking enforcement)	35	-	-	CCC
Absorbent Hygiene Product (AHP) Waste	24	-	-	Grant
Other Replacement Vehicles	902	350	350	CCC
Waste Transfer Station	1,025	-	-	CCC
<b>Total - Highways and Environmental Services</b>	<b>9,824</b>	<b>12,660</b>	<b>7,460</b>	



	2021/22 Provisional	2022/23 Indicative	2023/24 Indicative	
	TOTAL £'000	TOTAL £'000	TOTAL £'000	
<b><u>Porth Gofal</u></b>				
Disabled Facilities Grants	1,700	1,400	1,400	CCC
Home Improvement & Houses into Homes Loan Schemes	72	-	-	CCC
Cylch Caron	252	-	-	CCC/Grant
Camu Mlaen - Canolfan Stefan	125	-	-	CCC
Urgent Works - Residential Homes	132	100	100	CCC
VAWADAS - Supported Accommodation	294	-	-	CCC/Grant
Intermediate Care Fund	524	-	-	CCC/Grant
<b>Total - Porth Ceredigion</b>	<b>3,099</b>	<b>1,500</b>	<b>1,500</b>	
<b><u>Customer Contact</u></b>				
ICT Hardware	197	100	100	CCC
Smart Mobile Phones	183	-	-	CCC
Welsh Community Care Information System	26	-	-	CCC
<b>Total - Customer Contact</b>	<b>406</b>	<b>100</b>	<b>100</b>	
<b><u>Finance &amp; Procurement</u></b>				
Community Grant Scheme	200	200	200	CCC
<b>Total - Finance &amp; Procurement</b>	<b>200</b>	<b>200</b>	<b>200</b>	
<b><u>Democratic Services</u></b>				
Council Chamber Equipment upgrade Phase 2	150	-	-	CCC/Grant
<b>Total - Democratic Services</b>	<b>150</b>	<b>-</b>	<b>-</b>	
<b><u>Covid 19</u></b>				
Covid 19	374	-	-	Grant
Funding to be allocated	-	700	1,350	CCC
<b>TOTAL WORKING PROGRAMME</b>	<b>26,832</b>	<b>28,201</b>	<b>11,796</b>	
Contingencies	350	350	350	
Future Match funding for Coastal Schemes	-	-	-	
Profile re-alignment	153	150	-	
Capital Receipts Housing profile re-alignment	418	-	-	
New Approved Grants/Match funding for grant schemes	4,750	4,214	4,200	
<b>Total - Contingencies</b>	<b>5,671</b>	<b>4,714</b>	<b>4,550</b>	
<b>TOTAL OVERALL PROGRAMME</b>	<b>32,503</b>	<b>32,915</b>	<b>16,346</b>	

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13/07/2021

**Title:** Controllable Revenue Outturn for 2020/21

**Purpose of the report:** Report on the final Budget Outturn position

**For:** For information

**Cabinet Portfolio and Finance & Procurement  
Cabinet Member:** Cllr Gareth Lloyd

### 1. SUMMARY

This report provides Cabinet with information about the final Controllable Revenue Budget performance for all Services of the Council for 2020/21. The last monitoring report for the period to 31/12/2020 forecasted a £301k underspend for the year.

The final overall position is that there is an underspend on Services of £113k which, together with a £376k surplus on Council Tax collection, results in a £489k increase in General Balances, which will rise to £6.052m. This figure equates to 3.9% of the 2021/22 Budget and close to the mid-point of the target range of between 3% and 5%. The 2020/21 performance demonstrates that despite COVID19, the Council's overall financial position remains positive and the Council's balance sheet is strong. The Council has continued its track record of bringing in a balanced budget, delivered through an effective Corporate structure supported by the Finance & Procurement service.

Earmarked reserves are regularly reviewed and re-aligned to emerging priorities, commitments and potential needs. This has been looked at further as part of the Outturn process and a full breakdown of the Earmarked reserves is shown in Appendix 1. In overall terms Earmarked reserves at year-end have increased to £38.5m (being 25% of the 2021/22 Budget).

Managing the financial dynamics of COVID19 has continued to be both challenging and resource intensive, which has meant the 2020/21 financial year has been a unique and unprecedented one for most Services. The impact has been seen through an increase in costs, losses of income and a combination of additional resources and redeployment of staff in order to support and implement new areas of activity. Late on in the financial year much greater clarity came through from WG in the form of expanding eligible areas for Hardship funding, additional funding announcements and quicker and more positive consideration of grant claims. This recognition has been very much appreciated and welcomed and has contributed significantly to the improved financial position.

## 2. NON-COVID19 BUDGET PERFORMANCE

It is important to note that there has not always been a black and white distinction with COVID19 in terms of financial impact. Whilst there are clear specific impacts that are referenced in the COVID19 section of this report, there are also more subtle and indirect impacts being seen across most services, which together with a significant number of additional funding announcements, that came through during February and March, has helped contribute to the final generally positive position. It has meant that the year is unique in financial terms and final individual service positions in most cases are not reflective of a 'normal' or 'typical' year.

The only area of overspend relates to the Porth Through Age model, where the net final position is an overspend of £573k. Within this position there are a number of variances due to the complexity and diversity of the underlying budgets and the continued development of the new model. Ultimately underspends within both Porth Gofal (£950k) and Porth Cymorth Cynnar (£351k) have been used via an earmarked reserve to offset the position in Porth Cynnal as all 3 services are intertwined.

Despite the COVID19 position, Delegated School budgets have ended the year in a very positive position. School Balances overall have increased from £2.68m to £6.35m, with no schools being in a deficit position. It is important to note that this position has arisen due largely to additional funding streams that became available, mainly quite late on in the financial year (e.g. Repairs & Maintenance funding - £978k, various Accelerated Learning Programme monies - £1.006m) with additional grant monies each being subject to specific WG terms and conditions. In addition, more areas became eligible for WG Hardship funding and there were areas of COVID19 related savings that have been retained by Schools (e.g. Exam fees, Utilities and Transport costs). Governing Bodies will need to use the one-off resources they have available in their Balances wisely and prudently as part of delivering their Educational outcomes and the continued recovery from the disruption that COVID19 has had on the Schools. The Council continues to actively support all Schools in this regard.

One of the key outcomes of the year-end review is the creation of 4 specific Earmarked reserves, one for each of the 4 Corporate priorities. This demonstrates the clear financial commitment and investment being put in place to deliver the Corporate Priorities:

<b>New Reserve Name</b>	<b>31/03/21 Balance £'000</b>	<b>Main Commitments</b>
Investing in People's Future *	5,438	21 <sup>st</sup> Century Schools match funding
Boosting the Economy	4,510	Growing Mid Wales / Economic Strategy
Enabling Individual & Family Resilience	500	Porth Through Age model
Promoting Environmental & Community Resilience *	4,450	Coast Protection match funding, Ash Dieback, Carbon Strategy initiatives

\* Includes elements from Corporate Capital and Developing Education reserves.

The final controllable revenue outturn position for each Service is outlined overleaf:

Corporate Lead Officer / Service	2020/21 Latest Budget £'000	2020/21 Actuals £'000	Under/ (Over) spend £'000	Comment
Democratic Services	3,945	3,957	(12)	No issues of significance
Finance & Procurement	20,881	20,858	23	There has been a reduced need to borrow meaning lower interest costs, staffing savings, Insurance premium savings, additional COVID19 funding plus a reduced call on the Redundancy budget. This has enabled monies to be set aside for the May 2022 election (£200k), to the Contingency (inc COVID19) reserve (£750k), to the Corporate Capital reserve (£350k) and to create the new Individual & Family Resilience reserve (£500k)
Customer Contact	5,588	5,445	143	No issues of significance
Legal and Governance	1,532	1,476	56	No issues of significance
Policy, Performance & Public Protection	2,205	2,178	27	Main issue of concern relates to an ongoing Contaminated Land remediation works case
People & Organisation	2,071	2,007	64	No issues of significance
Highways & Environmental Services	16,334	16,305	29	Additional WG funding has contributed significantly to an underspend on Highways & related maintenance works (£726k) with lower costs also being seen in Street Lighting (£153k) and Transport (£184k), plus a combination of lower costs and additional WG grant on Waste (£316k). This has enabled a £1.45m reserve to be set aside to support Environmental & Community Resilience initiatives including Ash Dieback and future Carbon Strategy related investments.
Economy & Regeneration	3,269	3,276	(7)	An underspend arising from various areas across the service has been used to increase the new Boosting the Economy reserve by a further £400k
<u>Pyrrh Through Age Model</u>				
Porth Cynnal	21,377	21,950	(573)	The main areas of overspend relate to Direct Payments (£959k) and Older Persons Independent Sector Beds (£813k) which are both under Porth Cynnal, with offsetting underspends within Porth Gofal [£950k – mainly Dom Care (£420k), Housing (£150k) and Homelessness (£212k)] and Porth Cymorth Cynnar [£351k – mainly Wellbeing Centres (£130k) and Early Intervention Services (£157k)].
Porth Gofal	10,236	10,236	-	
Porth Cymorth Cynnar	3,158	3,158	-	
	34,771	35,344	(573)	
<u>Schools &amp; Culture</u>				
Schools & Culture (LEA)	6,799	6,786	13	Underspends within School Improvement (£353k), Additional Learning Needs (£531k) and Corporate Catering (£289k) which are mainly due to a combination of Staff savings, higher income on Inter Authority Recharges, Equipment & Transport savings together with additional grant funding. This has enabled £1.25m of funding to be set aside for future Schools related capital projects. There is also an increase in School Balances of £3.7m.
Delegated Schools Budgets	42,074	42,075	(1)	
	48,873	48,861	12	
Levies, C/Tax Premium and Reserves	4,806	4,475	331	No issues of significance. £186k transferred to the Council Tax Premium reserve (after allowing for Council Tax refunds relating to properties transferring across to NNDR).
Leadership Group	6,958	6,938	20	See COVID19 section of the report
<b>Total Controllable Budget</b>	<b>151,233</b>	<b>151,120</b>	<b>113</b>	
Council Tax Surplus			376	
<b>Final Outturn Position</b>			<b>489</b>	

### 3. COVID19 BUDGET PERFORMANCE

Throughout the year, there have been a multitude of financial dynamics that the Finance & Procurement service has needed to actively manage. This has not only involved the ever changing COVID19 impact, but also funding announcements made at the tail end of the financial year - with over £5m of funding being announced from early February through to the end of March. Gold command determined very early on that the cost of COVID19 was to be dealt with on a corporate collective Council wide basis; hence most of the aspects being referenced under this section have been accounted for under the Leadership Group budget heading.

The following section summarises the position on the more significant of the specific COVID19 aspects:

a) Increased COVID19 Costs and WG Emergency Hardship Fund

WG's Emergency Hardship fund for Local Authorities as well as being a General fund also contains specific components including Adult Social Care, Free School Meals, Temporary Mortuaries and Homelessness. During 2020/21 monthly Hardship claims amounting to £8.4m in total were submitted to WG, with grant being receivable of £8.1m, equating to a 96% claim rate (this includes a £0.7m estimate for outstanding items still with WG). This combined with other ineligible costs means there is a net cost of £553k to the Council for the year.

In addition, WG have provided £354k to assist with increased Council Tax Reduction scheme costs, where gross expenditure has risen to £6.3m compared with £5.7m in 2019/20. (Note this budget is shown under Finance & Procurement).

b) Lost Income in Services

There has been a continued impact on a large number of Income streams across the Council with the more significant services affected being Car Parking, School Catering and Leisure. Following quarterly claims, WG have in total provided funding of £4.8m for Lost Income. In overall terms, this funding has covered the loss of income seen within Services.

c) Financial Benefits

Whilst the majority of COVID19 related financial impacts are negative, there are certain budget headings with clear savings. The more significant of these budget headings have been treated corporately, with the savings being centralised through budget movements.

<b>Budget Heading</b>	<b>Saving £'000</b>
Officer / Member Travelling Costs	681
Utility Costs for partial / fully closed Council buildings	226
Office 365	45
Cash collection / Postage Costs / Bank Charges / Uniflow	21
Home to School Transport	454
Fuel Costs	149
	<hr/> <b>1,576</b> <hr/>

In addition, WG have provided non ring-fenced funding of £1.2m to recognise the impact of COVID19 on savings delivery plans and also the digital transformation journey. Fees have also been received in relation to the implementation and management of various grant schemes totalling £0.5m.

d) Council Tax collection

The actual final collection rate for 2020/21 was 96.7%, which compares with 97.4% for 2019/20. As well as a lower in year collection rate, the impact of arrears is still seen in previous years' outstanding balances. Therefore whilst there has been an in year Council Tax Surplus (due mainly to a higher than assumed increase in the number of dwellings), the Council has needed to set aside an increase in the Provision for Bad debts. WG have provided funding of £575k to assist with this.

The final position in relation to the more specific and significant COVID19 impacts is that, in overall terms, the Council has been able to manage the financial position within the resources available, due mainly to higher approval levels of grant claims and various additional and much welcomed funding announcements made by WG, particularly during the latter part of the year. As part of the Outturn position the benefit of the savings treated corporately and the impact of additional funding received has enabled contributions to be made to the Boosting the Economy reserve, the Finance (General) reserve and the Contingency (Inc COVID19) reserve. The latter will provide added resilience moving forwards, given that we remain in uncertain times.

#### 4. OTHER WG COVID RELATED SCHEMES

There are a range of national schemes that have needed to be operated at a local level. To date this has mainly been achieved through the redeployment of existing staff and the prioritisation of these schemes over and above other activities. The schemes have been fully funded by WG and the more significant ones are as follows:

NNDR Business Rates relief for Leisure, Retail & Hospitality sectors	£9.1m of NNDR relief was awarded for 2020/21 and a further £8.5m has so far been granted for 2021/22
NNDR COVID19 Business Grants (March 2020)	£28.5m of NNDR grants paid - Scheme closed
Firebreak Lockdown Business grants (October 2020)	£4.3m of grants paid - Both NNDR & Discretionary Schemes closed.
Restrictions Fund Business grants (Dec 2020 + Various Extensions)	£16.2m of grants paid - Both NNDR & Discretionary Schemes closed.
Start-up Business grants	£158k of grants paid - Scheme closed
Childcare Providers Grant	£21k of grants awarded – Scheme closed
£500 for Carers	£878k payments for over 1,500 Carers - Scheme closed
£500 Self Isolation Support scheme	£45k payments to date – scheme open to 30/06/21 as things currently stand

Adult Social Care fund for Providers	This is part of the WG Hardship funding, but has required a specific grant scheme being in place for Providers – this currently runs to 30/06/21 but is expected to be extended further.
Carers Statutory sick pay enhancement scheme	£23k payments to date – scheme open until 30/09/21
£735 for Carers	£585k payments to date for c800 Carers. This scheme is still live with payments part way through being made.
Cultural Freelancer Grant Scheme	Phase 1 & 2: £475k of grants paid. New Freelancer Fund has recently just closed (June 21) with applications currently being assessed
Economic Resilience Fund Discretionary Business Grants	Scheme open until 30/06/21 - applications received to date currently being assessed

In addition to these there are a large number of COVID related specific grants schemes that have required resourcing. These include Test, Trace & Protect (Contract Tracing), Temporary Field Hospitals, Vaccination Centre, Food Parcels, Bus Emergency Funding, Cultural sector funding, various Education and Highways related grants and Small Business Capital Fund Grants. In total over 30 additional individual COVID19 related grant schemes have been supported by the Finance & Procurement service.

## 5. CONCLUSION

2020/21 has almost certainly been the most unprecedented and unique year on record. The budget performance for 2020/21 has ultimately been very positive in overall terms despite the challenges presented during the course of the year and the real concerns that existed during the early part of the year, when there was an initial lack of funding clarity. Whilst the COVID19 funding position has at times been challenging, the Local Government voice has largely been heard by WG from a financial perspective, with considerable funding being forthcoming from WG and constructive dialogue with WG officials.

The Pyrrh Through Age model is still part way through its development and transformation journey, which does mean the high-end Social Care budget areas are still likely to present budgetary challenges in the short term. The Outturn position has though enabled additional investment to be set aside to support the 4 Corporate Priorities, which is a significant step forward in being able to delivering against these. In addition Schools in general are in a resilient and robust financial position.

Nevertheless, the Council will face ongoing financial challenges moving forwards, particularly if Local Government settlements from WG do not improve considerably from the 2021/22 position and/or WG COVID19 funding is curtailed too soon. However, despite the pandemic, the Council has managed to weather the storm thus far and remains financially resilient.



**Has an Integrated Impact Assessment been completed?** No

**If, not, please state why** Report is for information

**Wellbeing of Future Generations:**

**Summary:**  
**Long term:** Not Applicable  
**Integration:** Not Applicable  
**Collaboration:** Not Applicable  
**Involvement:** Not Applicable  
**Prevention:** Not Applicable

**Recommendations(s):** To note the report

**Reasons for decision:** None required

**Overview and Scrutiny:** Considered during the budget setting process

**Policy Framework:** Medium Term Financial Strategy

**Corporate Priorities:** The budget supports the Strategic Objectives of the Council

**Financial implications:** Compliant

**Statutory Powers:** Local Government Finance Act 1972

**Background Papers:** Revenue Budget 2020/21

**Appendices:** Appendix 1 – Earmarked Reserves

**Corporate Lead Officer:** Steve Johnson

**Reporting Officers:** Duncan Hall and Justin Davies

**Date:** 18/06/2021

## STATEMENT OF EARMARKED RESERVES AND GENERAL BALANCES

Appendix 1

	31/03/20	2020/21	2020/21	2020/21	31/03/21
	Actual	Movement on	Actual	Final	Actual
	Balances	Opening	Transfers	Transfer	Balances
	£'000	Balances	(To)/from	to General	£'000
		£'000	Reserves	Balances	
			£'000	£'000	
Delegated Schools Budget - Primary	(1,521)	-	(1,514)	-	(3,035)
Delegated Schools Budget - Secondary	(640)	-	(1,233)	-	(1,873)
Delegated Schools Budget - All Through	(519)	-	(922)	-	(1,441)
Insurances - Supply Cover	(149)		(148)		(297)
Schools & Culture Service	(407)		11		(396)
<b>Schools &amp; Culture</b>	<b>(3,236)</b>	<b>-</b>	<b>(3,806)</b>	<b>-</b>	<b>(7,042)</b>
Corporate Capital	(4,252)	1,890	(863)		(3,225)
Corporate Capital Vehicle Replacement	(1,110)	1,110	-		-
Education Penweddig PFI	(1,459)		536		(923)
Corporate - Joint Arrangements	(8)		-		(8)
Funding / CTRS Equalisation	(700)		-		(700)
Corporate Redundancy	(1,062)		-		(1,062)
Insurance	(501)	-	(387)	-	(888)
Finance - General	-		(250)		(250)
<b>Finance &amp; Procurement</b>	<b>(9,092)</b>	<b>3,000</b>	<b>(964)</b>	<b>-</b>	<b>(7,056)</b>
Democratic Services	(112)		-		(112)
County Council Election reserve	-		(200)		(200)
<b>Democratic Services</b>	<b>(112)</b>	<b>-</b>	<b>(200)</b>	<b>-</b>	<b>(312)</b>
People & Organisation	(58)		-		(58)
<b>People &amp; Organisation</b>	<b>(58)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(58)</b>
Porth Cymorth Cynnar	(2)		-		(2)
Porth Gofal	(222)		(117)		(339)
<b>Pyrth Through Age Model</b>	<b>(224)</b>	<b>-</b>	<b>(117)</b>	<b>-</b>	<b>(341)</b>
Policy, Performance & Public Protection	(102)		-		(102)
<b>Policy, Performance &amp; Public Protection</b>	<b>(102)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(102)</b>
Highways & Environmental Services	(80)		(1,213)		(1,293)
Winter Maintenance/Storm Repairs	(277)		-		(277)
Environmental & Flood Protection	(177)		-		(177)
Civil Parking Enforcement	(93)		-		(93)
<b>Highways &amp; Environmental Services</b>	<b>(627)</b>	<b>-</b>	<b>(1,213)</b>	<b>-</b>	<b>(1,840)</b>
Buildings & Renewable Energy	(67)	67	-		-
Local Development Plan	(248)		-		(248)
Economy & Regeneration	(177)		-		(177)
Food Centre Wales (Horeb)	(217)		-		(217)
Growth Deal	(250)		-		(250)
Sewage Treatment Works Improvement Programme	(543)		-		(543)
<b>Economy &amp; Regeneration</b>	<b>(1,502)</b>	<b>67</b>	<b>-</b>	<b>-</b>	<b>(1,435)</b>
Customer Contact	(134)		-		(134)
<b>Customer Contact</b>	<b>(134)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(134)</b>
Legal & Governance	(125)		-		(125)
<b>Legal &amp; Governance</b>	<b>(125)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(125)</b>
Contingency (inc COVID19)	(1,500)		(2,873)		(4,373)
Council Tax Premium	(462)		(186)		(648)
National Eisteddfod 2020	(170)		-		(170)
Investing in People's Future	(4,781)		(656)		(5,437)
Boosting the Economy	-	(67)	(4,443)		(4,510)
Enabling Individual & Family Resilience	-		(500)		(500)
Promoting Environmental & Community Resilience	-	(3,000)	(1,450)		(4,450)
<b>Leadership Group</b>	<b>(6,913)</b>	<b>(3,067)</b>	<b>(10,108)</b>	<b>-</b>	<b>(20,088)</b>
<b>Total Earmarked Reserves</b>	<b>(22,125)</b>	<b>-</b>	<b>(16,408)</b>	<b>-</b>	<b>(38,533)</b>
General Balances	(5,563)		-	(489)	(6,052)
<b>GRAND TOTAL</b>	<b>(27,688)</b>	<b>-</b>	<b>(16,408)</b>	<b>(489)</b>	<b>(44,585)</b>

## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>13th July, 2021</b>
<b>Title:</b>	<b>Treasury Management Performance for 2020/21</b>
<b>Purpose of the report:</b>	<b>To report on the 2020/21 Treasury Management Performance</b>
<b>For:</b>	<b>INFORMATION</b>
<b>Cabinet Portfolio:</b>	<b>Finance &amp; Procurement Services and Public Protection Services</b>
<b>Cabinet Member:</b>	<b>Cllr Gareth Lloyd</b>

### 1. INTRODUCTION

This report is presented in accordance with the CIPFA Code of Practice on Treasury Management in the Public Services (the code). It is a requirement of the code to report to Cabinet on both the expected treasury activity for the forthcoming year and subsequently the performance of the Council's treasury management activities in that year.

Treasury management is defined by CIPFA as:

*“The management of the authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of the optimum performance consistent with those risks.”*

### 2. STRATEGY

The Council's Treasury Management strategy for 2020/21 was approved by Full Council in March 2020.

The Council's Investment Strategy outlined the Council's investment priorities as being security of capital and liquidity, with the aim of achieving the optimum return on investments commensurate with the proper levels of security and liquidity. Generally it was anticipated that investments for core cash flow requirements would be for periods of up to 3 months, but with scope to invest for longer periods (up to 1 year) if surplus investment balances are available.

No new borrowing has been undertaken during 2020/21 as the Council continues to maintain an internal borrowing position which is helping to deliver short term revenue savings.

### Covid-19 Pandemic

Due to the outbreak of the Covid-19 pandemic the Corporate Lead Officer for Finance & Procurement (s151 officer), using delegated powers, amended the Treasury Management Strategy to increase the limit for balances held with the Council's corporate banking provider (Barclays) from £7m to £13m. This was to facilitate increased liquidity throughout the crisis. This change to the strategy was still effective at year end.

### 3. TREASURY ADVISORS

The Council employs Link Treasury Solutions Ltd as the Council's external Treasury advisor on a contract that runs until 31/08/2021.

### 4. BANKING CONTRACT

The Council has a contract with Barclays for the delivery of banking services, which runs until 29/02/2024.

### 5. PORTFOLIO POSITION

The Council's debt and investment position at the beginning and end of the year was as follows:

	<b><u>Principal outstanding at</u></b>	
	<b><u>31/03/20</u></b>	<b><u>31/03/21</u></b>
	<b><u>£m</u></b>	<b><u>£m</u></b>
<b><u>External Borrowing</u></b>		
PWLB loans	116.2	110.0
Barclays Market loan	5.8	5.8
WG Repayable Loan funding	0.8	0.8
<b><i>Total Debt</i></b>	<b><u>122.8</u></b>	<b><u>116.6</u></b>
<b><u>Investments</u></b>		
In-house	22.5	29.2
<b><i>Total Investments</i></b>	<b><u>22.5</u></b>	<b><u>29.2</u></b>
<b><i>Net Debt</i></b>	<b><u>100.3</u></b>	<b><u>87.4</u></b>

A breakdown of the Council's Investments held at year end is shown in Appendix A and a breakdown of the Council's external debt at year end is shown in Appendix B.

### 6. INTEREST RATES

#### Short term interest rates

The Bank of England base rate is currently 0.1% where it has remained since it was reduced to this level in March 2020 at the start of the Covid-19 outbreak.

Our Treasury Advisors view is that rates will remain unchanged at 0.10% for the foreseeable future.

Long term borrowing interest rates

(For new maturity loans excluding PWLB Certainty/Project rate)

The 49½ to 50 year PWLB rate started the year at 2.54% and increased to 2.75% by the 25<sup>th</sup> November 2020. On the 26<sup>th</sup> November, upon the conclusion of the PWLB consultation, the Treasury removed the additional 100 basis points (1%) introduced in October 2019 for new PWLB borrowing. From the 26<sup>th</sup> November 2020 the rate ranged between 1.52% and 2.33% and finished the year at 2.19%.

The 24½ to 25 year PWLB rate followed a similar pattern (including the 1% decrease in November 2020). It started the year at 2.80% and ranged between 1.73% and 3.07% during the year, before finishing the year at 2.39%.

**7. BORROWING**

During 2020/21 there were two PWLB Maturity loan maturities and no new PWLB Maturity loans taken out, details of which are shown below:

Loan No	Interest Rate	Start Date	End Date	Loan Amount
PWLB Loan Maturities				
475886	8.50%	03-May-95	10-Jul-20	3,110,799
476613	8.00%	30-Nov-95	21-Jul-20	2,000,000

In addition there were various scheduled annuity loan repayments totalling £1.0m.

In budgetary terms, the actual interest paid on external borrowing for 2020/21 was £4.997m compared to the Latest budget of £5.671m, resulting in a favourable variance of £674k.

**8. INVESTMENTS**

The internally managed investments were invested only with institutions listed in the Council’s approved lending list at the point the investment was made. The Council invested predominantly for short term periods to cover cashflow requirements (e.g. creditor payment runs, payroll runs), but taking advantage of added valuing by investing for longer periods where cashflows allowed. The investment strategy focussed in summary on:

- No investments for longer than a 1 year duration.
- No investments with any counterparty that does not meet a minimum credit rating criteria defined as ‘Green’ by Link with the exception of Government supported banks (defined as ‘Blue’ by Link’)
- Fixed counterparty list (still subject to meeting credit rating criteria) of: Barclays Bank, Lloyds Banking group, HSBC, Nationwide BS, Santander UK, Royal Bank of Scotland group, Coventry BS, Leeds BS, Yorkshire BS,

Skipton BS, Standard Chartered Bank, UBS Ltd, Other Local Authorities and the UK Government DMO Account.

The results of the investments undertaken (all internally managed by the Treasury team) during 2020/21 are as follows:

<u>Average Investment Balances</u>	<u>Rate of Return</u>	<u>Benchmark Return</u> *
Investments - £40.07m	0.12%	0.05%

\* Average 7 day GBP LIBOR Rate

In budgetary terms, overall actual investment income was £46k compared with the Latest budget of £58k, resulting in a unfavourable variance of £12k.

## 9. DEBT RESCHEDULING

No premature repayment of debt or debt rescheduling took place in 2020/21.

## 10. COMPLIANCE WITH TREASURY LIMITS

During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's annual Treasury Management Strategy report.

	<b>Has an Integrated Impact Assessment been completed? If, not, please state why</b>
<b>Wellbeing of Future Generations:</b>	<b>Summary:</b> Not applicable <b>Long term:</b> <b>Integration:</b> <b>Collaboration:</b> <b>Involvement:</b> <b>Prevention:</b>
<b>Recommendation(s):</b>	<b>To note the contents of the report</b>
<b>Reasons for decision:</b>	None required
<b>Overview and Scrutiny:</b>	Considered during the Strategy approval process
<b>Policy Framework:</b>	2020/21 Treasury Management Strategy
<b>Corporate Priorities:</b>	Treasury Management underpins all Corporate Priorities
<b>Financial Implications:</b>	Finance & Procurement Budgets: Investment Income/External interest paid

**Statutory Powers:** Local Government Act 2003

**Background Papers:** 2020/21 Treasury Management Strategy report  
to Full Council (March 2020)

**Appendices:** Appendix A - Investment Portfolio  
Appendix B - Debt Portfolio

**Corporate Lead Officer:** Stephen Johnson (Finance & Procurement)

**Reporting Officer:** Mark Bridges (Service Manager - Projects and Accounts)

**Date:** 22nd June 2021

**INVESTMENTS**

DETAILS	VALUE	INVESTMENT	
	£	FROM	TO
<u>Investments held</u>			
Debt Management Account Deposit Facility (DMADF)	1,000,000	24/03/2021	16/04/2021
Debt Management Account Deposit Facility (DMADF)	1,000,000	25/03/2021	19/04/2021
Debt Management Account Deposit Facility (DMADF)	1,500,000	25/03/2021	22/04/2021
Debt Management Account Deposit Facility (DMADF)	1,500,000	25/03/2021	23/04/2021
Coventry Building Society	<u>1,500,000</u>	29/03/2021	30/04/2021
	<u>6,500,000</u>		
<u>Deposits in Barclays Reserve a/c</u>			
Barclays Bank	<u>12,219,037</u>	31/03/2021	-
<u>Deposits in Instant Access Call Accounts</u>			
Nat West Liquidity Select	<u>-10,834</u>	31/03/2021	-
(offset against Nat West Account Below)	<u>-10,834</u>		
<u>Deposits in Notice Account</u>			
Santander 95 Day Notice	4,001,699	31/03/2021	-
Bank of Scotland 32 Day Notice	4,000,000	31/03/2021	-
Nat West 35 Day Notice Account	<u>2,491,392</u>	31/03/2021	-
	<u>10,493,092</u>		
<b>Total Investments as at 31/03/21</b>	<b><u>29,201,294</u></b>		



EXTERNAL DEBT

Appendix B

Loan Ref	Repayment Method	Start Date	Maturity Date	Original Interest rate	Balance as at 31/03/21
<b>PWLB Loans</b>					
417195	A	24-Dec-71	02-Dec-31	8.000%	20,415
419325	A	21-Mar-72	02-Dec-31	7.750%	14,318
427730	A	12-Jun-73	02-Jun-33	9.875%	21,070
478179	M	26-Sep-96	31-Mar-56	8.125%	5,000,000
478585	M	10-Dec-96	30-Sep-56	7.500%	3,000,000
480055	M	13-Oct-97	30-Sep-57	6.375%	6,000,000
480689	M	27-Mar-98	30-Sep-52	5.875%	2,000,000
481159	M	20-Jul-98	31-Mar-53	5.500%	3,500,000
490819	M	24-Nov-05	31-Mar-31	4.250%	2,000,000
490981	M	11-Jan-06	31-Mar-51	3.900%	2,000,000
491703	M	07-Jun-06	30-Sep-41	4.350%	2,700,000
491819	M	07-Jul-06	30-Sep-31	4.500%	5,300,000
491837	M	12-Jul-06	02-Jun-39	4.450%	2,000,000
492936	M	20-Feb-07	06-Aug-32	4.550%	6,000,000
493401	M	22-Jun-07	30-Sep-22	5.400%	6,700,000
493733	M	10-Aug-07	30-Sep-37	4.750%	9,551,120
501411	A	10-Jul-12	31-Mar-32	2.860%	1,424,070
501928	A	01-Mar-13	31-Mar-29	2.630%	1,615,795
502054	A	28-Mar-13	06-Feb-33	2.860%	1,532,810
502477	A	13-Aug-13	30-Sep-28	3.110%	1,630,413
502596	M	10-Oct-13	09-Oct-36	4.210%	5,000,000
502827	M	06-Feb-14	10-Jan-25	3.660%	3,000,000
502828	M	06-Feb-14	10-Jan-27	3.840%	2,000,000
502981	A	09-Apr-14	31-Mar-34	3.680%	1,677,051
502982	A	09-Apr-14	30-Sep-28	3.230%	2,299,341
503489	M	25-Nov-14	31-Mar-45	3.670%	5,000,000
503490	A	25-Nov-14	31-Mar-44	3.400%	1,207,212
503728	M	09-Feb-15	31-Mar-60	2.750%	4,000,000
503729	M	09-Feb-15	31-Mar-61	2.750%	4,000,000
504645	A	04-Feb-16	30-Sep-45	2.760%	2,283,223
506318	M	06-Sep-17	01-Sep-28	1.970%	2,000,000
506319	M	06-Sep-17	01-Sep-46	2.560%	6,000,000
507963	M	30-Oct-18	31-Mar-34	2.500%	2,000,000
507964	M	30-Oct-18	30-Sep-48	2.460%	1,800,000
508214	M	13-Dec-18	30-Sep-39	2.520%	2,000,000
509622	M	08-Aug-19	30-Sep-58	1.970%	2,000,000
509623	M	08-Aug-19	30-Sep-34	1.730%	1,800,000
					110,076,838
<b>Market Loan</b>					
BBFRML	M	20-Jun-16	13-Sep-66	3.660%	5,750,000
<b>WG Repayable Loan funding</b>					
HIELPL1	M	06-Mar-15	31-Mar-30	0.000%	556,075
HIELPL2	M	27-Mar-20	31-Mar-35	0.000%	250,000
					806,075
<b>TOTAL</b>					<b>116,632,913</b>

Key  
A – Annuity  
M - Maturity

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13th July 2021

**Title:** Grants Awarded under the Ceredigion Community Grants Scheme and Welsh Church Fund

**Purpose of the report:** To report on the grants awarded for 2020/2021 from the Ceredigion Community Grants Scheme and from the Welsh Church Fund.

**For:** Information

**Cabinet Portfolio and Cabinet Member:** Councillor Gareth Lloyd – Finance and Procurement Services and Public Protection and Councillor Rhodri Evans - Economy and Regeneration

### **1. Background - Ceredigion Community Grants Scheme**

The purpose of the Ceredigion Community Grant scheme is to increase the range of facilities, activities and opportunities within Ceredigion. Grants are available to Community Groups, Community Councils or bonafide Voluntary Sports and Play Associations. Further information is available on the Council's website including the Scheme's Guidance Notes and Application Forms.

The scheme is run and supported by the Finance & Procurement service and applications are considered by the Corporate Lead Officer - Finance and Procurement in consultation with either the Cabinet Member with responsibility for Finance and Procurement Services and Public Protection or Cabinet Member for Economy and Regeneration.

This report provides Members with information on the grants that have been awarded and paid during 2020/21 in relation to the Ceredigion Community Grant scheme.

COVID19 has had a significant effect on the grants awarded and paid during 2020/21. Many capital schemes were delayed and very few revenue and policy grants were applied for – this is reflected in the information provided below.

**2. Capital Budget - Council Funded Capital Grants**

	<u>No of grants</u>	<u>£</u>
Revised Budget		100,000
Capital Grant Payments	11	<u>(80,294)</u>
Underspend		<u>19,706</u>

**3. Revenue Budget - Welsh Church Fund**

The Ceredigion Community Grant budget includes the Council's share of the investment income from the Welsh Church Fund. This report shows the grants that have been allocated during 2020/21 from the Welsh Church Fund element of the Ceredigion Community Grant Scheme.

a) Grants approved within the year

	<u>No of grants</u>	<u>£</u>
Original Allocation (Notional)		30,000
Welsh Church Fund Revenue Grant Payments	1	<u>(10,000)</u>
Underspend		<u>20,000</u>

The following grants have been paid and financed from the Welsh Church Fund element of the Ceredigion Community Grant Scheme.

	<u>£</u>
Canolfan Deuluol Tregaron Family Centre	10,000
	<b>10,000</b>

**4**

b) Summary

The position on the Council's Welsh Church Fund investment income balance is as follows:

	<b>£'000</b>
Opening Balance as at 01/04/2020	134
Income received from Carmarthenshire CC	22
	<b>156</b>
<b>Less</b>	
Grants approved in 2020/2021	10
Support Service costs to be charged	2
	<b>12</b>
<b>Estimated Balance at 31/03/2021</b>	<b>144</b>

#### 4. Revenue Budget - Council Funded Policy Grants

	<u>No of grants</u>	<u>£</u>
Original Budget		25,100
<u>Revenue Grant Payments</u>		
Papurau Bro	5	<u>(2,500)</u>
Underspend		<u>22,600</u>

Appendix 2 details the Revenue Policy grants that were approved and paid during the year.

**Integrated Impact Assessment:** **Has an Integrated Impact Assessment been completed? If, not, please state why** No: as this report does not refer to a policy or service change

**Summary:**

**Long term:** To improve infrastructure to facilitate future development to meet community needs.

**Wellbeing of Future Generations:**

**Collaboration:**

**Involvement:** To help and assist communities to become more self-resilient.

**Prevention:**

**Integration:**

**Recommendation(s):** To note the grants approved in 2020/2021 from the Ceredigion Community Grants Scheme and Welsh Church Fund.

**Reasons for decision:** Not Required

**Overview and Scrutiny:** Council approved Grant Aid Scheme

**Policy Framework:** Council approved Grant Aid Scheme

**Corporate Priorities:** Promoting Environmental and Community Resilience

<b>Finance and Procurement implications:</b>	Within Existing Budget
<b>Legal Implications:</b>	N/A
<b>Staffing implications:</b>	N/A
<b>Property / asset implications:</b>	N/A
<b>Risk(s):</b>	N/A
<b>Statutory Powers:</b>	Local Government Act 1999
<b>Background Papers:</b>	N/A
<b>Appendices:</b>	1-2
<b>Corporate Lead Officer:</b>	Stephen Johnson, Finance and Procurement
<b>Reporting Officer:</b>	Fflur Lawlor, Community Grants and Insurance Assistant
<b>Date:</b>	21 <sup>st</sup> June 2021

## CYNLLUN GRANTIAU CYMUNEDOL CEREDIGION COMMUNITY GRANT SCHEME

**Grantiau Cyfalaf ystyriwyd / cymeradwywyd gan Swyddog Arweiniol Corfforaethol: Cyllid a Chaffael gan ymgynghori â'r Aelod Cabinet dros Wasanaethau Cyllid a Chaffael a Gwasanaethau Diogelu'r Cyhoedd neu Aelod Cabinet dros Wasanaethau Yr Economi ac Adfywio yn 2020/2021**

**Capital Grants considered / approved by Corporate Lead Officer - Finance and Procurement in Consultation with the Cabinet Member with responsibility for Finance and Procurement Services and Public Protection or Cabinet Member for Economy and Regeneration in 2020/2021.**

<b>Ymgeisydd / Applicant</b>	<b>Dyddiad Cymeradwywyd / Date Approved</b>	<b>Grant Cymeradwy wyd / Grant Approved £</b>	<b>Grant hawliwyd / Grant claimed £</b>
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### **Trosglwyddwyd o / Transfer from 2019/20**

St David's Church Blaenporth	28/06/2020	19,250	0
Cwmni Theatr Arad Goch	28/06/2020	4,525	1,884
Capel M.C Ponterwyd	28/06/2020	2,380	2,380
Cardigan Amateur Boxing Club	28/06/2020	25,000	25,000
Goginan Community Association	28/06/2020	289	289
Cyngor Cymuned Llansantffraed	28/06/2020	2,992	0
Cae Chwarae Felinfach	28/06/2020	7,854	7854
Capel Soar y Mynydd	28/06/2020	1,185	0
		<b>63,475</b>	<b>37,407</b>

### **Ceisiadau Newydd / New Applications**

Cardigan Squash Club	28/06/2020	24,908	12,279
Llanon Village Hall and Playing Fields	28/06/2020	1,956	1,956
Star of the Sea Culture CIC	28/06/2020	16,666	4,941
Hen Ysgol y Ferwig	22/09/2020	11,488	11175
Capel y Groes, Llanwnnen	22/09/2020	6,120	0
Cardigan Town Council	22/09/2020	11,562	11,562
RAY Ceredigion	25/02/2021	974	974
		<b>73,674</b>	<b>42,887</b>

### **Grantiau trosglwyddwyd I / Grants transferred to 2021/2022**

St David's Church Blaenporth	19/03/2021	19,250	
Cyngor Cymuned Llansantffraed	19/03/2021	2,992	
Star of the Sea Culture CIC	19/03/2021	11,725	
Cardigan Squash Club	19/03/2021	12,629	
Capel y Groes, Llanwnnen	19/03/2021	6,120	
Capel Soar y Mynydd	19/03/2021	1,185	
		<b>53,901</b>	

## Cynllun Grantiau Cymunedol Ceredigion Community Grant Scheme

Grantiau Refeniw ystyriwyd / cymeradwywyd gan Swyddog Arweiniol Corfforaethol: Cyllid a Chaffael gan ymgynghori â'r Aelod Cabinet dros Wasanaethau Cyllid a Chaffael a Gwasanaethau Diogelu'r Cyhoedd neu Aelod Cabinet dros Wasanaethau Yr Economi ac Adfywio yn 2020/2021

Revenue Grants considered / approved by Corporate Lead Officer - Finance and Procurement in Consultation with the Cabinet Member with responsibility for Finance and Procurement Services and Public Protection or Cabinet Member for Economy and Regeneration in 2020/2021.

Ymgeisydd / Applicant	Dyddiad Cymeradwywyd / Date Approved	Grant £
<b>Papurau Bro</b>		
Papur Bro Y Barcud	22/09/2020	500
Papur Bro Clonc	22/09/2020	500
Papur Bro Y Tincer	22/09/2020	500
Papur Bro Y Ddolen	22/09/2020	500
Papur Bro Y Garthen	22/09/2020	500
		<b>2,500</b>



## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13<sup>th</sup> July 2021

**Title:** Regional Funding Arrangements

**Purpose of the report:** Cabinet approval of Regional Funding principles.

**For:** Approval

<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr Alun Williams Cabinet Member for Porth Cynnal</b>	<b>Cllr Catherine Hughes Cabinet Member for Porth Gofal, Early Intervention, Wellbeing Hubs and Culture</b>
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The West Wales Care Partnership (WWCP) has been established to oversee the continued transformation and integration of health, social care and wellbeing services in the West Wales area. The Partnership brings together the three local authorities in West Wales (Carmarthenshire County Council, Ceredigion Council and Pembrokeshire County Council), Hywel Dda University Health Board and representatives of the third and independent sector. A Regional Partnership Board has been established to meet the requirements of the Social Services and Wellbeing (Wales) Act 2014. Users of care and support services also sit on the Board, along with a carer representative.

Ceredigion is committed to regional working and values the work and projects that can be achieved by partnership working. The Welsh Government has utilised the WWCP as a mechanism for the management of regional funding to support both regional and local initiatives and service developments. These include the Healthier Wales Transformation funding and the Integrated Care Funding amongst others.

When allocation funding to partners historically there has been a funding formula based on the population of the 3 Local Authority areas. The 2018 population figures for each Local Authority are:

- Ceredigion – 72,992
- Pembrokeshire – 125,055
- Carmarthenshire – 187,568

This has translated into the following proportions of the total amount (100%) of funding available:

- Ceredigion – 20%
- Pembrokeshire – 30%
- Carmarthenshire – 50%

This can be challenging when considering where the areas of need and potential for development are presented and due to the amount of funding available can limit the impact on delivery.

There have also been recent circumstances where regional opportunities to work collaboratively have presented themselves which have not been funded by Welsh Government but require a financial commitment from each of the partners. In some circumstances these involved the three Local Authorities whilst in others they are multi agency opportunities (including Heath Board and in some other cases other agencies such as the Police and Probation). A range of options are often discussed regarding how these initiatives are funded, sometimes the request to Ceredigion County Council is to apply the funding formula outlined above whilst others request to fund an equal split for these arrangements with no regard for population or local needs.

This provides a situation where the costs for regional projects are charged is different to the principle that is applied when regional money is distributed.

This paper seeks support to apply the regional formula funding based on the population of the three Local Authorities to all regional initiatives and projects that fall within the West Wales Care Partnership, Regional Partnership Board. A clear mandate for applying the formula for both income and expenditure will then be shared with the RPB and will ensure there is clarity on how Ceredigion will contribute and receive funding.

For clarity where there are projects involving multi agency contributions it would be expected that the formula would be applied to the total commitment of the three local authorities (Ceredigion, Carmarthen and Pembrokeshire) and not the total amount.

The National RPB Chairs Network have developed a framework paper (embedded for information) which proposes a number of principles that it is felt should underpin the next phase of RPB development and the ongoing interaction between the Government and the regions. The paper reinforces the need for RPBs to have ownership of regional and sub-regional decision making, moving away from short term grants, which have become prescriptive onerous and fragmented to a more sustainable model of funding and which is supported by appropriate regional flexibilities. A set of actions set out how the principles could be translated into action, including the development collaboratively of a refreshed National Outcomes Framework, a national integrated planning process, a regional funding formula for RPBs and a 5 year annual plan to be refreshed annually.

The paper aligns with core messages conveyed within the RPB response to the consultation on the 'Rebalancing Care and Support' White Paper.

<b>Wellbeing of Future Generations:</b>	<b>Has an Integrated Impact Assessment been completed?</b> <b>If, not, please state why</b> <b>Summary:</b> <b>Long term:</b> <b>Collaboration:</b> <b>Involvement:</b> <b>Prevention:</b> <b>Integration:</b>
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**Recommendation(s):** **Cabinet is requested to approve:**

a) the funding principles as outlined in the report for all regional working delivered through the RPB, as follows

(i) to apply the regional formula funding based on the population of the three Local Authorities to all regional initiatives and projects that fall within the West Wales Care Partnership, Regional Partnership Board for income and expenditure;

(ii) where there are projects involving multi agency contributions it would be expected that the formula would be applied to the total commitment of the three local authorities (Ceredigion, Carmarthenshire and Pembrokeshire) and not the total amount; and

b) granting of delegated powers collectively to:

- the Cabinet Member for Porth Cynnal
- Cabinet Member for Porth Ceredigion, Early Intervention, Wellbeing Hubs and Culture, and
- Corporate Lead Officer: Porth Gofal to deviate from the model referenced in a) above, in exceptional circumstances, such deviation to be subsequently reported to Cabinet.

**Reasons for decision:** **To seek approval of the Regional funding principles to ensure equity of funding arrangements, both for income and expenditure purposes.**

**Overview and Scrutiny:** **and** None. Reports regarding the projects of the West Wales Care Partnership, Regional Partnership Board will be presented to the Healthier Communities Overview and Scrutiny Committee.

**Policy Framework:**

- Social Services and Wellbeing (Wales) Act 2014
- A Healthier Wales: Our Plan for Health And Social Care

**Corporate Priorities:**

- Investing in People’s Futures
- Enabling Individual and Family Resilience

**Finance and Procurement implications:** **and** Proposal has been ratified by the Corporate Lead Officer – Finance and Procurement

**Legal Implications:** N/A

**Staffing implications:** N/A

**Property / asset implications:** N/A

**Risk(s):** Ceredigion County Council may be disadvantaged in relation to equity around funding availability within the Region.

**Statutory Powers:** N/A

**Background Papers:** None

**Appendices:**

**Corporate Lead Officer:** Donna Pritchard, Corporate Lead Officer, Porth Gofal

**Reporting Officer:** Donna Pritchard, Corporate Lead Officer, Porth Gofal

**Date:** 8<sup>th</sup> June 2021

## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13/07/2021

**Title:** Independent Sector Care Home Fees Setting

**Purpose of the report:** To set recommended fees for placements in Ceredigion Independent Sector Nursing Care Homes for Older People for 2021/22

**For:** DECISION

**Cabinet Portfolio and Cabinet Member:** Cllr Alun Williams – Porth Cynnal

### 1. Introduction

A report was considered at Cabinet on 15/06/21 regarding Residential Care Homes Fees Setting. This report relates to Nursing Care Homes Fees Setting. There are 11 Independent Sector Care Homes in Ceredigion of which 7 are Residential Homes and 4 are Nursing Homes.

The Council is obligated to follow WG guidance and good practice advice when considering and determining a fair price for care in Older People's homes in Ceredigion. The 2010 WG statutory guidance entitled 'Fulfilled Lives, Supportive Communities, Commissioning Framework and Guidance' states that:

*Commissioners will have to take into account the full range of demands on them and their strategic priorities, as well as the resources they have at their disposal in developing their commissioning strategies.*

*Fee setting must take into account the legitimate current and future costs faced by providers as well as the factors that affect those costs and the potential for improved performance and more cost effective ways of operating. The fees need to be adequate to enable providers to meet the specification set by the Commissioners together with regulatory requirements.*

*Commissioners should also have a rationale to explain their approach to fee setting. The primary concern is that services operate safely and effectively to promote the welfare of the people and carers and meet regulatory requirements.*

WG have subsequently issued further guidance in the form of a toolkit called 'Let's agree to agree'.

The Social Services and Well-being (Wales) Act 2014 came into force on 06/04/2016. This legislation provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales

## **2. Background**

The previous detailed in depth review of Care Homes Fees occurred as part of the Fee Setting process for the 2018/19 financial year. That process started in November 2017 and, following full consultation with the sector, was concluded in May 2018. The approach taken was detailed and involved various templates covering Occupancy data, Inflation Cost pressures, Staffing costs and a breakdown of Cost components.

This process is resource intensive and it is not realistic to undertake this on an annual basis. The Welsh Government's 'Let's Agree to Agree' toolkit recognises this and suggests that a fuller analysis of costs should take place every 3 to 4 years.

For 2019/20, the Adults Personal Social Services Pay & Prices Inflation index (produced by the Department of Health & Social Care in England) was researched and investigated, which contained an Independent Sector subset. It was concluded that, given that the main components matched those already in the Fee setting model (e.g. Pay, General inflation and the Cost of capital) and were sector specific, this was a reasonable inflation measure to use in the intervening years between detailed in depth reviews and indeed was a better measure than just using RPI or CPI. As part of the 2019/20 consultation process the change by Welsh Government in the personal Capital limit from £40,000 to £50,000 was highlighted as an issue.

Therefore for 2019/20 a 4.0% uplift was mutually agreed – being 3.5% stemming from the Inflation index and 0.5% in relation to the change in capital limits. The Council also agreed to a change in the policy pertaining to the period where payment is payable following a death.

For 2020/21, the emerging COVID19 pandemic curtailed the discussions that had started on Fee Setting. Recognition was given to the late announcement by the UK Government of a 6.2% increase in National Living Wage that came in from 01/04/21, so the Health & Social Care Cost Inflation index was used as a starting point, but was adjusted to take account of the forward change in the Living Wage.

Therefore for 2020/21 this resulted in a 4.25% uplift, which was mutually agreed and the Council agreed to implement this from 23/03/20 rather than 01/04/20.

## **3. Approach for 2021/22**

For 2021/22, the Council received an increase of 2% in its funding from Welsh Government and received the poorest settlement of all 22 Local Authorities in

Wales. The Council is continually facing budget pressures far in excess of 2%, therefore the Council is operating under significant financial constraints.

Since the turn of the year, a series of Fee setting meetings have taken place collectively with all Care Homes. The process this year has been a unique and extremely challenging one for all parties, due to the circumstances that Care Homes have been and continue to operate under, with the COVID19 pandemic having a significant impact on the sector.

Historically all uplifts have been dealt with as a collective across both Nursing and Residential Homes. Unfortunately for 2021/22, whilst agreement was reached with the Residential Homes on the Residential Fees (resulting in an average 6.4% increase), it has not been possible to reach the same agreement with the Nursing Homes.

An additional review of information provided by Homes has therefore been undertaken, in order to reach a final informed consideration of what an appropriate level of Nursing Homes Fees should be for 2021/22. This has looked at the key cost pressures raised by Individual Homes (being mainly Social Care Staffing Costs, Utilities and Insurance) as an evidence base and made full allowance for increases in these specific components (at 15%, 15% and 100% respectively) as well as a more typical inflation level for other components. This has all been reflected in an updated detailed Cost component model, which reflects (as far as is possible within the constraints of a financial model) the cost of delivering the standard of care and outcomes required for the Service Users that the Council is commissioning placements for.

The Council has therefore fully considered in detail and iterated its Fees offer over a period of time and the final position presented to the Nursing Care Homes, after the additional iteration is as follows:

<b>Fees per placement per week</b>	<u>General</u>	<u>Nursing</u>
	<u>Nursing</u>	<u>Dementia</u>
2020/21 Existing Fees	£617.00	£657.00
2021/22 Proposed from 05/04/21	£668.15	£711.48
<i>Increase</i>	8.29%	8.29%

This position also now doubles the differential between a Nursing Home placement and a standard Residential placement Home from £12 per week to over £24 per week.

However, the Council has given full and detailed consideration to the key areas of cost pressures raised by Individual Homes, which has in turn directly driven detailed calculations to arrive at the 8.29% fee increase.

The Council is committed to undertaking a more in depth review of Fees and the Cost model in readiness for 2022/23, which will then be 4 years since the last in depth review. This will need to commence at the end of the summer in order to be completed in a timely manner and it is intended to use the Welsh

Government's Let's Agree to Agree toolkit, although there may also be some advantages to working with the Health Board in relation to Nursing Homes which will also be explored further.

In financial terms there has been and continues to be temporary funding made available under the Welsh Government's Adult Social Care COVID19 scheme. This is in the form of temporary premium payments of £50 per week per Residential Care Home placement and a further £25 additional premium for Nursing Home FNC or jointly funded placements. In addition there is the ability for all Care Homes to submit claims for funding to the Council for Exceptional costs and Voids (within certain parameters) arising from COVID19. At the time of writing this runs up until 30/06/21, however a WG announcement is expected to extend the scheme further into 2021/22.

#### **4. Financial Implications**

It is estimated that the full year net cost of the proposed Fees is a further £25k on top of the 2021/22 Budget provision made during the Budget setting process and in addition to the £70k arising from the Residential Homes Fee setting report.

#### **5. Statutory Guidance**

The Welsh Government's statutory guidance has been considered in approaching the fee-setting exercise. This includes the need to have due regard to the local factors of providing care (in addition to actual costs), and the impact the decision will have on the quality of care provided to residents, and the effect of rising costs on the Care providers.

<b>Wellbeing of Future Generations:</b>	<p><b>Has an Integrated Impact Assessment been completed?</b>  <b>If, not, please state why</b>  <i>Summary:</i> Not applicable  <b>Long term:</b>  <b>Collaboration:</b>  <b>Involvement:</b>  <b>Prevention:</b></p>
<b>Recommendation:</b>	<p>That the Fees for Nursing Care in Ceredigion Independent Sector Homes are approved for 2021/22 at the following weekly levels, effective from 05/04/2021:</p>

General Nursing	£668.15
Nursing Dementia	£711.48

**Reasons for decision:** To agree and set fees for 2021/22

**Overview and Scrutiny:** Not yet considered

**Policy Framework:** Fees & Charges



<b>Corporate Priorities:</b>	Investing in People's Future, Enabling Individual and Family Resilience
<b>Finance and Procurement implications:</b>	See report
<b>Legal Implications:</b>	None
<b>Staffing implications:</b>	None
<b>Property / asset implications:</b>	None
<b>Risk(s):</b>	<ul style="list-style-type: none"> <li>• Challenge from Providers of an unfair process and unreasonable Fee level. However the process has given full and detailed consideration to the key areas of costs pressures raised by Individual Homes which have been fully recognised in order to ensure that Fees are set at an appropriate level commensurate with the cost of delivering the required standards of care for Service Users.</li> <li>• The regular 3 to 4 year in depth review is due for 2022/23, which the Council is committed to undertake. There is a potential risk that the review results in further above inflation increases.</li> <li>• Challenge if standards set out in WG statutory guidance are not considered when considering fee setting.</li> </ul>
<b>Statutory Powers:</b>	<ul style="list-style-type: none"> <li>• Social Care and Well-being Act (Wales) 2014</li> <li>• 2010 WG statutory guidance entitled 'Fulfilled Lives, Supportive Communities, Commissioning Framework and Guidance'</li> </ul>
<b>Background Papers:</b>	None
<b>Appendices:</b>	None
<b>Corporate Lead Officer:</b>	Sian Howys (CLO: Porth Cynnal and Statutory Director) Stephen Johnson (CLO: Finance & Procurement)
<b>Reporting Officer:</b>	Duncan Hall (Corporate Manager: Service Finance) George Ryley (Corporate manager: Procurement)
<b>Date:</b>	28/06/21

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## CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 13 July 2021

**Title:** Ceredigion County Council Supervision Policy

**Purpose of the report:** To update Cabinet on the revised Staff Supervision Policy.

**For:** Approval

**Cabinet Portfolio and Cabinet Member:** Cllr Alun Williams, Porth Cynnal

### Introduction

Ceredigion County Council is committed to providing high quality sustainable services for the people of Ceredigion. The vision for our Through Age and Wellbeing delivery model is

*'to ensure that every child, young person and adult in Ceredigion will be able to reach their full potential and we are committed to developing skills and resilience that will last a lifetime and enable individuals to cope well with the challenges and pressures that they may face'.*

Supervision provides a way of supporting staff to achieve our collective vision as well as organisational, team and individual objectives. It also supports the achievement and maintenance of high standards in service delivery for the people of Ceredigion.

The Council is committed to ensuring all employees receive an annual performance appraisal. Supervision links to and supports the annual appraisal process, it is the responsibility of line managers to implement these arrangements.

The Council has revised and updated its Staff Supervision Policy in order to specify the way that all employees, agency staff, volunteers and students working in Through Age and Wellbeing should be supervised and supported in relation to their working practices. The Policy builds on strength based supervision practices and covers a wide range of staff roles, responsibilities and functions which should be taken into account by managers/supervisors in the provision and recording of supervision.

**Has an Integrated Impact Assessment been completed?  
If, not, please state why** Not required

**Wellbeing of Future Generations:**

**Summary:**

**Long term:** The Policy will support staff to provide sustainable and good quality services.

<b>Collaboration:</b>	Managers and staff have been involved in the development of this Policy
<b>Involvement:</b>	As above
<b>Prevention:</b>	Prevention is a specific focus within staff supervision
<b>Integration:</b>	All staff working in the model will be included.
<b>Recommendation(s):</b>	To approve the Ceredigion County Council Supervision Policy
<b>Reasons for decision:</b>	To seek approval of the policy by Cabinet
<b>Overview and Scrutiny:</b>	n/a
<b>Policy Framework:</b>	<ul style="list-style-type: none"> <li>• Social Services and Well-being (Wales) Act 2014</li> <li>• A Healthier Wales: Our Plan for Health And Social Care</li> </ul>
<b>Corporate Priorities:</b>	Enabling individual and family resilience
<b>Finance and Procurement implications:</b>	none
<b>Legal Implications:</b>	none
<b>Staffing implications:</b>	none
<b>Property / asset implications:</b>	none
<b>Risk(s):</b>	N/a
<b>Statutory Powers:</b>	n/a
<b>Background Papers:</b>	
<b>Appendices:</b>	Appendix A – Ceredigion County Council Supervision Policy
<b>Corporate Lead Officer:</b>	Sian Howys, Corporate Lead Officer Porth Cynnal
<b>Reporting Officer:</b>	
<b>Date:</b>	24/06/2021



Cyngor Sir  
**CEREDIGION**  
County Council

# Through-Age and Wellbeing **Supervision Policy**

*'Supporting staff to achieve and deliver excellence'*



Caru·Love  
**Ceredigion**

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# Introduction

Ceredigion County Council is committed to providing high quality sustainable services for the people of Ceredigion. The vision for our Through Age and Wellbeing delivery model is,

*“ To ensure that every child, young person and adult in Ceredigion will be able to reach their full potential. We want to ensure fair access to excellent universal and targeted services that support the health and wellbeing of all. We are committed to developing skills and resilience that will last a lifetime and enable individuals to cope well with the challenges and pressures that they may face.*

”

Supervision provides a way of supporting staff to achieve our collective vision as well as organisational, team and individual objectives. It also supports the achievement and maintenance of high standards in service delivery for the people of Ceredigion.

The Council is committed to ensuring all employees receive an annual performance appraisal. Supervision links to and supports the annual appraisal process, it is the responsibility of line managers to implement these arrangements.

## What does good supervision do?

- Supports organisational staff recruitment and retention.
- Reinforces effective practice, decision making and accountability
- Embeds Signs of Safety principles into practice
- Supports the development of staff members' knowledge skills and competencies to deliver excellent services

## Strategic links/This policy links to:

- Ceredigion County Council Corporate Strategy
- Ceredigion County Council Workforce Plan
- Ceredigion County Council Managing Performance Policy
- Through-Age and Wellbeing Programme Strategy
- Employee Health and Wellbeing Strategy
- Team Manager Guidance for Newly Qualified Social Workers (NQSWs)
- Social Care Wales First Three Years in Practice (Relevant to NQSWs)
- Signs of Safety Practice Guidance
- Quality Assurance frameworks/processes for the delivery of services

## Scope/Who is this policy for?

This policy specifies the way that all employees, agency staff, volunteers and students working in Through Age and Wellbeing should be supervised and supported in relation to their working practices. This covers a wide range of staff roles, responsibilities and functions which should be taken into account by managers/supervisors in the provision and recording of supervision.





## Signs of Safety

Signs of Safety (SOS) is a practice framework which builds on individual and families strengths to help solve difficulties and find solutions. The three basic principles are:

What are you worried about?  
What is working well?  
What needs to happen?

To ensure that SOS is fully embedded in our ways of working of all through-age and wellbeing staff, supervision should be based upon and incorporate the 3 principles above. The supervision recording template (Appendix 1) will help with this.

To adopt SOS principles in supervision, line managers should follow a conversational 'appreciative enquiry' approach, including reflective questioning to enable reflective practice. This promotes co-productive practice leadership as opposed to a command and control directional approach. It also helps to identify solutions for the individual being supported and/or the member of staff overseeing a task/activity and to involve and place people who use access our services at the heart of their practice.



# Supervision

## What is supervision?

Supportive, well planned and regular supervision aids the induction and retention of staff and supports their ongoing professional development. Supervision is a formal and structured process which:

- Promotes and monitors the wellbeing of staff
- Provides an enabling and supportive environment in which to discuss, review and reflect on practice and receive feedback
- Monitors and ensures quality and high standards of service delivery
- Ensures accountability for decision making, service provision and adherence to relevant legislation and Codes of Professional Practice
- Promotes the use of the Signs of Safety practice framework
- Encourages and promotes reflective practice and ongoing learning
- Positively encourages and supports the ongoing development of staff skills and competence
- Supports organisational, team and individual communication
- Provides a formal record that evidences the above has taken place

## What is appreciative inquiry/reflective supervision?

A questions that seeks to uncover and bring out the best in a person, a situation or an organisation is an 'appreciative inquiry'. Reflective supervision is focused on experiences, thoughts and feelings directly connected with the work being undertaken. It is characterised by active listening and thoughtful questioning by both parties (See Appendix 2).

Reflection empowers staff to assess their own performance by developing an insight into their own strengths and limitations and to be supported to build on and/or develop their practice. In particular, reflective supervision focuses on:

- relationships
- creative methods of working
- a shared understanding of the what, why and how of reflection
- consideration of outcomes in practice
- discussions about evidence
- a focus on feedback
- creating a space to discuss feelings, thoughts, values and impact of these on actions/ practice

## Supervision benefits us all:

### Service users:

- Services are delivered by members of staff who are competent and motivated in their work
- Risks are assessed and managed and safeguarding procedures are followed
- Services provision is quality assured against organisational quality assurance frameworks and processes

### Teams:

- Staff are clear about their role and function in achieving the overall objectives of the organisation;
- Staff are supported and enabled to develop skills and competencies and perform their duties effectively;
- Staff are motivated and committed to the objectives of the organisation.

### Line managers:

- Line managers can satisfy themselves that the member of staff has the necessary skills and competence to successfully complete the objectives set.
- Performance management issues can be identified and addressed
- A formal dialogue between supervisor and supervisee is established thus developing a two-way communication on performance.

### Staff members:

- Clarity on their role and functions within the organisation
- Are enabled to develop the competencies necessary to undertake the required tasks, efficiently and effectively;
- The individual receives support and regular feedback on their progress
- Health and wellbeing is monitored regularly

## Preparing for supervision – Supervision is a two-way process

### Both parties:

- Are responsible for agreeing & setting agenda items at the start of each session.
- Need to prepare for supervision meetings by reading relevant materials, reports and case records

### The supervisor:

- Should bring accurate information about the employee's strengths and areas of further development in performance and capability
- Should monitor & follow up actions agreed in previous supervision meetings

### The supervisee:

- Should bring accurate information about developments in their workload and/or case work and/or project work.
- Should follow up actions agreed in previous supervision meetings

## Supervision Frequency

Formal structured supervision should be provided **for all** staff working within Through Age and Wellbeing. Staff should also receive day to day advice and support from line managers and/or designated supervisors. On any occasion where advice is provided regarding a particular case it is the responsibility of the worker to create an electronic case note on the service users file to record the discussion, actions agreed and to confirm this has been completed.

The frequency of formal supervision is shown below and should be incorporated into the Supervision Agreement (Appendix 1).

NB. Minimum requirements shown. It is expected that formal supervision will be provided more frequently if possible. If there are any capability concerns, supervision frequency may be increased and supervisors should follow the Managing Performance Policy.

Role	Frequency of supervision
Corporate Managers	every 6 weeks
Team Managers	every 6 weeks
Social Workers, Social Work Assistants and workers providing support to individuals and families	At least every 6 weeks depending upon experience.
Newly qualified Social Workers	Fortnightly for first 3 months & every month thereafter until 2 years post qualifying
Care workers in Residential homes	At least every 2 months
Student Social Workers	Weekly
Domiciliary Care Workers	At least every 3 months
Staff in all other roles within TAW	At least every 3 months



## Supervision Agreement

Every member of staff working within through-age and wellbeing should have a supervision agreement (Appendix 1). Line managers/designated supervisors are responsible for agreeing the contents of the supervision agreement with the supervisee and obtaining signatures.

The agreement can be referred to as required and/or reviewed by both parties on an annual basis.

## What should be covered in Supervision meetings?

### Health, Wellbeing & individual requirements

- Individual staff members' health and wellbeing should be monitored and discussed. If appropriate they should be signposted to sources of support which are available on Ceri Net. Further information and support is also from our Employee Health and Wellbeing Officer who can be contacted via [healthandwellbeing@ceredigion.gov.uk](mailto:healthandwellbeing@ceredigion.gov.uk)
- The individual requirements of workers should be included. The personal impact of potentially stressful work should be acknowledged and support offered as above

### Individual Appraisal Objectives - Should be reviewed to ensure:

- They are updated to reflect individual, team & organisational needs & priorities
- Work is planned & consistent with legal requirements, policies & procedures

### Individual Development – Should be considered:

- Current skills, competence and areas for development should be identified
- Individuals should be encouraged to identify and evaluate their own learning and development needs
- Competence should be aligned to SOS practice guidance
- In line with the managing performance policy, any development actions plans should contain smart objectives and be reviewed, updated and should be shared with relevant parties eg, Team Managers & Human Resources.

### For staff who supervise or line manage others

- Those staff who are managed or supervised by the supervisee should be discussed
- Individual staff supervision records should be reviewed

### For staff who deliver social work/social care interventions/casework supervision should include:

- Caseloads & priorities should be discussed & reviewed
- Compliance with legal/statutory duties and Codes of Professional Practice
- Advice & support on individual cases
- Case discussions based on SOS principles & presenting concerns
- Decisions made with supporting rationale ( defensible justification for decision)

- Actions agreed with identified timescales & those responsible
- Any conflicts in judgements or decisions made noted

## Quality Assurance (QA)

To be effective quality assurance needs to take place within an organisational context which promotes and supports the continuous development of the Through Age & Wellbeing delivery model as a 'learning organisation' and depends upon 'ownership' at all levels.

The Quality Assurance Framework starts from several clear presumptions:

- Quality assurance is an integral part of every practitioner and/or professional's daily duties and should be part of "business as usual".
- That everyone has a duty to both assure their own work and be ready to challenge the work of others if individuals are or might be at risk.
- Those who deliver frontline services are responsible for the quality of those services.

Supervision should include monitoring and quality assurance arrangements. These quality assurance arrangements ensure that the standards of supervision outlined in this policy are being followed.

## Quality Assuring Supervision – Responsibilities

The QA Framework is designed to be inclusive, working 'with' staff rather than doing 'to' them. Frontline staff are best placed to assess the quality of what they do, the constraints they experience in delivering quality, and to learn from an inclusive process which enables them to reflect and improve practice.

1. All staff are responsible for continuing professional development and evaluation of their own practice this includes participating in reflective discussions about service improvements by providing your views, observations and suggestions through the supervision and annual appraisal process.
2. Supervisors will be responsible for ensuring staff are provided with supervision which is in line with service requirements and participate fully in quality assurance activities, such as auditing and discussing case files as a standard part of supervision with the supervisee. Supervisors will also be expected to share and discuss the outcomes/learning lessons of quality assurance audits as part of reflective practice with their respective supervisees so that improvements are embedded and secured.
3. Team Managers will be expected to audit a random sample of supervision records. This will take place annually with audit activity spread over the year and the requirement is to include at least one supervision record from each of the staff members supervised by a specific supervisor. (An audit template for undertaking this task is available in the appendix of the quality assurance framework)

4. Corporate Managers and Corporate Lead Officers will ensure supervision audits are undertaken and feed information and outcomes from the Quality Assurance processes to team managers with the expectation that it is disseminated and used to inform reflective discussions in supervision.
5. Directors will provide Corporate Lead Officers with reflective supervision, that includes discussion around service quality measures from the outcomes of quarterly quality assurance management meetings. They will also hold Corporate Lead Officers accountable for service quality and engagement within the context of the supervision arrangements (1-4 above) for their respective service area(s).

To make sure the QA Framework is truly person centred, following the journey of individuals through our services, the impact of the quality assurance supervision arrangements will be judged on the following factors:

- Is all quality assurance activity being carried out in partnership with people who use our services users and professionals and are the outcomes of this activity actively shared and discussed within the supervision arrangements as a basis for reflection on our practice?
- The quality of supervision is enabling improvements on effective decision making and improved outcomes for our citizens.
- Supervision enables staff to learn from what has gone well, what affect Signs of Safety has had on their work and what could they do differently next time in meeting the outcomes of children, families, and vulnerable adults.
- Supervision has a positive impact on the motivation of the workforce that improves performance among employees, teams and, ultimately, the council.

## Recording Supervision

Using the Supervision template (Appendix 1) a record of each supervision meeting should be maintained, stored & agreed & signed by both parties.

**Part One** of the supervision form should be recorded by Line Managers on the electronic form available on the Ceri People Manager system which can be accessed in a similar way to the annual appraisal forms.

**Part Two** of the supervision form is for managers/supervisors to record the case discussions they have during supervision sessions with employees who work with and support individuals and families. For each case discussion part two of the form should be completed and then recorded onto the relevant case file on WWCIS.

## Ceredigion County Council

# Through Age and Wellbeing Supervision Agreement

This agreement outlines the expectations, requirements and frequency of supervision and should be completed on commencement of the supervisor/supervisee relationship and reviewed if supervisory/line management responsibility is transferred

<b>Supervisee Name:</b>	<input type="text"/>	<b>Role:</b>	<input type="text"/>
<b>Supervisor Name:</b>	<input type="text"/>	<b>Role:</b>	<input type="text"/>
<b>Frequency of Supervision:</b>	<input type="text"/>		

### Agreed Mutual responsibilities:

- Both parties will take responsibility to prepare for supervision by providing an agenda for discussion
- The records of the supervision session will be recorded by the supervisor / supervisee as agreed.
- To act in a professional & respectful manner & approach each session in a constructive and positive way, promoting an open and honest discussion about work related matters.
- Supervision should only be interrupted in an exceptional circumstances/emergency.
- If supervision needs to be cancelled for any reason, the person cancelling the session must take responsibility for rescheduling at a mutually convenient date (within 10 working days of the original date)
- If a dispute arises between the parties regarding supervision and the issues cannot be resolved, the matter will be referred to the Team Manager/Corporate Manager.
- Supervision will be inclusive of equal opportunities, diversity and individual requirements
- Supervision sessions will be confidential within the context and limits of confidentiality.
- Supervisor and supervisee have responsibility for ensuring that any actions identified are undertaken and these will be monitored and reviewed in accordance with the agreed timescales.

### Individual Responsibilities - Supervisor will:

- Book time and venue for supervision sessions 6/12 months in advance
- Retain up to date supervision records for each member of staff for whom they have responsibility.
- Prepare workload/ caseload/performance data and relevant information

### Individual responsibilities - Supervisee will:

- Prepare workload and/or caseload/individual case work issues for discussion

**For Social Work/Social Care staff:** Ensure that any discussions relating to individual cases are recorded on the case file & actions are undertaken within identified timescales.

### Signatures

<b>Supervisee:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Supervisor:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>



# Supervision Record for Through Age and Wellbeing Staff

**Note:**

Part One of this form is an electronic form accessible via Ceri People Manager. Please use Ceri People Manager to record each supervision session. Part Two of this form is for recording case discussions which must also be recorded on WCCIS

**Part One**

<b>Supervisee Name</b>		<b>Job Title</b>	
<b>Supervisor Name</b>		<b>Date of Supervision</b>	

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<b>Agreed agenda items:</b>	
1)	<b>Health &amp; Wellbeing</b>
2)	<b>Annual leave planning</b>
3)	
4)	

1)	<b>Health &amp; Wellbeing / How are you?</b>
2)	<b>Annual leave booked/forward planning</b>

<b>Review of previous supervision notes &amp; action</b>

**General**

<b>Review of Work, Priorities &amp; Actions (link to individual appraisal objectives)</b>			
<b>What are you worried about?</b>	<b>What's working well?</b>	<b>What needs to happen?</b>	<b>Actions agreed, timescale &amp; who is responsible</b>
Past: Future: Complicating factors:	Existing strengths: Existing solutions:	Goals: Next steps:	

<b>Additional support/training needs?</b>

**Supervisor & supervisee to confirm that they agree that this is a true record of supervision:**

**Signature of Supervisor:**

**Signature of Supervisee:**

**Date:**

## For Social Workers/Social Care staff/Workers providing support to individuals/families – Record of Case Discussion

(to be completed for each case discussion and then recorded on individual case records)

What are we worried about?	What's working well?	What needs to happen?	<b>Agreed action, timescale &amp; who is responsible</b>  (Supervisee is responsible for entering this case discussion on service user case records)
<b>Case ID/Ref No:</b>  Past:  Future:  Complicating factors:	Existing strengths:  Existing solutions:	Goals:  Next steps:	

**From the discussion, on a scale of 1-10 where would you place the well-being of this child/young person (0 being extremely worrying-10 being as good as it can be)**  
**1 2 3 4 5 6 7 8 9 10**

Confirmation that Supervisee & Supervisor agree that this is true record of the case discussion			
<b>Supervisor</b>	<b>Yes/No</b>	<b>Supervisee</b>	<b>Yes/No</b>

## Turning questions into conversations: EARS - Process for Signs of Safety Mapping

	Worries	Strengths	Goals
Elicit First question	<ul style="list-style-type: none"> <li>• What are we worried about?</li> <li>• What harm has happened to any child in the care of these adults?</li> <li>• What is the danger to this child if left in the care of this mother?</li> <li>• What makes this situation more complicated?</li> </ul>	<ul style="list-style-type: none"> <li>• What's working well here?</li> <li>• What are the best attributes of this mum's/dad's parenting?</li> <li>• What would the child say are the best times she has with her dad?</li> <li>• When has the mum fought off the depression and be able to focus on the child?</li> </ul>	<ul style="list-style-type: none"> <li>• What needs to happen?</li> <li>• What do you need to see to be satisfied the child is safe enough that we can close the case?</li> <li>• What would the mum say that would show everyone the child can come home?</li> <li>• Where would the teenager say he wants his life to be at 18?</li> <li>• What do we need to do to create a relationship where we can talk about difficult issues?</li> </ul>
Amplify Behavioural detail: What would you see?	<ul style="list-style-type: none"> <li>• When has that harm happened?</li> <li>• How often; how bad?</li> <li>• How did that incident affect the child?</li> <li>• What language can we use to say that so the mum and child can easily understand?</li> <li>• How long has this harm been happening?</li> <li>• Give me the first, worst and most recent examples of harm.</li> </ul>	<ul style="list-style-type: none"> <li>• When has that good thing happened? How often?</li> <li>• How did the mum fight off the depression? How else?</li> <li>• How does the neighbour help?</li> <li>• How did you get her to open up?</li> <li>• How is the parenting programme making things better for the child?</li> <li>• What did the dad do to make those contact visits really enjoyable for his kids?</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the details of the behaviour you would want to see that would tell you this child is safe?</li> <li>• How many people do you think should be involved in this safety plan?</li> <li>• What is the father's willingness/capacity to do this?</li> <li>• Is this plan written in a way the child understands it?</li> <li>• How will the mental health services involvement help make this plan work?</li> </ul>
Reflect Meaning	<ul style="list-style-type: none"> <li>• Which of the danger statements do you think is the most important (or easiest) to deal with first?</li> <li>• Which danger would worry the parents most?</li> <li>• Of all the complicating factors which do you think is the most important to deal with?</li> </ul>	<ul style="list-style-type: none"> <li>• Which of the strengths are most useful in terms of getting this problem dealt with?</li> <li>• Which aspects of their parenting/family life would mum and dad be most proud of?</li> </ul>	<ul style="list-style-type: none"> <li>• Where do you rate the child's safety with this mother on a scale of 0–10?</li> <li>• Is this a plan that the parents believe in? On a scale of 0–10, what confidence would they say that they have in it keeping the child safe?</li> </ul>
Start over	<ul style="list-style-type: none"> <li>• Are there any worries that we have missed?</li> </ul>	<ul style="list-style-type: none"> <li>• Are there any other good things happening in this family that we have missed?</li> </ul>	<ul style="list-style-type: none"> <li>• Are there any other important things that we have missed in the plan?</li> </ul>



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## Cyngor Sir CEREDIGION County Council

<b>REPORT TO:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>13 July 2021</b>
<b>LOCATION:</b>	<b>SKYPE - Council Chambers, Penmorfa, Aberaeron</b>
<b>TITLE:</b>	<b>CYSUR/CWMPAS Combined Local Operational Group Safeguarding Report Qtr 4 2020-21</b>
<b>PURPOSE OF REPORT:</b>	To monitor activity on a multi-agency basis of the actions taken to safeguard children and adults within Ceredigion
<b>REASON SCRUTINY HAVE REQUESTED THE INFORMATION:</b>	To ensure members monitor progress in the CYSUR/CWMPAS Combined Local Operational Group quarterly management meetings

### **BACKGROUND:**

Please see attached CYSUR-CWMPAS Combined Local Operational Group Safeguarding Report for Qtr 4, 2020-21.

These are multi-agency management reports in relation to safeguarding children and adults in Ceredigion during the period 1<sup>st</sup> January to 31<sup>st</sup> March 2021. They provide management information on action taken under the Wales Safeguarding Procedures.

The Reports include information provided by other agencies in relation to safeguarding the welfare of children and adults in Ceredigion.

The management information is discussed by members of the CYSUR/CWMPAS Combined (Ceredigion) Local Operations Group in order to monitor and evaluate the effectiveness of the safeguarding children and adults arrangements in Ceredigion and the outcomes achieved

These multi agency meetings provide an opportunity to identify and act upon any performance and other issues within this area of work.

Performance information is also provided to the Mid and West Wales Regional Safeguarding Board which is also an opportunity to analyse performance, trends and issues across the Region.

## Summary of Key points:

### CHILDREN SAFEGUARDING

- There was a slight decrease in the number of safeguarding children reports from the previous quarter and this was a slightly lower number than during the same quarter in the previous year. With the easing of restrictions and schools re-opening there has been a growth in the number of reports with some suppresses reporting levels during lockdown.
- Police were the main referring agency in this quarter.
- The main concerns that lead to completing child protection enquiries were allegations of physical abuse and sexual abuse.
- There were a reduced number of initial child protection conferences held this quarter and all were held within the required timescale.
- In some cases, concerns have been escalated into the Public Law Outline arena directly rather than holding a conference due to the seriousness of the concerns and the need for the court directed protective action.
- 65.7% Review CPC's were held in timescales, this was due to staff sickness absence and prioritisation of ICPC, the Review RCPCs were rearranged as soon as possible following and an Agency independent Chair was appointed in early February.
- The main risk factors recorded were domestic abuse, parental separation, parental substance misuse and parental mental health difficulties.
- The number of children on the Child Protection Register was reduced by 17 children, 24 Children were deregistered with only 7 Children being registered at ICPC.

### ADULT SAFEGUARDING

- There has been an increase in the number of adults reported at risk since Quarter 3, with an increase from 117 adults in Quarter 3 to 146 in Quarter 4 which approximately reflects the number of adults reported to be at risk in Quarter 4 of 2019-2020. During the period from Quarter 1 to the end of Quarter 3, there was a marked decrease in the number of adults at risk reported but there has been an increase in Quarter 4. These figures seem to be a reflection of the decrease in the amounts of reports received when due to COVID restrictions, society was in lockdown with there been an increase then in reports received when restriction started to be lifted.
- The number of reports received have increased in Quarter 4 from the three previous quarters, with a steep increase in referrals in March of this year, and this is comparable with the increase in reports received in March of Q4 2019-2020. It seems that we have begun to return to the number of reports received prior to the commencement of the COVID 19 pandemic and prior to the enforcement of the lockdown situation.
- The Local Health Board is the main source of reports in Quarter 4, followed by Provider agencies and then the Police, compared with Quarter 3 where the Local Authority was the main source of reporting, followed by the Police and then the Local Health Board. This quarter, there has been



a significant increase in the number of reports received from Provider agencies compared to previous quarters.

This quarter we have received an increase number of reports in relation to concerns in care homes and in terms of domiciliary care support about pressure areas, the management of medication, thefts undertaken by professional care staff and reports of concerns about the misuse or non-use of PPE.

- Emotional/psychological abuse is the highest form of abuse reported in this quarter as at Quarter 3, with neglect being the next most reported category of abuse which again is the same pattern from Quarter 3.
- There is an increase in the number of females allegedly experiencing sexual abuse this quarter and these reports seem to be in relation to issues of domestic abuse.
- This quarter there are slightly less the number of reports that did not proceed to an enquiry but there is still a high number of reports being received where it has been assessed that an enquiry is not necessary and this needs to be explored further.
- This quarter, there was a further low number of enquiries where it was concluded that action needed to be taken, i.e., that a protection plan needed to be put in place. There were only 6 in this quarter, a slight decrease from 7 in quarter 3, but a marked decrease from Q2 (23), Q1 (39) and Q4 2019-2020 (53).
- Of the 6 Protection Plans put in place, 5 people were safeguarded in their own home and 1 person needed to be safeguarded in a care home setting, with 1 person needed to be safeguarded from a paid employee, 2 needed to be safeguarded from relatives/friend and 1 from another.

**Has an Integrated Impact Assessment been completed? If not, please state why** No

**Summary:**

This report is provided on an ongoing basis and demonstrates the continuing work that is undertaken in relation to safeguarding children and adults in Ceredigion

**WELLBEING OF FUTURE GENERATIONS:**

**Long term:** Balancing short term need with long term planning for the future

**Integration:** Positively impacting on people, economy, environment and culture and trying to benefit all three

**Collaboration:** Working together with other partners to delivery

**Involvement:** Involving those with an interest and seeking their views, stakeholder engagement and consultation

**Prevention:** Putting resources into preventing problems occurring or getting worse

**RECOMMENDATION (S):**

To note the contents of the report and the levels of activity with the Local Authority

**REASON FOR RECOMMENDATION (S):**

So that governance of the Local Authority activity and its partner agencies are monitored

**Contact Name:** Siân Howys

**Designation:** Corporate Lead Officer: (Children & Families)

**Date of Report:** 2 June 2021

**Acronyms:**

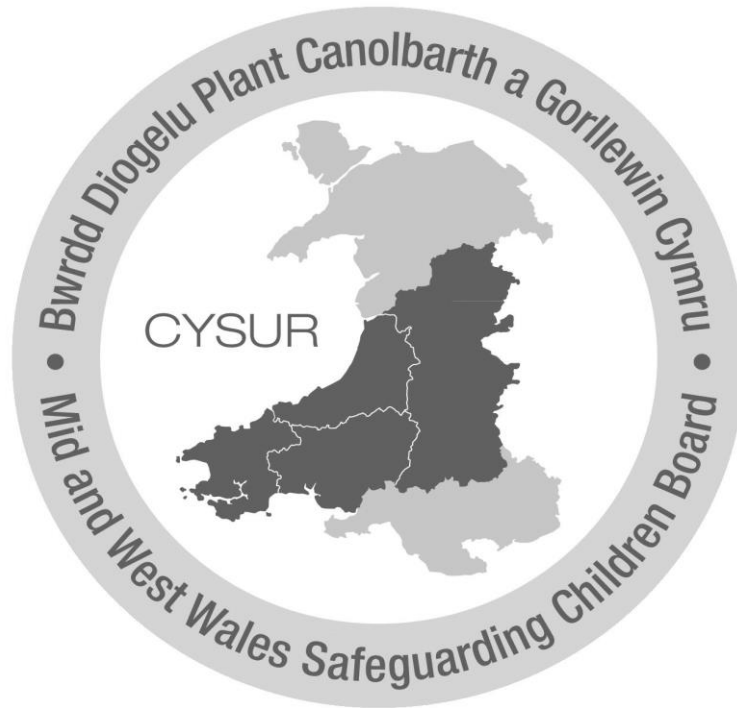
CP – Child Protection

CPR – Child Protection Register

Part 4 – Allegations against a member of staff or those working with children, e.g. - foster carers, volunteers, playgroups, etc.

CPCC – Child Protection Case Conference

ICPC – Initial Child Protection Conference



**CEREDIGION**  
**CYSUR LOCAL OPERATIONAL GROUP**  
**Performance Management Report**

**Quarter: 4**  
**1.1.21 – 31.3.21**

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## **SECTION 1: INTRODUCTION:**

This is the multi-agency management report in relation to safeguarding children in Ceredigion during the period 1<sup>st</sup> January to 31<sup>st</sup> March 2021. It provides performance management information on action taken to safeguard children.

It includes reports from partner agencies relating to safeguarding and promoting the wellbeing of children in Ceredigion.

The indicators and measures used are defined and reported on locally, regionally and nationally.

This management information is regularly discussed by members of the CYSUR Ceredigion Local Operations Group in order to monitor and evaluate the effectiveness of safeguarding children arrangements in Ceredigion and the outcomes achieved.

Any comments or queries regarding the report should be addressed to:

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**SECTION 2: Headline and Comparative Data**

<b>Referral Outcomes</b>	<b>Jan-Mar 2021</b>	<b>Oct-Dec 2020</b>	<b>July-Sept 2020</b>	<b>April-June 2020</b>	<b>Jan-Mar 2020</b>
Reports/Referrals leading to Child Protection Strategy Discussions / Meetings	99	102	92	85	106
Number of Initial CP Conferences (excluding transfer and pre-birth conferences)	3	13	10	5	11
Number of Initial Pre Birth CP Conferences	-	1	2	2	-
Number of Transfer CP Conferences	1	-	-	-	1
<b>Total number of Initial CP Conferences(including transfer and pre-birth Conferences)</b>	<b>4</b>	<b>14</b>	<b>12</b>	<b>7</b>	<b>12</b>
<b>Total number of children subject to Initial/Pre-birth/Transfer Conferences</b>	<b>9</b>	<b>20</b>	<b>23</b>	<b>9</b>	<b>30</b>
Number of children's names placed on the CP Register (excluding pre-birth and transfer conferences)	4	15	18	7	23
Number of children's names to be placed on the CP Register at birth	-	1	2	2	-
Number of children's names placed on the CP Register after transfer from other Local Authorities	3	-	-	-	3
<b>Total number of children's names placed on the CP Register following Initial Conferences</b>	<b>7</b>	<b>16</b>	<b>20</b>	<b>9</b>	<b>26</b>
Total number of children's names not placed on the CP Register	2	4	3	-	4
<b>Total number of Review CP Conferences</b>	<b>18</b>	<b>17</b>	<b>16</b>	<b>19</b>	<b>11</b>
<b>Total number of children subject to Review CP Conferences</b>	<b>35</b>	<b>39</b>	<b>26</b>	<b>42</b>	<b>15</b>
<b>Total number of children remaining on CP Register</b>	<b>11</b>	<b>18</b>	<b>11</b>	<b>24</b>	<b>9</b>
Total number of children removed from the CP Register	24	21	15	18	6

**Analysis:**

There was a very slight decrease in the number of referrals that lead to action taken under Wales Safeguarding Procedures during this quarter and slightly lower than during this quarter in the previous year.

The percentage of children discussed at review conferences and who were deregistered was 69%.

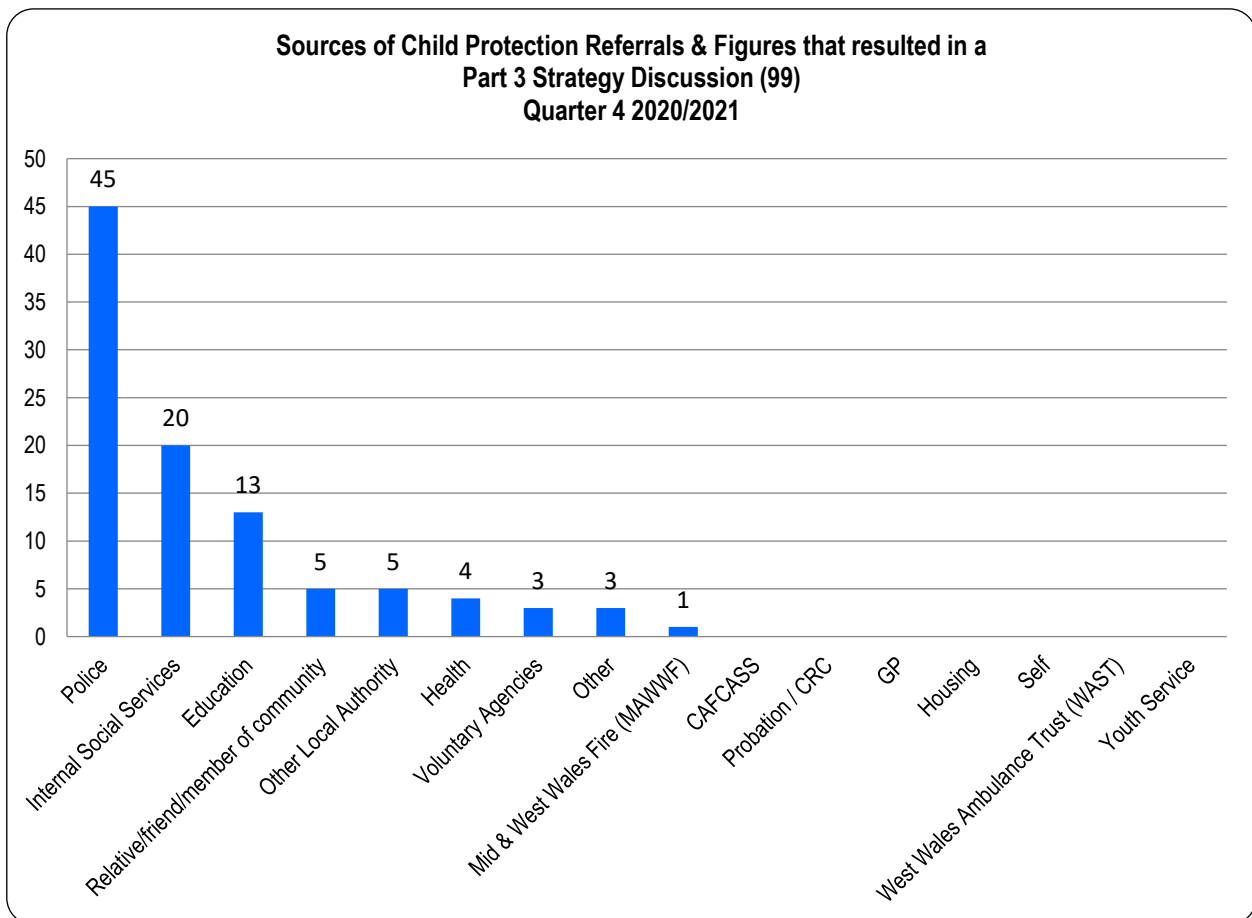
### SECTION 3: Child Protection Reports and Referrals:

Victoria Climbié Inquiry Recommendation 39 requires that front line staff transfer enquiries about the safety and welfare of children to the appropriate team without delay and within an hour. In Ceredigion, Porth Gofal receives and records all calls from the public, professionals and agencies and passes them to the Child and Family Assessment and Support Team.

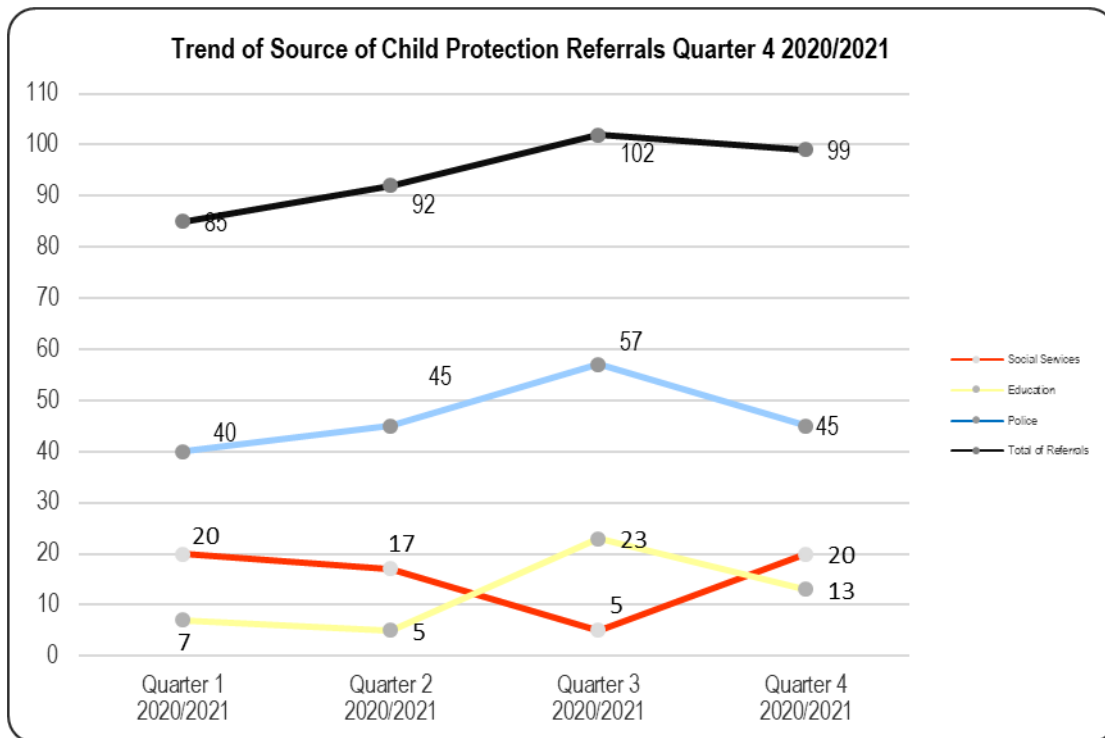
The following table shows the level of compliance with the recommendation:

Level	Passed to Duty Team Officer within 1 hour	Passed to Duty Team Officer with 2 hours	Passed to Duty Team Officer within 2-5 hours	Total
<b>January</b>				
1	76	14	22	112
2	59	19	6	84
3	89	18	3	110
4	33	3	0	36
5	0	0	0	0
Level	Passed to Duty Team Officer within 1 hour	Passed to Duty Team Officer with 2 hours	Passed to Duty Team Officer within 2-5 hours	Total
<b>February</b>				
1	72	6	20	98
2	61	7	11	79
3	44	9	10	63
4	32	1	1	34
5	1	0	0	1
				<b>Total</b>
<b>March</b>				
1	68	21	24	113
2	61	21	13	95
3	68	14	9	91
4	48	12	1	61
5	5	0	0	5

Sources of Child Protection Referrals and Figures that resulted in a Strategy Discussion					
Contact by	January	February	March	Total	Comp figures quarter 3
Police	12	17	16	45	57
Internal Social Services	8	5	7	20	5
Education	3	4	6	13	23
Relative/friend/member of community	2	1	2	5	4
Other Local Authority	4	-	1	5	4
Health	-	2	2	4	7
Voluntary Agencies	1	-	2	3	1
Other	1	2	-	3	1
Mid & West Wales Fire (MAWWF)	-	-	1	1	-
Probation / CRC	-	-	-	-	-
CAFCASS	-	-	-	-	-
GP	-	-	-	-	-
Youth Service	-	-	-	-	-
Self	-	-	-	-	-
Housing	-	-	-	-	-
West Wales Ambulance Trust(WAST)	-	-	-	-	-
<b>Total</b>	<b>31</b>	<b>31</b>	<b>37</b>	<b>99</b>	<b>102</b>





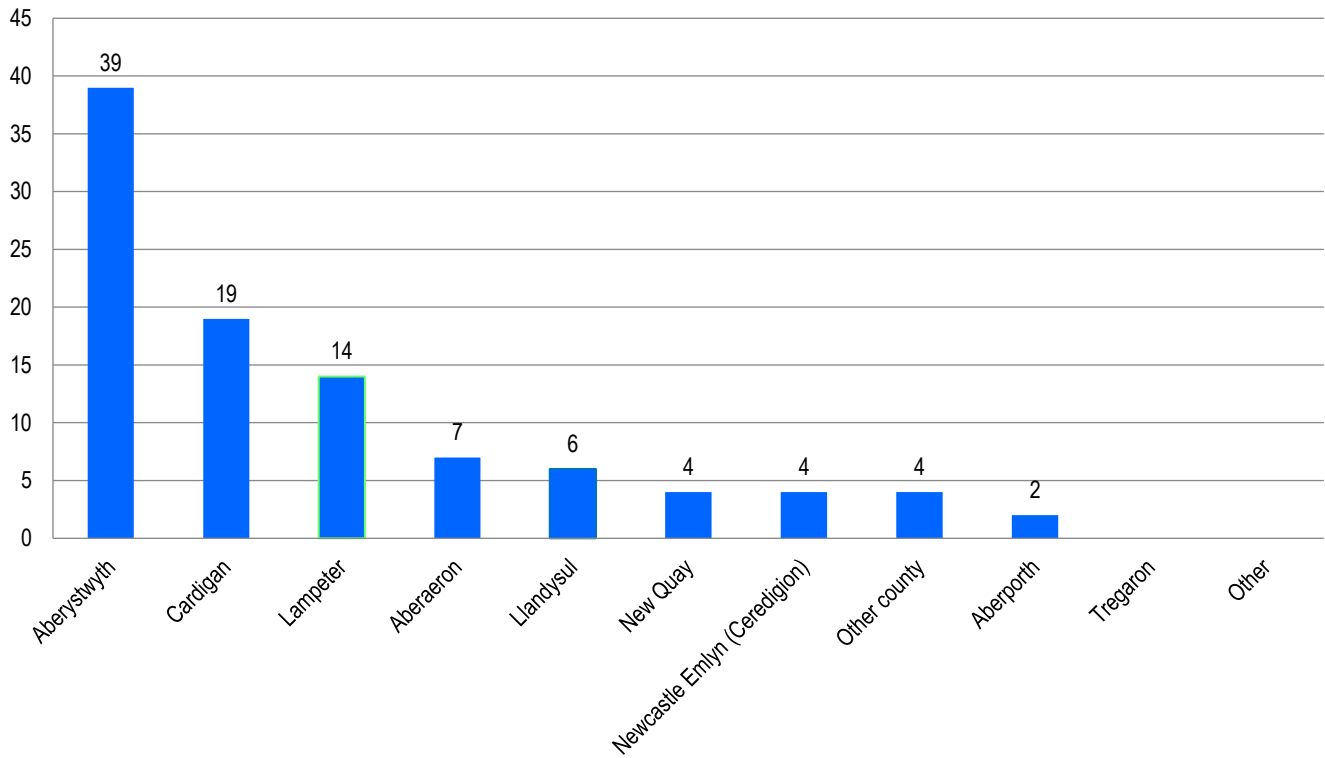


### **Analysis:**

The Police were the largest source of referrals during the quarter with schools rate having fallen despite reopening at the beginning of the quarter.

<b>Area Postal Addresses of Child Protection Referrals leading to a Part 3 Strategy Discussion</b>					
<b>Nearest town in Postal Address</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>	<b>Comparative figure quarter 3</b>
Aberystwyth	11	16	12	<b>39</b>	<b>56</b>
Cardigan	5	5	9	<b>19</b>	<b>4</b>
Lampeter	5	4	5	<b>14</b>	<b>15</b>
Aberaeron	3	1	3	<b>7</b>	<b>4</b>
Llandysul	4	--	2	<b>6</b>	<b>8</b>
New Quay	-	1	3	<b>4</b>	<b>5</b>
Newcastle Emlyn (Ceredigion)	-	3	1	<b>4</b>	<b>4</b>
Other county	2	-	2	<b>4</b>	<b>1</b>
Aberporth	1	1	-	<b>2</b>	<b>2</b>
Tregaron	-	-	-	<b>-</b>	<b>3</b>
Other	-	-	-	<b>-</b>	<b>-</b>
<b>Total Number of Referrals</b>	<b>31</b>	<b>31</b>	<b>37</b>	<b>99</b>	<b>102</b>

**Area Postal Addresses of Child Protection Referrals leading to a  
Part 3 Strategy Discussion (99)  
Quarter 4 2020/2021**



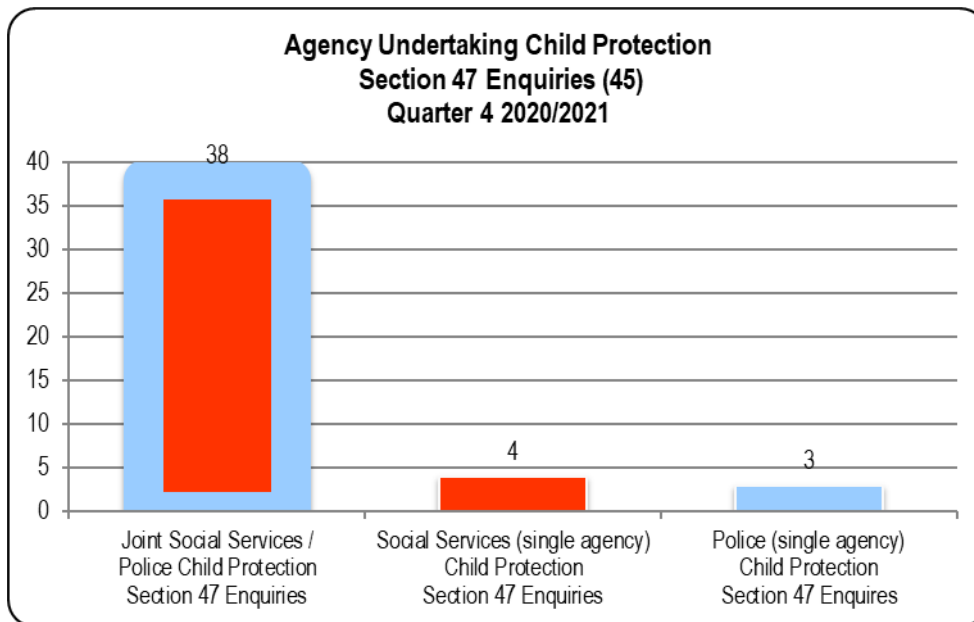
**Analysis:**

Aberystwyth is consistently the area of the greatest number of referrals

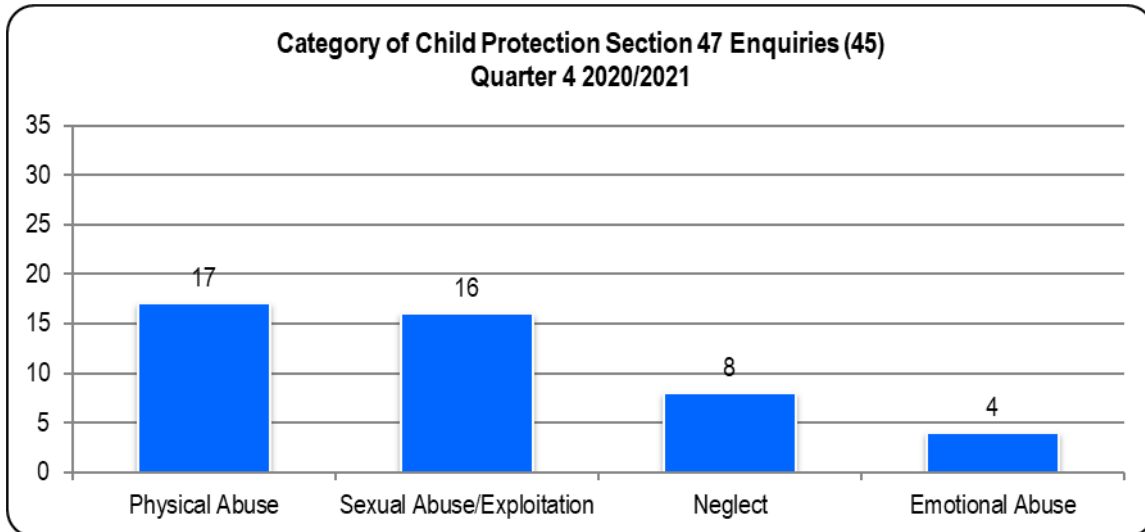
<b>% Breakdown of Safeguarding Activity Quarter 4 2020/2021 (1 January – 31 March)</b>			
Total of 982 - All Initial Contacts re Children			
NAET Assigned to Children's Teams - Information unavailable	Strategy Discussions 10%	Section 47 Enquiries 5%	Initial Child Protection Conferences 1%

**SECTION 4: Child Protection Section 47 Enquiries**

No. of Part 3 Child Protection Strategy Discussions/ Meetings					
January	February	March	Total	Comparative fig quarter 3	
31 (40)	31 (25)	37 (37)	99	102	
Agency undertaking Child Protection Section 47 Enquiries					
	January	February	March	Total	Comparative fig quarter 3
Joint Social Services / Police Child Protection Section 47 Enquiries	14	12	12	38	38
Social Services (single agency) Child Protection Section 47 enquiries	4	-	-	4	2
Police (single agency) Child Protection Section 47 enquires	-	-	3	3	10
<b>Total Enquiries</b>	<b>18</b>	<b>12</b>	<b>15</b>	<b>45</b>	<b>50</b>



Category of Child Protection Section 47 Enquiry					
Category	January	February	March	Total	comparative fig Quarter 3
Physical Abuse	5	4	8	17	24
Sexual Abuse/Exploitation	4	6	6	16	23
Neglect	5	2	1	8	2
Emotional Abuse	4	-	-	4	1
<b>Total Number of Enquiries</b>	<b>18</b>	<b>12</b>	<b>15</b>	<b>45</b>	<b>50</b>



Video Interviews					
	Jan	Feb	Mar	Total	comparative fig Quarter 3
<b>Number of video interviews with children</b>	-	-	-	-	-

**Analysis:**

The main concerns that lead to completing child protection enquiries were allegations of physical and sexual abuse.

The majority of enquiries were carried out jointly by Police and Children Services.

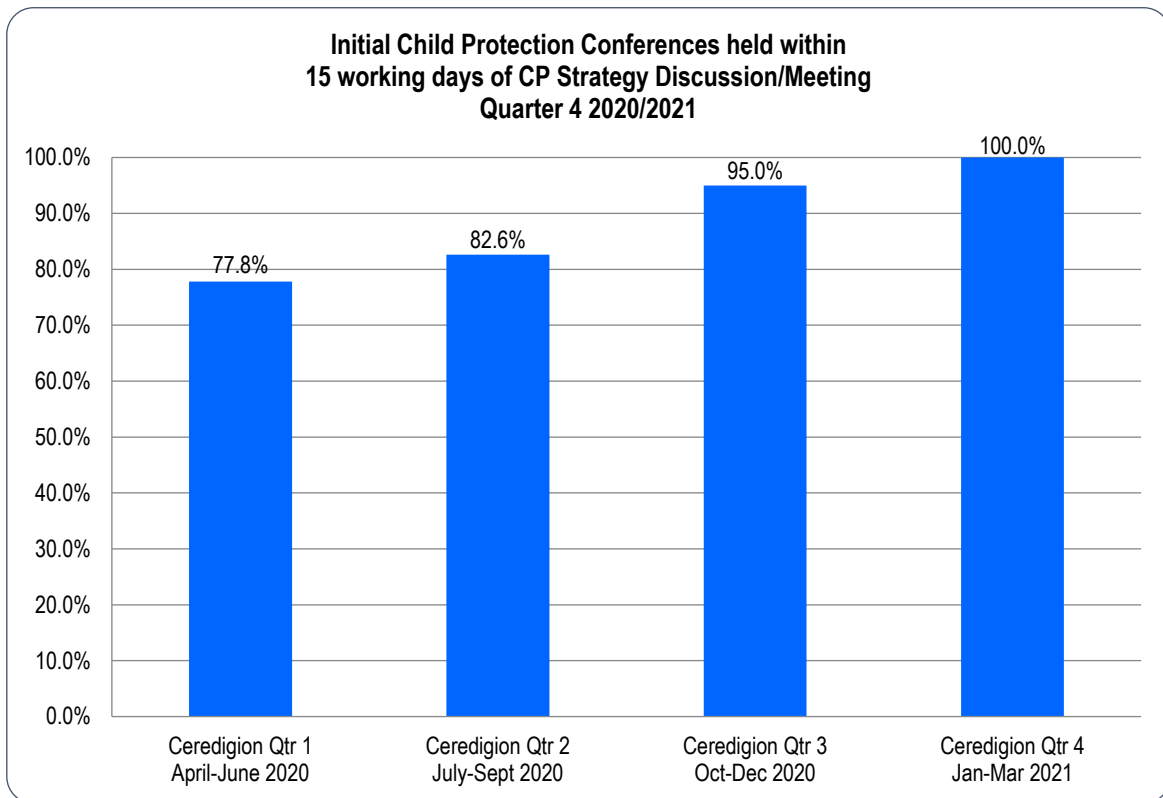
**SECTION 5: Child Protection Conferences**

This table contains breakdown figures in relation to Outcomes of Initial Child Protection Conferences					
Total Number of Initial CPCs	No. of children	No. of unborn	No. of families	Number of children placed on CPR incl. unborn and transferred	No. of children with Child In Need of Care and Support Plan if not registered
4	9	-	4	7	2

**Initial Child Protection Conferences in timescale**

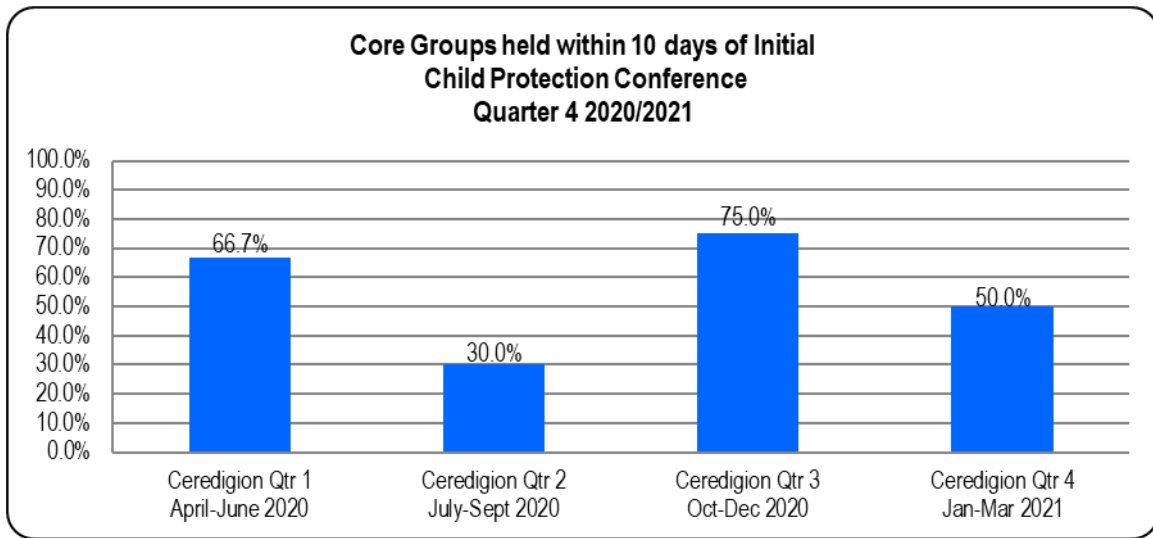
100.0% of Initial Child Protection Conferences were recorded to have taken place within 15 working days of the Strategy Discussion/Meeting.

It is important to note that all initial and Review Case Conferences are being held virtually via Microsoft Teams. Both parents and children have been able to participate in the meetings.



**Child Protection Core Group Meetings in timescale:**

50.0% of Child Protection Core Group Meetings were recorded to have taken place within 10 working days of the Initial CP Conference. This represents 2 children out of 4. For 1 sibling group of 2 children there was a delay due to professional availability.



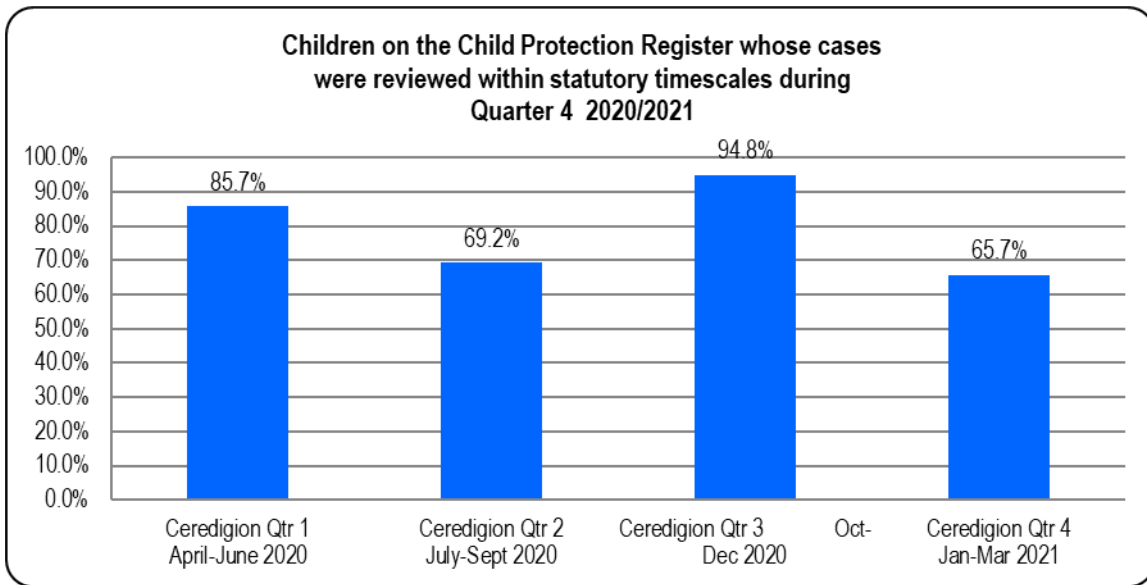
This table contains breakdown figures in relation to the outcomes of Review Child Protection Conferences:					
Total No. of Review CPCs	No. of children	No. of families	No. of names of children remaining on CP Register	No. of names of children removed from CP Register	No. of children with Child In Need of Care and Support Plan following de-registration
18	35	18	11	24	17

**Outcomes of Reviews:**

Of the 24 children who were de-registered, 17 were in receipt of further intervention on a Child in Need of Care and Support Plan; 5 subject to a Court Order and Looked After Children a further 2 children were not in need of any services.

**Review Child Protection Conferences in Timescales:**

65.7% of Review Child Protection Conferences were recorded to have taken place within timescales. For 3 sibling groups of 2 children and 6 other individual children the Conferences were out of timescales due to sickness absence of the Independent Chair, and prioritisation of ICPC . The RCPC were rearranged as soon as possible following the appointment of an Agency Independent Chair in early February; the review conferences were on average 35 days late, with 7 of the reviewed children being deregistered at their First 3 Month Review Conference.



<b>Participation of parents and children in Child Protection Conferences</b>						
<b>*Comparative data for Quarter 3 in brackets</b>						
<b>*Social Worker report to parents 24 hours before CPC</b>	<b>*CP Chair met with family before CPC</b>	<b>*CP Chair met with child before CPC</b>	<b>*Family member present at CPC</b>	<b>*Children's views represented at CPC who did not attend (5 -18 yrs.)</b>	<b>*Children attendance at CPC (Over 11 yrs.)</b>	<b>*Children Who have allocated Advocate / Tros Gynnal.</b>
100% (87%)	100% (96%)	80% (60%)	100% (94%)	91% (91%)	42% (21%)	76% (75%)

**Child and Family Participation and Attendance at Conferences:**

**Attendance by parents, children and family members:**

At least 1 parent/grandparent with parental responsibility was present in 22 (100%) Child Protection Conferences.

In total, 38 parents and other family members attended CP Conferences.

**The views of children and young people have been represented before and during the CP Conference;**

A total of 44 Children from 22 families were the subject of Initial, Pre-birth, Transfer and Review CP Conferences during this quarter.

Conferences consisted of 0 (0%) Pre-birth child, 3 (7%) children were under 6 months, 4 (9%) child was between 6 and 12 months, 9 (21%) children were over 1 and under 5 years, 16 (36%) children were between 5 and 10 years and 12 (27%) children were between 11 and 18 years old. 14 (88%) Children between the ages of 5 and 11 had their views represented at the Conference. 5 (42%) of the Young Persons aged over 11 years attended their Conference, 4 (80%) of these Young People met with the Chair prior to the Conference; the Chair did not meet with any of these young people after the Conference. All 7 (100%) of the Young Persons who did not attend the Conferences had their views represented at the Conference.

19 (76%) Of young persons over the age of 5 years received the services of an advocate, another 6 were referred for a service but the parents weren't engaging at the time. 3 Further young people were referred but refused the service.

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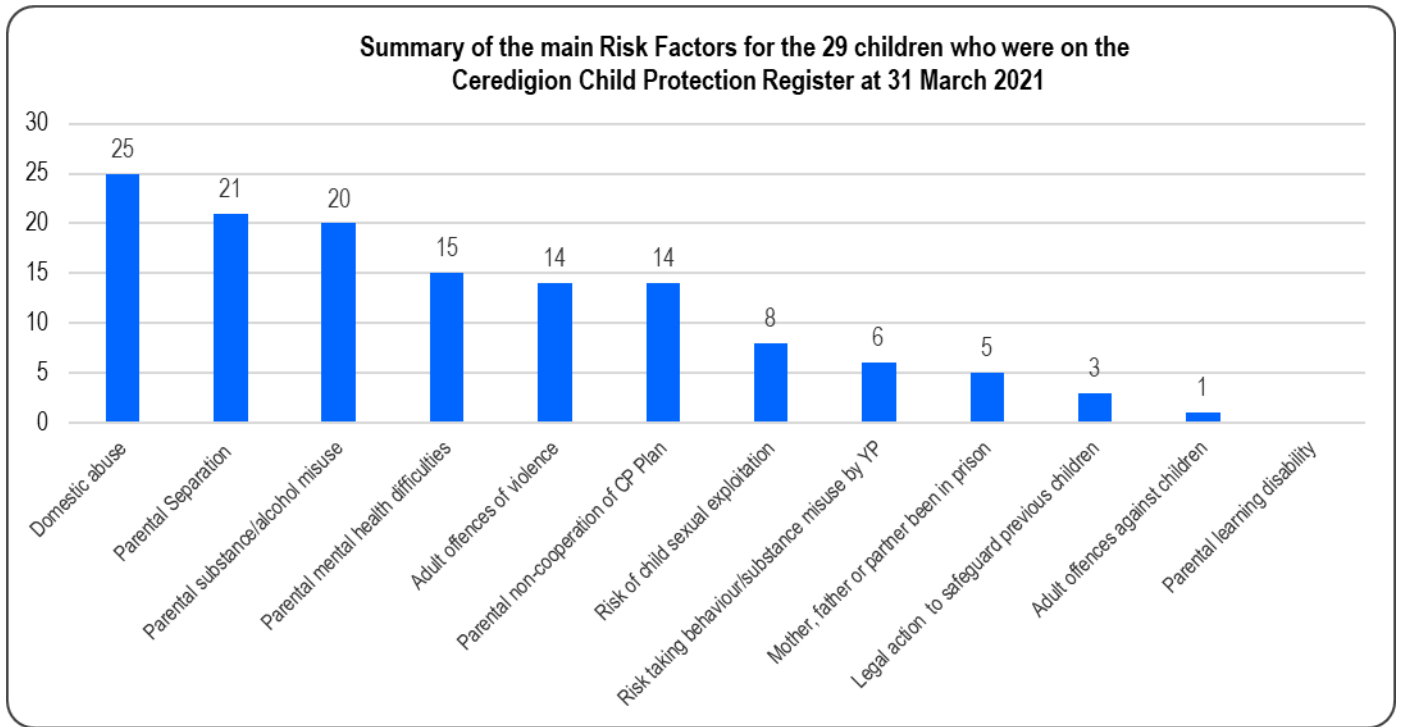
**Analysis**

100% Conferences have at least 1 family member in attendance.

The Advocate Service was offered to every child aged 5 and over discussed at Conference in this period, unfortunately the parents of 6 children weren't engaging well at the time and therefore the service was not received by the children. 3 Young People were referred to the Advocacy Services, but declined the offer, these were therefore taken out of the equation

<b>Summary of main Risk Factors/ ACEs identified and discussed at Child Protection Conferences</b>	
This table is based on the Independent Conference Chair's evaluation of risk factors noted at Initial CP Conferences when children's names were placed on the Child Protection Register and at Review CP Conferences when children's names remained on the Register.	
<b>Summary of the main Risk Factors for the 29 children who were on the Ceredigion Child Protection Register at 31 March 2021</b>	
Domestic Abuse (ACE)	25 (86.2%)
Parental separation has been a factor in this household (ACE)	21 (72.4%)
Parental substance/alcohol misuse (ACE)	20 (68.9%)
Parental mental health difficulties (ACE)	15 (51.7%)
Adult offences of violence	14 (48.3%)
Parental non-cooperation with the CP Plan	14 (48.3%)
Risk of child sexual exploitation	8 (27.6%)
Risk taking behaviour/substance misuse by young person	6 (20.7%)
Mother, father or partner have been in prison (ACE)	5 (17.2%)
Legal action taken to safeguard previous children in family	3 (10.3%)
Adult offences against children	1 (3.4%)
Parental learning disability	0 (0%)





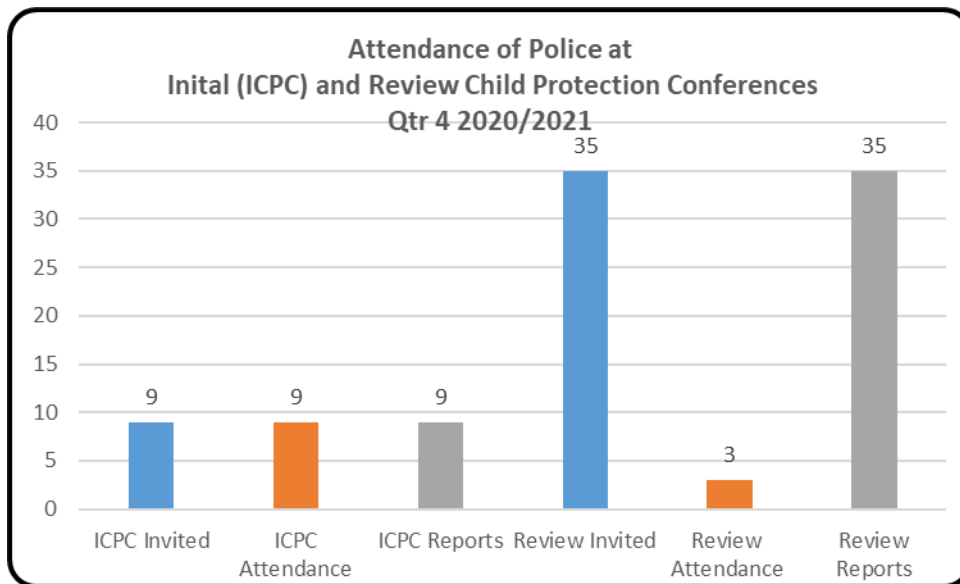
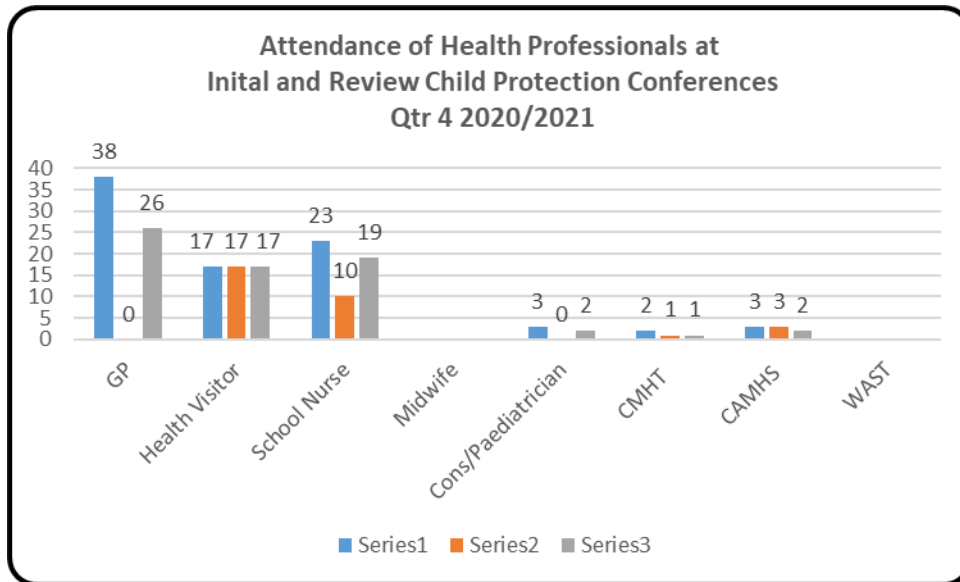
The Toxic Three Risk Factors for the 29 children who were on the Ceredigion Child Protection Register at 31 March 2021		
Number of children subject to a Care and Support Protection Plan where all of the Three Toxic Risk Factors feature (Domestic Abuse, Parental Substance Misuse and Parental Mental Health)	10	34.5%
Number of children subject to a Care and Support Protection Plan where Parental Separation or / and Incarceration feature (ACE)	22	75.9%
Number of children subject to a Care and Support Protection Plan where all five ACE (Domestic Abuse, Parental Substance Misuse, Parental Mental Health, Parental Separation and Incarceration)	4	13.8%

**Analysis:**

The main risk factors recorded were domestic abuse, parental separation, parental substance misuse and parental mental health difficulties.

**Agency Attendance at Conferences:**





The attendance of agencies at CPCs is illustrated in the charts above. An average of 6 agencies' staff members were invited to each CPC and an average of 3 attended.

There was an average of 5 written reports available at each CPC.

The date for a Review CPC was arranged at each conference when it was required.

All 44 (100%) of CPCs were quorate.

3 (14%) CPCs recommended that a Family Group meeting be convened.

Written reports were provided by Social Workers for all 22 (100%) of CPCs, Chronologies were included in 1 (25%) of Initial Conferences reports.

22 (100%) of professionals/agency staff expressed their views about the level of risk and registration at all CPCs.

40 (91%) CPC registration decisions were unanimous; with 4 (9%) CPC registration a majority decision.

1 (2%) CPCs reported that there was dissent regarding the safety of the CP Plan for safeguarding the welfare of a child on the CP Register.

0 (0%) CPC's identified a young carer.

1 (4%) CPC identified that there was a shortfall in information regarding the mother's partner.

2 (9%) CPC's identified that the young persons had moderate/severe learning disability; with 4 (18%) CPC's reporting that the young person's had an Individual Development Plan.

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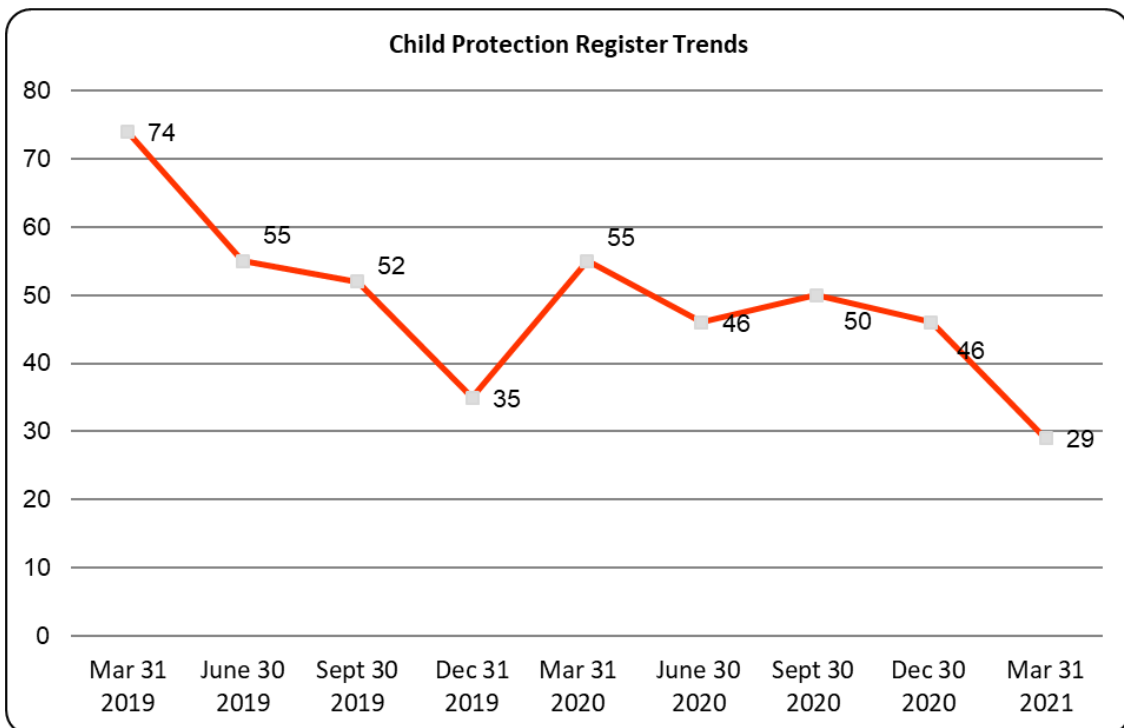
1 (4%) CPC identified a physical/sensory disability, 0 (0%) behaviour problems were reported in CPC's.

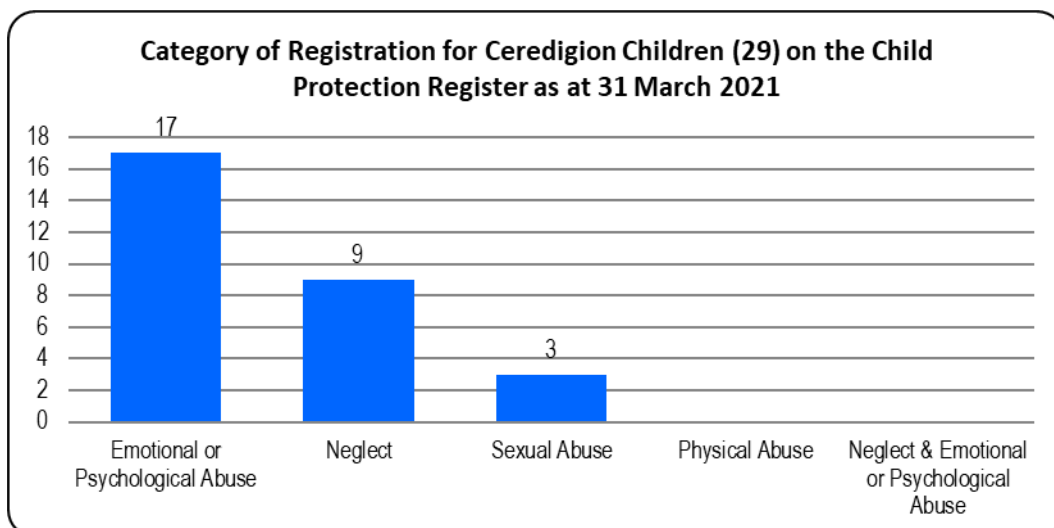
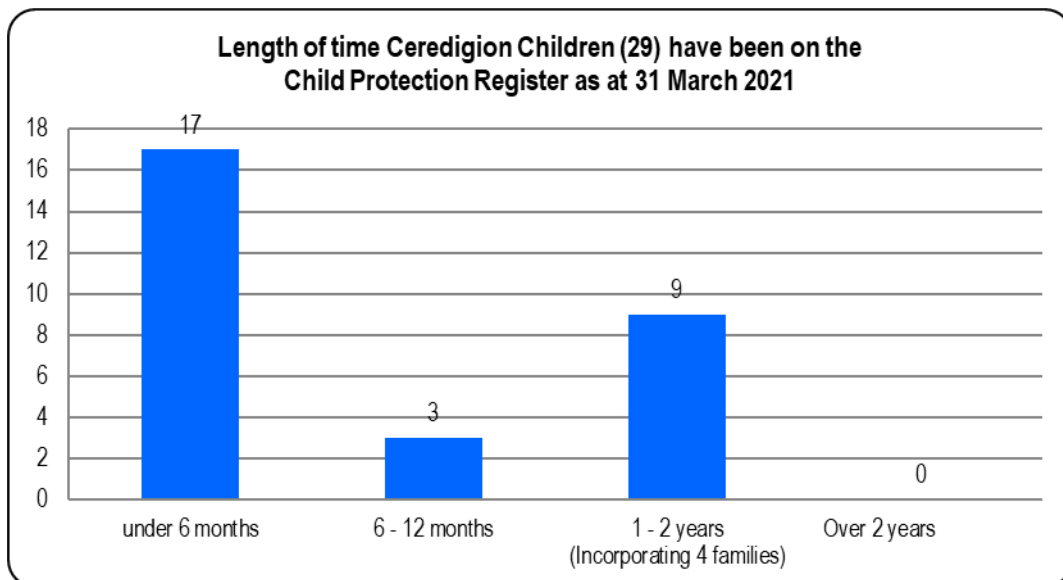
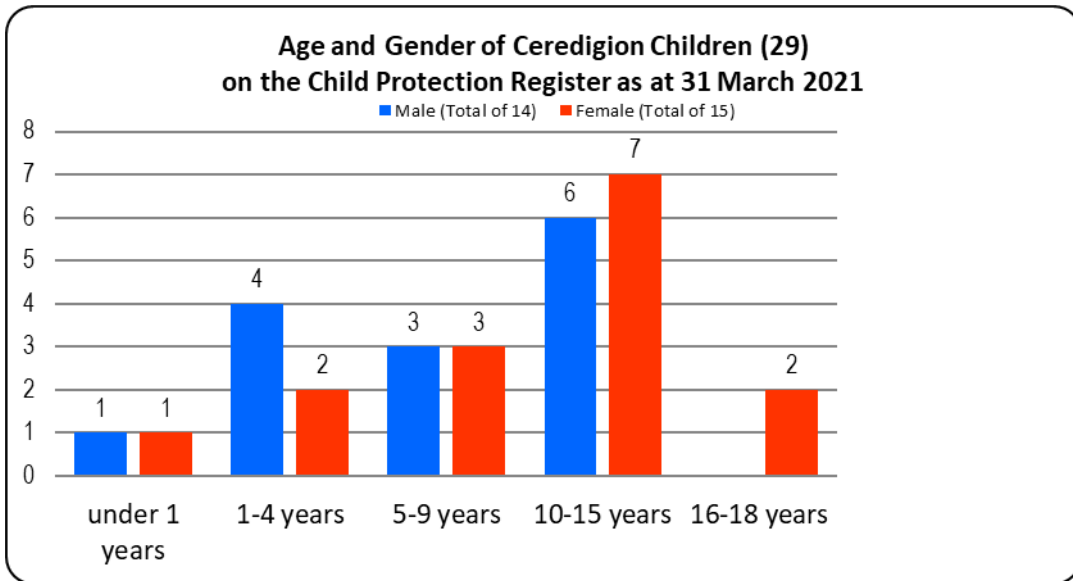
4 (18%) CPCs identified that the young persons had speech/language difficulties; with 0 (0%) CPC informed that the children had been excluded from school.

**SECTION 6: Child Protection Register**

The following table and chart provides the register data and trends at the end of each quarter commencing with the most recent quarter.

Child Protection Register (CPR)	No of Ceredigion children registered on the CPR	No of Ceredigion Families registered on CPR	No of children temporarily registered on CPR	No of families temporarily registered on CPR	Total no. of all children registered on the CPR	Total no. of all families registered on the CPR	Total no of Ceredigion children on CPR Looked After
March 31 <sup>st</sup> 2021	29	16	12	6	41	22	5
Dec 31 <sup>st</sup> 2020	46	24	7	5	53	29	5
Sept 30 <sup>th</sup> 2020	50	22	4	3	54	25	1
June 30 <sup>th</sup> 2020	46	24	4	2	50	26	4
March 31 <sup>st</sup> 2020	55	26	10	4	65	30	2
Dec 31 <sup>st</sup> 2019	35	20	12	5	47	25	3
Sept 30 <sup>th</sup> 2019	52	27	7	3	59	30	4
June 30 <sup>th</sup> 2019	55	31	10	5	65	36	3
March 31 <sup>st</sup> 2019	74	40	4	3	78	44	5
Dec 31 <sup>st</sup> 2018	53	32	2	2	55	34	4
Sept 30 <sup>th</sup> 2018	58	36	9	7	67	43	3
June 30 <sup>th</sup> 2018	54	31	9	6	63	37	6





**WG Measure 28 - The average length of time for all children who were on the Child Protection Register:**

This Measure asks for the average length of time in calendar days on the register for all children who were de-registered during the quarter	Jan-Mar	244.1
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	Jan-Mar 2021	Oct-Dec 2020	July-Sept 2020	April-June 2020	Jan-Mar 2020	Oct-Dec 2019	July-Sept 2019	April-June 2019	Jan-Mar 2019
<b>Rate per 10,000 Children under 18</b>	23	36	39	36	42	27	40	42	57

**WG Measure 27 – The number of re-registrations of children on Local Authority Child Protection Registers within the year**

<b>Initial Conferences</b>	Jan-Mar 2021	Oct-Dec 2020	July-Sept 2020	April-June 2020	Jan-Mar 2020	Oct-Dec 2019	July-Sept 2019	April-June 2019
Number of Children previously on the register and deregistered within last 12 months	0	0	0	0	0	1	5	1

### Analysis

There was a considerable decrease in the number of children on the Register during this period. 24 Children were deregistered, which consisted of 1 family with 5 children, 1 family with 4 children, 1 family with 3 children, 4 families with 2 children and 4 families with one child. However 7 Children were registered at Initial Child Protection Conferences. The number of children in these families consisted of 1 family with 3 children and 2 families with 2 children.

The highest category of registration is emotional abuse and neglect which reflects domestic abuse as one of the greatest risk factors.

The majority of children are on the Register for a period of up to 6 months.

The number of girls on the Register has overtaken the number of boys.

The biggest age category of registration remains at 10-15yrs.

## SECTION 7: Child Protection Strategy Meetings held under Part 4 and Part 5 of the All Wales Child Protection Procedures

There were 21 children referred and in total there were 31 strategy meetings held in the quarter.

Strategy Meetings were held in relation to 2 Ceredigion Looked After Children and 1 other Local Authority Looked After Child.

1 Ceredigion Looked After Children placed out of county was reported to be the subject of Child Protection Enquiries within the placement area.

Category of Child Protection Strategy Meeting (Specific Circumstances)	January Meetings held	February Meetings held	March Meetings held	Total number of cases
Risk of child exploitation	5	5	4	11
Concerns regarding sexually harmful behaviour	1	0	2	2
Concerns regarding a young person going missing from home	1	1	2	4
Professional Concerns	3	2	5	9
<b>Total number of meetings</b>	<b>10</b>	<b>8</b>	<b>13</b>	
<b>Total number of cases discussed in this quarter</b>				<b>26</b>



## ADRAN/SECTION 8: Multi Agency Child Exploitation Management Meetings

New Case / Review	Exit / Remain in MACSE	Male / Female	Age	At home / in care	CPR	Date of meeting	Agency Attendance
R	R	F	16	H	Y	12.02.21	CFAST, Coleg, Police, YJPS
R	E	F	14	H	Y	02.03.21	CFAST, Police, Learning Services
R	E	F	15	C	N	16.03.21	CFAST, Police, Learning Services, Health
N	R	F	13	H	N	06.01.21	CFAST, Police, Learning Services, TAF, Health
N	E	F	17	H	N	06.01.21	CFAST, Police, Learning Services, Health
N	R	F	16	H	N	08.01.21	CFAST, Police, Learning Services, YJPS, Health
N	R	F	13	H	N	08.01.21	CFAST, Police, Learning Services, Health
N	R	M	17	H	N	14.01.21	CFAST, Police, YJPS, Coleg, Housing
N	R	M	15	H	N	09.02.21	CFAST, Police, Learning Services, YJPS, TAF
N	E	F	17	H	N	12.02.21	CFAST, Police, Coleg
N	R	F	16	H	Y	05.03.21	CFAST, Police, CAMHS, Housing
N	R	F	15	H	N	12.03.21	CFAST, Police, Learning Services, Health, TPA
N	R	M	15	H	N	24.03.21	CFAST, Police, Learning Services, Health, YJPS, TAF

There were 10 new cases that came into MACE in Quarter 4 and 3 review cases. Of these 10 were female aged 13 – 17 years and 3 were male aged 15 – 17 years and 3 are on the CP Register.

**SECTION 9: Annual Summary Report**

<b>1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021</b>		
<b>Child Protection Strategy Discussions/Meetings</b>		Comparative data for previous year
Strategy Discussions / Meetings	378	335
Strategy Meetings (Part 4 and 5)	105	70
<b>Child Protection Referral Outcomes</b>		
Number of Initial CP Conferences (excluding transfer and pre-birth conferences)	31	31
Initial Pre Birth CP Conferences	5	-
Transfer CP Conferences	1	2
Total Initial CP Conferences(including transfer and pre-birth conferences)	37	33
Total number of children discussed at Initial CP Conferences	61	69
Total number of children's names placed on the Child Protection Register (including at birth)	52	61
Total number of children subject to Initial CP Conference not registered	9	8
Initial CP Conference where children had been previously on the Register and had been deregistered within last 12 months	0	7
<b>Review CP Conference Outcomes</b>		
Total No of Review CP Conferences	70	82
Total No of children reviewed	142	151
Names de-registered from the CP Register	78	81
<b>Number of Children and Families subject of Child Protection Conferences</b>		
Number of Children	115	142
Number of Families	59	72

## SECTION 10: Police Marac Report

January -

<b>Overall number of cases met MARAC criteria</b>	237 cases				
<b>Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.</b>	131 cases reviewed 99 cases resulted				
<b>Overall number of cases dealt with at Daily Discussion.</b>	138 cases discussed 125 cases resulted				
<b>Cases through to MARAC</b>	13 cases				
<b>Percentage of cases</b>	41.8% resulted at MRE review 52.8% resulted at DD 5.5% through to MARAC				
<b>Divisional breakdown of case numbers</b>	Carmarthenshire - 85 Pembrokeshire – 87 Ceredigion – 27 Powys – 38				
<b>No of children in the household</b>	Total – 291 Carmarthenshire - 110 Pembrokeshire – 41 Ceredigion – 101 Powys – 39				
	<b>Resulted at MRE</b>	<b>Resulted at DD</b>	<b>MARAC</b>	<b>Time Saved going to MARAC (*average 10min a case)</b>	
Carmarthenshire	30	50	5		13hrs 30min
Pembrokeshire	45	41	1		14hrs 30min
Ceredigion	14	11	2		4hrs 10min
Powys	10	23	5		5hrs 50min

February –

<b>Overall number of cases met MARAC criteria</b>	225 cases			
<b>Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.</b>	106 cases reviewed 64 cases resulted			
<b>Overall number of cases dealt with at Daily Discussion.</b>	169 cases reviewed 139 cases resulted			
<b>Cases through to MARAC</b>	22 cases to MARAC			
<b>Percentage of cases</b>	28.4% resulted at MRE review 61.7% resulted at DD 9.7% through to MARAC			
<b>Divisional breakdown of case numbers</b>	Carmarthenshire - 95 Pembrokeshire – 68 Ceredigion – 18 Powys – 44			
<b>No of children in the household</b>	Total – 220 Carmarthenshire - 82 Pembrokeshire – 76 Ceredigion – 13 Powys – 49			
	<b>Resulted at MRE</b>	<b>Resulted at DD</b>	<b>MARAC</b>	
Carmarthenshire	28	58	9	
Pembrokeshire	21	43	4	
Ceredigion	7	10	1	
Powys	8	28	8	

March –

<b>Overall number of cases met MARAC criteria</b>	277 cases			
<b>Number of cases reviewed and resulted at MRE (MARAC Repeat/Escalation) review stage.</b>	155 reviewed 122 resulted			
<b>Overall number of cases dealt with at Daily Discussion.</b>	155 discussed 129 resulted			
<b>Cases through to MARAC</b>	26 through to MARAC			
<b>Percentage of cases</b>	44.0% resulted at MRE review 46.5% resulted at DD 9.4% through to MARAC			
<b>Divisional breakdown of case numbers</b>	Carmarthenshire - 105 Pembrokeshire – 80 Ceredigion – 41 Powys – 51			
<b>No of children in the household</b>	Total – 269 Carmarthenshire - 108 Pembrokeshire – 78 Ceredigion – 35 Powys – 48			
	<b>Resulted at MRE</b>	<b>Resulted at DD</b>	<b>MARAC</b>	
Carmarthenshire	43	54	8	
Pembrokeshire	44	31	5	
Ceredigion	17	17	7	
Powys	18	27	6	

## SECTION 11: Learning Services

### ADRODDIAD LOG GWASANAETHAU YSGOLION

#### BWLIAN / BULLYING

Mae data bwlio yn parhau l gael eu gasglu yn dymhorol ym mhob cyfarfod Llywodraethol yr ysgolion. Gweler isod, data a gasgwyd yn nhymor y Gwanwyn 2021 am ddigwyddiadau bwlio y tymor blaenorol sef tymor yr Hydref 2020.

Bullying data is collected by all schools during Governing Body meetings on a termly basis. Please see below data collected for the Autumn term 2020, which was collected during the previous Spring term 2021.

<b>Math o Fwlian</b>	<b>Gwanwyn 2020 / Spring 2020</b>	<b>Haf 2020 / Summer 2020</b>	<b>Hydref 2020 / Autumn 2020</b>
Gallu / Ability	2	2	1
Oedran / Age	1	0	0
Edrychiad / Appearance	8	5	5
Biffonig / Biphobic	0	0	0
Anabledd / Disability	0	1	0
Rhyw / Gender	2	0	0
Homoffonig / Homophobic	0	0	0
Plentyn syn Derbyn Gofal / Looked after Child	0	0	0
Di-ddeuaidd / Non Binary	0	0	0
Beichiogrwydd neu Famolaeth / Pregnancy or Maternity	0	0	0
Hiliol / Racial	2	0	3
Crefydd neu Gred / Religion or Belief	0	0	0
Rhywiol / Sexual	0	0	0
Trawsffonig / Transphobic	0	0	0

Gofalwr Ifanc / Young Carer	0	0	0
E Ddiogelwch / E-safety	7	1	1
Eraill / Other	21	1	8
<b>Cyfanswm / Total</b>	<b>43</b>	<b>10</b>	<b>18</b>

Conflict between friends has also been included in the recordings by Schools. These types of behaviours would not usually fall within the definition of bullying, however most Schools document these under the 'other' category in the feedback form.

#### **HYFFORDDIANT / TRAINING**

Mae hyfforddiant Diogelu ac Amddiffyn Plant lefel 1 ar rhaglen e-ddysgu yn unig, dyma'r nifer o staff sydd wedi cwblhau yr hyfforddiant hyn drwy cyfnod chwarter 4. Yn ogystal, mae'r niferoedd o staff sydd wedi cwblhau lefel 2 Amddiffyn Plant yn rhithiol hefyd wedi ei ychwanegu yn ystod y cyfnod hwn.

*Level 1 Safeguarding and Child Protection training is only available as an e-learning programme, below is the number of staff who have completed the training during the quarter 4 period. In addition, the number of staff who have completed the level 2 Child Protection training virtually during this period, is also noted below.*

Lefel 1 / Level 1	360
Lefel 2 / Level 2	132 (93 CCC staff / 39 external)

#### **VAWDASV**

Mae yna 90 o staff wedi cwblhau hyfforddiant VAWDASV ar-lein yng nghyfnod chwarter 4.

*90 members of staff have completed the online VAWDASV training between the quarter 4 period.*

#### **PROMOTING FAMILY STABILITY AND RELATIONSHIP QUALITY WEBINAR**

On Thursday 25<sup>th</sup> March, the above named webinar was held virtually for Ceredigion staff. It was a multi-agency approach, working collaboratively with Billy Goodfellow (Tim Teulu), Kizzie Garner-Hughes (Children's Services/Education), Michelle Pooley (WWDAS) and Emma Williams (Family law Solicitor). The objectives of the session was to;

To introduce focus on family stability and relationship quality

To enable practitioners to recognise and prioritise conversations about the difficulties of relationships

To enable practitioners to access mediation, couple counselling or other support

To learn about children's needs and how conflict between parents impacts those needs being met.

Initially this was planned to take place in March 2020, however due to covid, this was postponed. The reason behind identifying the need to present this information, was due to the high number of issues being raised and identified in relation to parental conflict, and it's effect on School settings and Family support agencies etc. Michelle Pooley also then explored with participants, the differentiation of conflict and abusive behaviours.

20 persons attended the event, which was a morning session only. The audience consisted of School based staff, Inclusion Officers and Family Support Workers. Positive feedback was received.

**ADDYSG DDEWISOL GARTREF / ELECTIVE HOME EDUCATION**

<b>Nifer o blant yr ydych yn ymwybodol ohonynt sydd yn cael eu haddysgu'n ddewisol gartref / <i>Number of children that you are aware of that are Electively Home Educated (EHE)</i></b>	<b>Nifer o blant EHE sy'n hysbys i'r Awdurdod Lleol sydd wedi cael cynnig ymweliad blynyddol yn ystod y 12 mis diwethaf / <i>Number of EHE children known to the Local Authority that have been offered an annual visit in the last 12 months</i></b>	<b>Canlyniad / <i>Outcome</i></b>
258	80	Virtual meetings/phone calls – 41 Declined – 21 No response -18 – consideration for home visit / letter sent for update on education provision

**PLANT MEWN GOFAL / LOOKED AFTER CHILDREN**

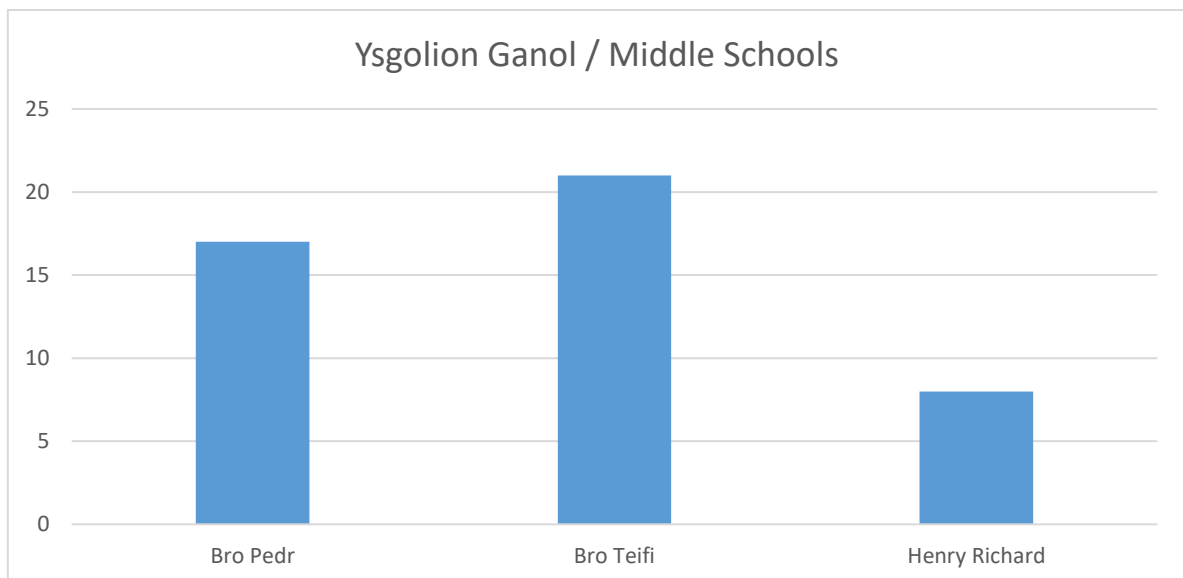
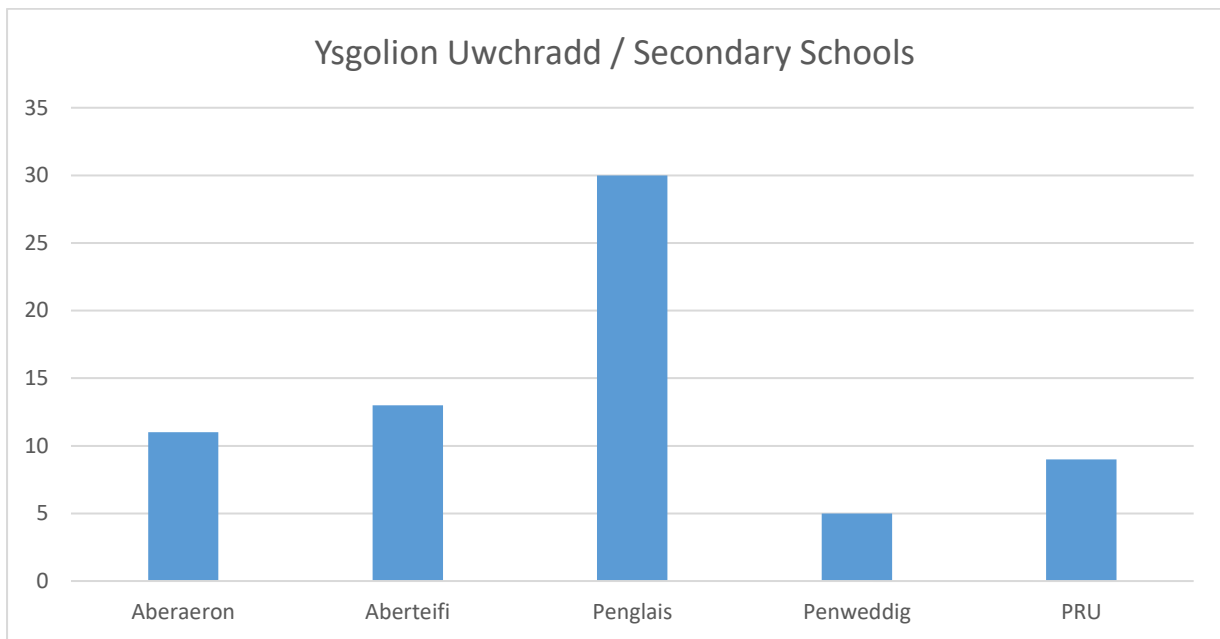
Plant mewn gofal yng Ngheredigion o oedran ysgol statudol / <i>Looked after children in Ceredigion of statutory school age</i>	Ionawr / January – 42 Chwefror / February – 43 Mawrth / March – 45
Plant mewn gofal allan o'r Sir o oedran ysgol statudol / <i>Looked after children placed out of County of statutory school age</i>	Ionawr / January – 13 Chwefror / February – 13 Mawrth / March – 13
Plant mewn gofal o Siroedd eraill o oedran ysgol statudol / <i>Looked after children from other Local Authorities of statutory school age</i>	Ionawr / January – 34 Chwefror / February – 35 Mawrth / March - 37

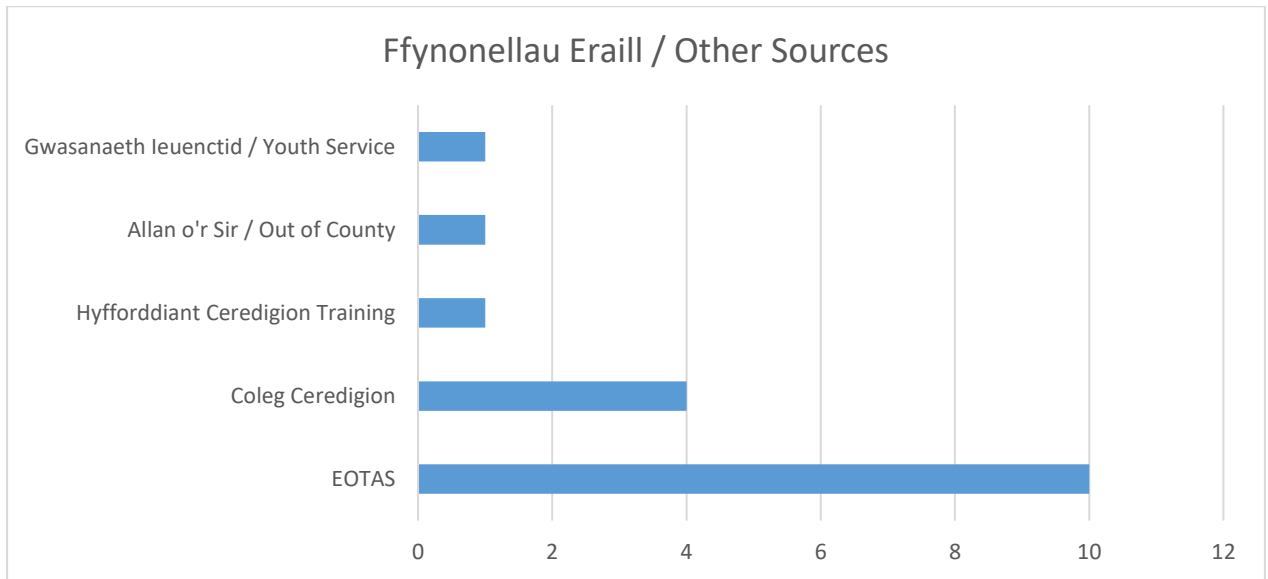
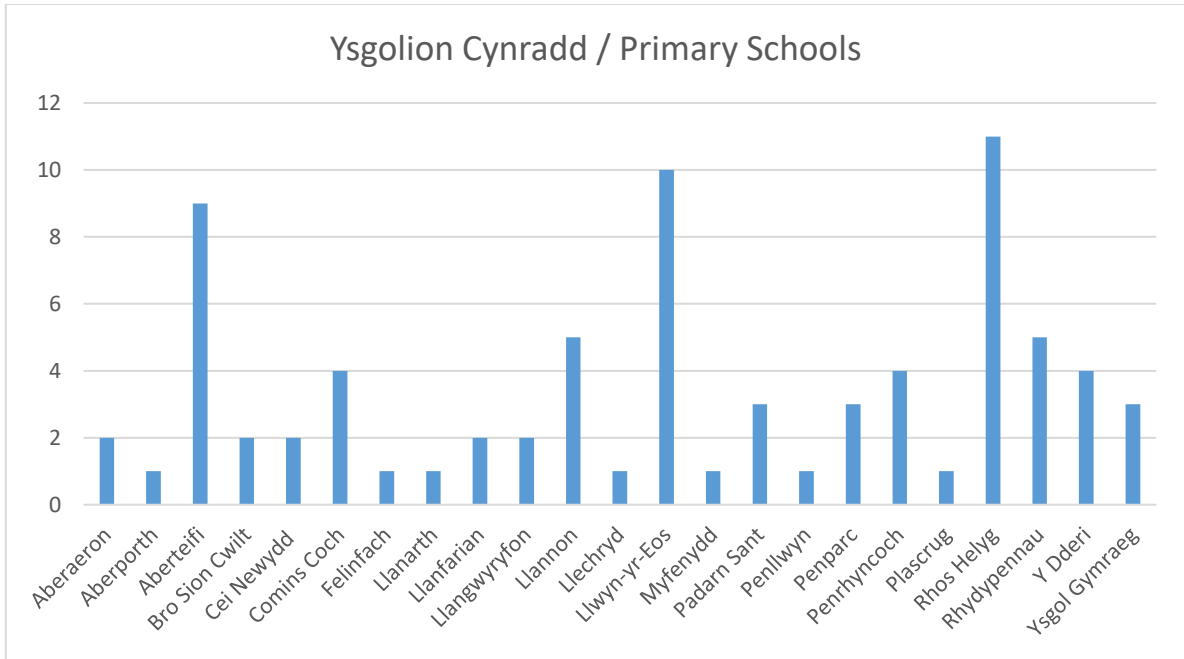


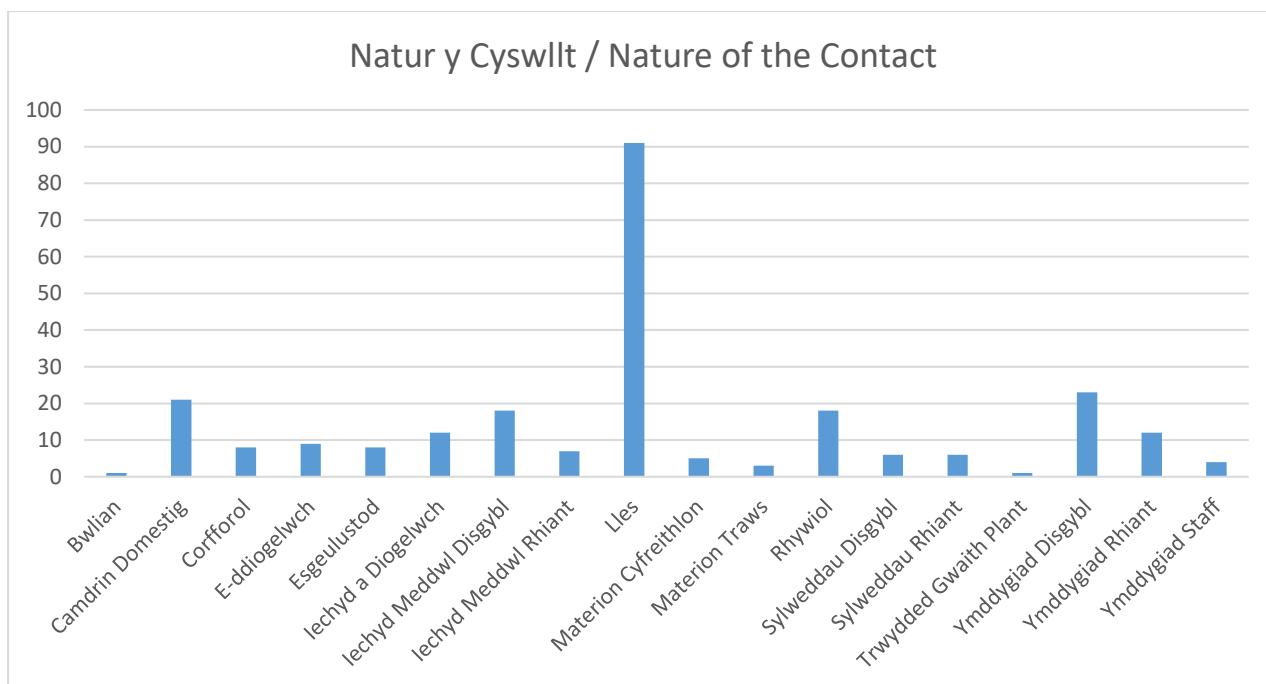
**CYSWLLT YSGOLION / SCHOOL CONTACTS**

Gweler isod, y rhifau a natur y cyswllt a dderbyniwyd o ysgolion / sefydliadau dysgu yn ystod chwarter 4.

Please see below the number of contacts received from schools/learning establishments and their nature, during the period of quarter 4.







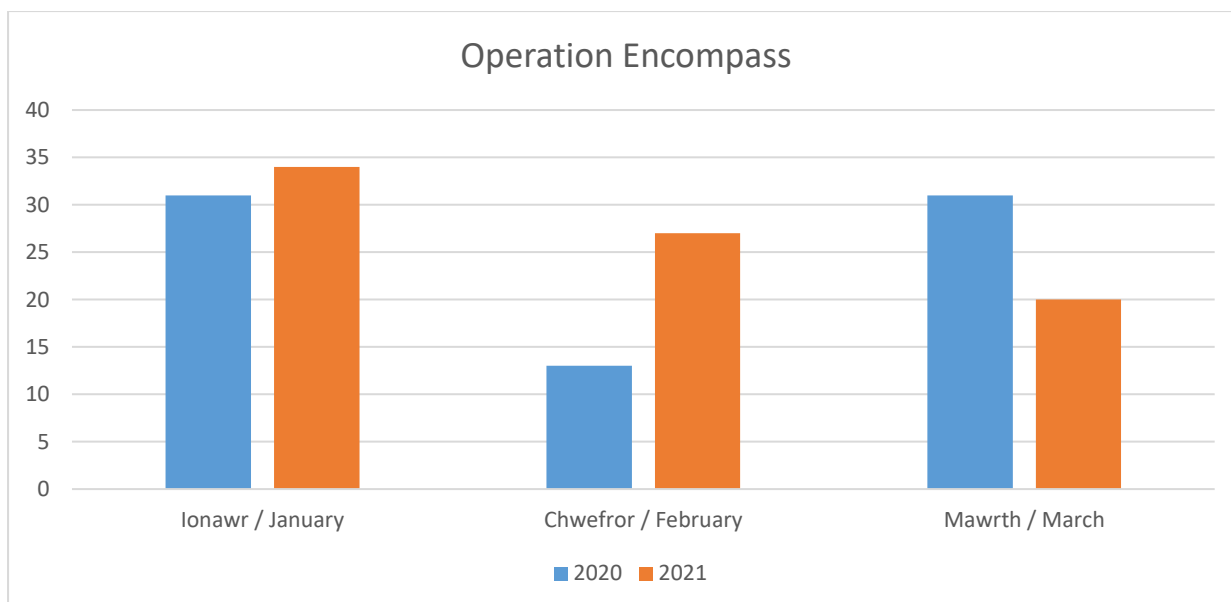
Oherwydd fod niferoedd fawr o rhesymau cyswllt, maen't wedi crynhoi mewn l'r grwpiau isod, er mwyn medru darllen yn fwy glir ar y siart.

*Due to the large amount of reasons given for contact, some have been grouped together as noted below, in order for the information to be presented more clearly on the chart.*

Arf / Weapon	
Cais am wybodaeth / Request for Information	
Camdrin Domestig / Domestic Abuse	
Corfforol / Physical	
E-ddiogelwch / E-Safety	Gan gynnwys cam ddefnydd ffon symudol/rhyngwrwyd. Danfon negeseuon/lluniau/fideo anweddus. / Which also includes misuse of mobile phones/internet. Sending inappropriate messages, photos, videos.
Esgeulustod / Neglect	Gan gynnwys amodau cartref, materion ariannol, goruchwyliaeth. / Which also includes home conditions, financial issues and supervision.
Gofal / Care	
Iechyd a Diogelwch / Health and Safety	
Iechyd Meddwl Disgybl / Pupil Mental Health	Gan gynnwys camdriniaeth emosiynol / Which also includes Emotional abuse.
Iechyd Meddwl Rhiant / Parent Mental Health	
Lles / Wellbeing	Gan gynnwys plant ar goll, presenoldeb, tor perthynas, galar, gofalwyr ifanc, cyswllt cyfnod clo, materion cyswllt rhwng rhieni / Which also includes missings, attendance, relationship

Performance Management Report 1/1/21 - 31/3/21

	<i>breakdown, young carers, contact difficulties during lockdown, contact issues between parents.</i>
Materion Cyfreithlon / <i>Legal Matters</i>	
Prevent	
Rhywiol / <i>Sexual</i>	Gan gynnwys perthnasau amhriodol ag egsbloetio plant yn rhywiol / <i>Which also includes inappropriate relationships and Child Sexual Exploitation.</i>
Sylweddau Disgybl / <i>Pupil Substances</i>	Gan gynnwys cyffuriau ag alcohol / <i>Includes Alcohol and Drugs misuse.</i>
Sylweddau Rhiant / <i>Parent Substances</i>	Gan gynnwys cyffuriau ag alcohol / <i>Includes Alcohol and Drugs misuse.</i>
Materion Traws / <i>Trans Matters</i>	
Ymddygiad Disgybl / <i>Pupil Behaviour</i>	
Ymddygiad Rhiant / <i>Parent Behaviour</i>	Gan gynnwys materion parthed rhieni yn y carchar / <i>Which includes incarceration.</i>
Ymddygiad Staff / <i>Staff Conduct</i>	Gan gynnwys unrhyw gwynion/sylwadau parthed ymddygiad aelodau o staff ysgolion a/neu sydd yn gysylltiedig ag ysgolion Ceredigion. / <i>Which includes any complaints or comments regarding staff behaviour or conduct, who is a member of teaching staff or associated with a Ceredigion school.</i>



## SECTION 12: Health



### **Hywel Dda University Health Board Safeguarding Report to the Local Operational Groups**

**Qtr 4 2020 / 21**

This report informs the Local Operational Groups of updates on safeguarding developments in Hywel Dda University Health Board during quarter 4, 2020-21.

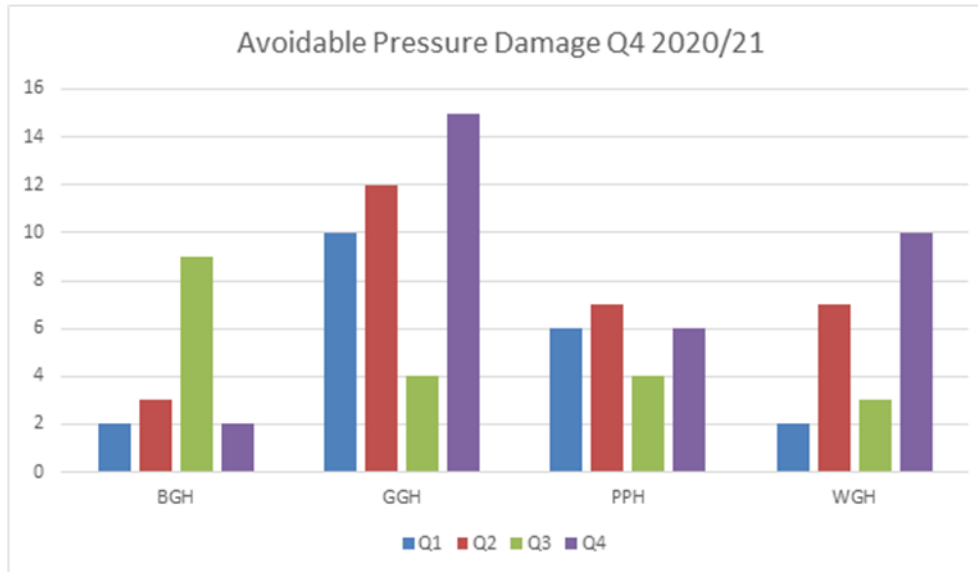
#### **Adult Safeguarding**

##### **Quarter 4 2020/21 Acute Hospital Avoidable Pressure Damage Audit**

The number of avoidable cases of pressure damage incidents across the all 4 sites in Q4 is a total of 33 avoidable cases. This was an increase from 19 cases in quarter 3 2020/21 and in part is a result of extra scrutiny meetings to discuss cases from postponed meetings at the end of Q3.

20 reported cases were grade 1 or 2, these grades would not have been reported to safeguarding prior to the SSWBWA, 12 were recorded as Suspected Deep Tissue Injury (SDTI) and 1 unstageable. This means that the practitioner was unable to grade at the time and they were lost to follow up. This may be because the patient was in last stages of life and died before the nature of the damage became apparent, or the person moved from within the Health Board catchment area. It is not uncommon for pressure damage to be reported as SDTI, but within a few days it is apparent that it is a grade 1 or 2.

Prior to the SSWBWA, the 1 unstageable case would have been referred to safeguarding and potentially some from the SDTI group.



### Avoidable Pressure Damage Audit 2019-20

In agreement with partners, the Health Board has conducted an audit to demonstrate that the scrutiny process occurring within the Health Board provides a robust and effective means of capturing the unavoidable and avoidable pressure damage reported via Datix, also to evidence that learning has taken place from the actions produced.

A summary of the recommendations from the audit are as follows.

- The Health Board should review the approach to the scrutiny process and documentation to ensure consistency across all services and provide assurance of robust learning. Electronic storage of evidence of learning, needs to be considered in terms of where it is stored as it provides the organisational memory for the Health Board.
- A regular audit of scrutiny should continue in acute services to ensure the process remains robust and learning is evidence effectively.
- To share the learning from this audit with community nursing services to further embed consistency processes related to pressure damage scrutiny.

Detail of the audit is embedded below.



Pressure damage  
audit Narrative 2020

## **Safeguarding Children**

### **Audits**

The team has audited compliance with FGM recognition and reporting and also processes for Sharing Safeguarding Information in Pregnancy. The Head of Midwifery is reviewing the results and recommendations to form an action plan for the service.

Midwifery services have drafted a Concealed Pregnancy Guideline. This is being reviewed against the published CPR, CYSUR 6/2018 to provide assurance of compliance against the relevant recommendation.

### **VAWDASV**

In recognition of the autonomy, authority and accountability needed to participate in the VAWDASV agenda nationally, regionally and locally we have appointed a Lead VAWDASV and Safeguarding Practitioner to the corporate safeguarding team from within existing resource.

### **NHS Wales Safeguarding Maturity Matrix**

NHS Trusts and Health Boards in Wales are required to carry out a self-assessment against the NHS Safeguarding Maturity Matrix.

The self-assessment for 2021 will be undertaken via the Safeguarding Delivery Groups and collated to formulate the wider HDUHB improvement plan. This will be submitted to the NHS Safeguarding Network in September 2021 and subject to peer review



PHW Safeguarding  
Maturity Matrix 2020

### **Once for Wales Management System – Safeguarding Function**

Further to previous updates, a safeguarding report form has been designed for use in the system with the intention this would generate a good quality safeguarding electronic report form directly to Local Authorities. The concept behind the form was presented to the Regional Safeguarding Board Chairs and Business Unit Managers on 5<sup>th</sup> May 2021 by the national project leads. Next steps are to mock up a child and adult report form for Board Chairs to see and discuss next steps in terms of local / regional pilots with Health Board partners. We are keen in Hywel Dda University Health Board to engage our three Local Authorities in such a pilot.

Mandy Nichols-Davies  
Head of Safeguarding  
13<sup>th</sup> May 2021

Performance Management Report 1/1/21 - 31/3/21

**SECTION 13: S-CAMHS**



**CEREDIGION**  
**CWMPAS LOCAL OPERATIONAL GROUP**

**Performance Management Report – Safeguarding Adults**

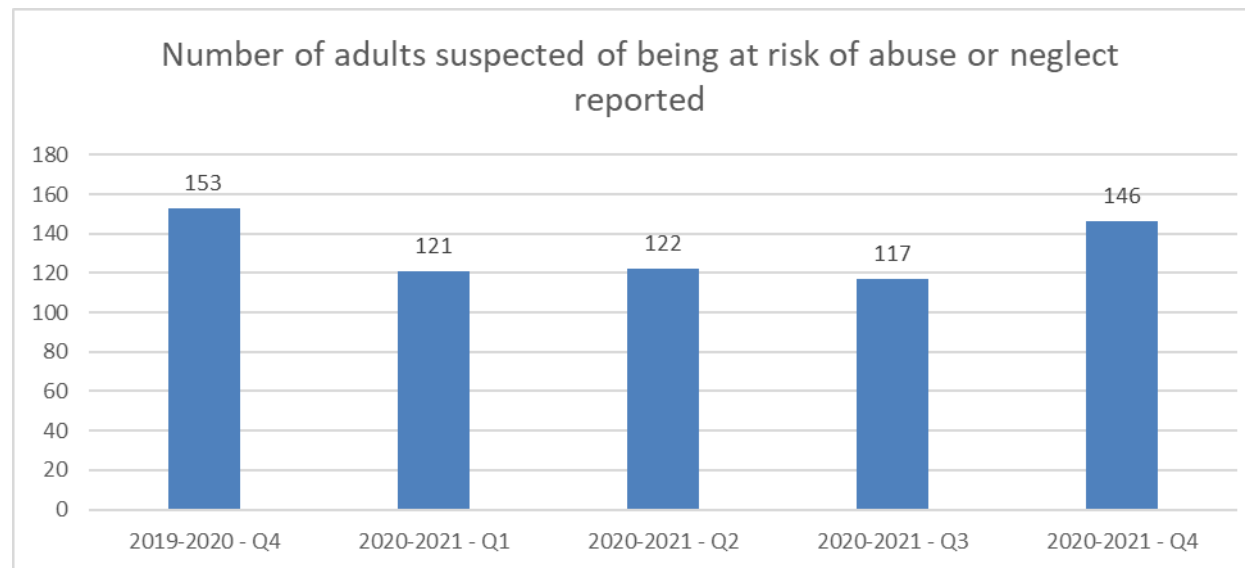
**Quarter: 4**

**1.1.21 – 31.3.21**

<b>Adult Safeguarding Annual Summary Report</b>	
Number of Strategy Discussion Meetings	121
Number of Adult Initial Strategy Meetings	31
Number of Adult Review Strategy Meetings	21
Number of Professional Concerns Meetings	34
Number of Professional Concerns Further Meetings	9

## DATA RETURNS EVIDENCE Q4 2020-2021

Adults	
2019-2020 - Q4	153
2020-2021 - Q1	121
2020-2021 - Q2	122
2020-2021 - Q3	117
2020-2021 - Q4	146



There has been an increase in the number of adults reported at risk since Quarter 3, with an increase from 117 adults in Quarter 3 to 146 in Quarter 4 which approximately reflects the number of adults reported to be at risk in Quarter 4 of 2019-2020.

During the period from Quarter 1 to the end of Quarter 3, there was a marked decrease in the number of adults at risk reported but there has been an increase in Quarter 4. These figures seem to be a reflection of the decrease in the amounts of reports received when due to COVID restrictions, society was in lockdown with there been an increase then in reports received when restriction started to be lifted.

**Reports - Month**

Row Labels	Count of Assessment ID
<b>2019 - 2020 - Q4</b>	<b>169</b>
Jan	60
Feb	44
Mar	65
<b>2020 - 2021 - Q1</b>	<b>133</b>
Apr	51
May	41
Jun	41
<b>2020 - 2021 - Q2</b>	<b>149</b>
Jul	54
Aug	52
Sep	43
<b>2020 - 2021 - Q3</b>	<b>131</b>
Oct	45
Nov	44
Dec	38
<b>2020 - 2021 - Q4</b>	<b>157</b>
Jan	38
Feb	67
Mar	52
<b>Grand Total</b>	<b>739</b>

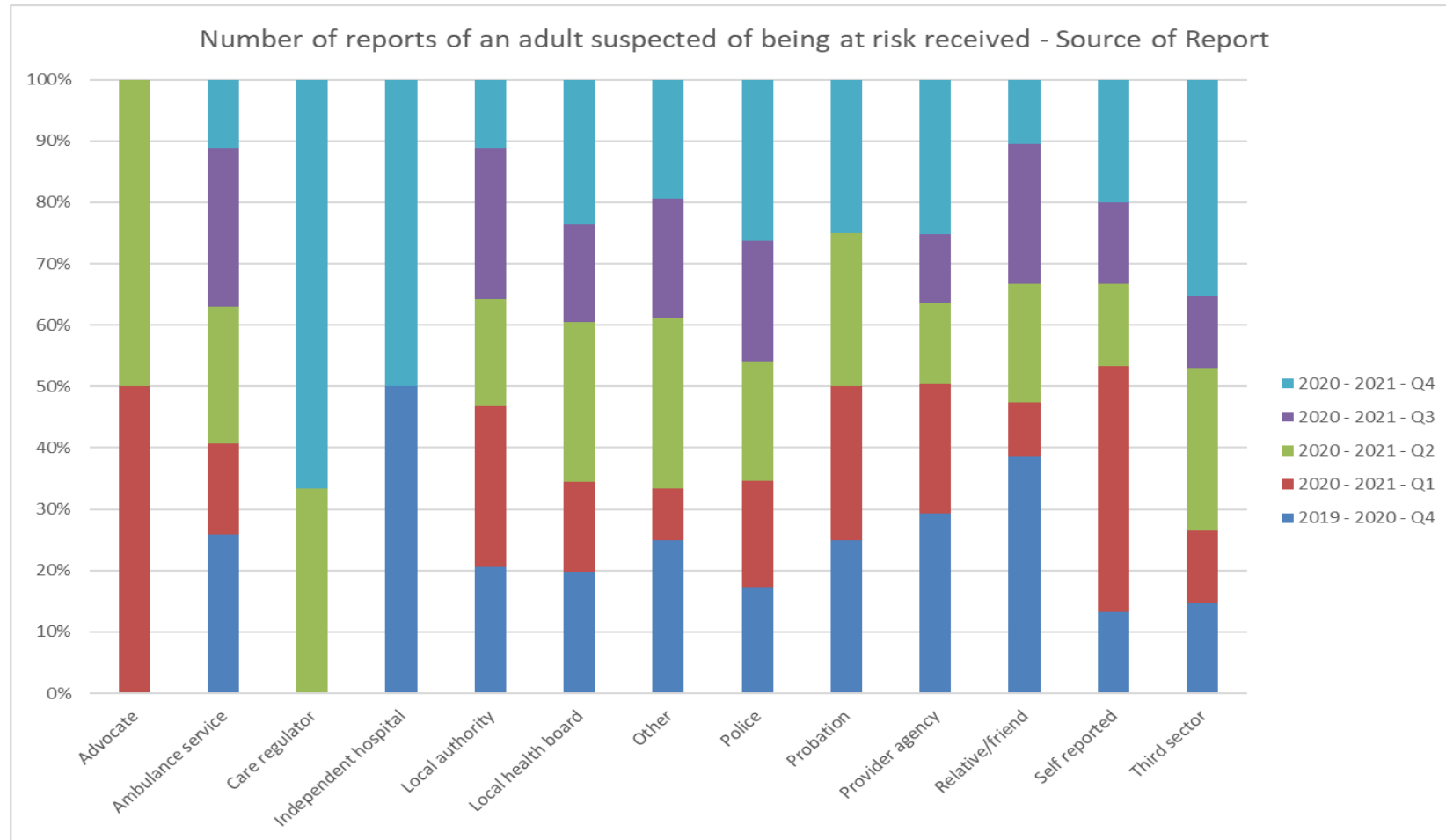


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The number of reports received have increased in Quarter 4 from the three previous quarters, with a steep increase in referrals in March of this year, and this is comparable with the increase in reports received in March of Q4 2019-2020. It seems that we have begun to return to the number of reports received prior to the commencement of the COVID 19 pandemic and prior to the enforcement of the lockdown situation.

**Reports - Month**

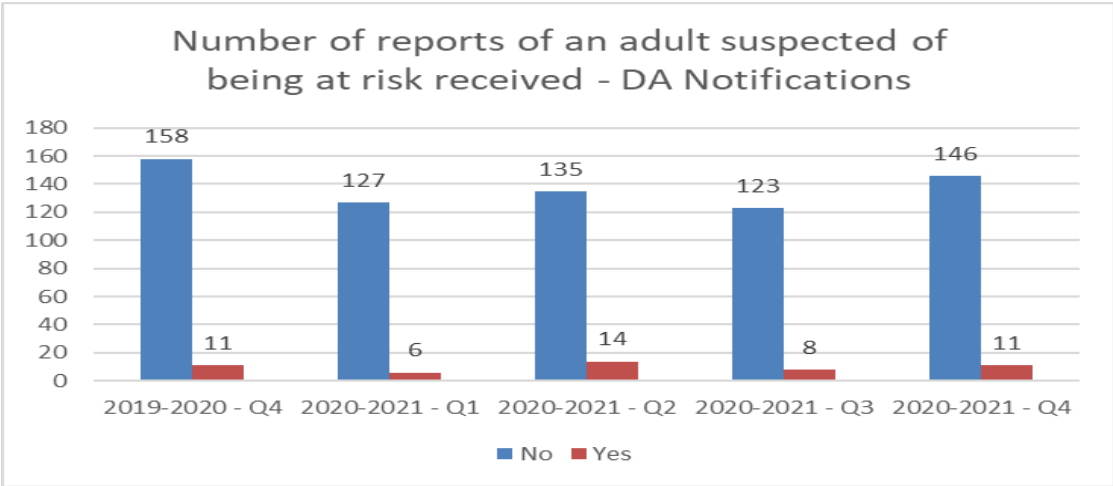
<b>Count of Assessment ID</b>	<b>Column Labels</b>					<b>Grand Total</b>
<b>Row Labels</b>	<b>2019 - 2020 - Q4</b>	<b>2020 - 2021 - Q1</b>	<b>2020 - 2021 - Q2</b>	<b>2020 - 2021 - Q3</b>	<b>2020 - 2021 - Q4</b>	<b>Grand Total</b>
Advocate		1	1			2
Ambulance service	7	4	6	7	3	27
Care regulator			1		2	3
Independent hospital	1				1	2
Local authority	26	33	22	31	14	126
Local health board	31	23	41	25	37	157
Other	9	3	10	7	7	36
Police	23	23	26	26	35	133
Probation	1	1	1		1	4
Provider agency	42	30	19	16	36	143
Relative/friend	22	5	11	13	6	57
Self reported	2	6	2	2	3	15
Third sector	5	4	9	4	12	34
<b>Grand Total</b>	<b>169</b>	<b>133</b>	<b>149</b>	<b>131</b>	<b>157</b>	<b>739</b>



The Local Health Board is the main source of reports in Quarter 4, followed by Provider agencies and then the Police, compared with Quarter 3 where the Local Authority was the main source of reporting, followed by the Police and then the Local Health Board. This quarter, there has been a significant increase in the number of reports received from Provider agencies compared to previous quarters. This quarter we have received an increase number of reports in relation to concerns in care homes and in terms of domiciliary care support about pressure areas, the management of medication, thefts undertaken by professional care staff and reports of concerns about the misuse or non-use of PPE.

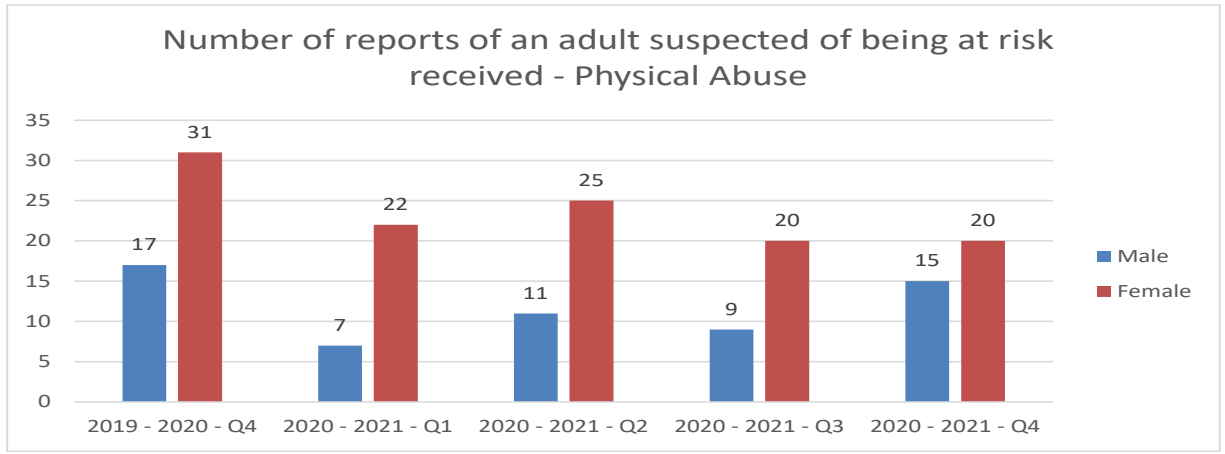
Report Source	Police		
<b>Reports</b>			
<b>Count of Assessment</b>			
<b>ID</b>	<b>Column Labels</b>		
<b>Row Labels</b>	<b>No</b>	<b>Yes</b>	<b>Grand Total</b>
2019 - 2020 - Q4	12	11	23
2020 - 2021 - Q1	17	6	23
2020 - 2021 - Q2	12	14	26
2020 - 2021 - Q3	18	8	26
2020 - 2021 - Q4	24	11	35
<b>Grand Total</b>	<b>83</b>	<b>50</b>	<b>133</b>

Period	No	Yes
2019-2020 - Q4	158	11
2020-2021 - Q1	127	6
2020-2021 - Q2	135	14
2020-2021 - Q3	123	8
2020-2021 - Q4	146	11



Above is the number of domestic notifications received.

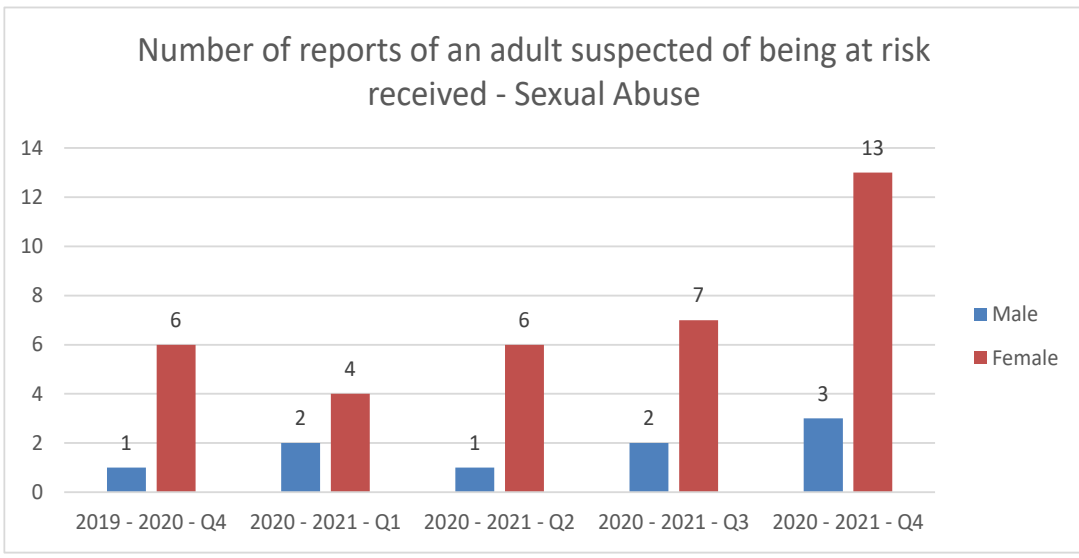
Physical		Yes		
Physical				
Count of Assessment				
ID	Column Labels			
Row Labels	Male	Female	Grand Total	
2019 - 2020 - Q4	17	31	48	
2020 - 2021 - Q1	7	22	29	
2020 - 2021 - Q2	11	25	36	
2020 - 2021 - Q3	9	20	29	
2020 - 2021 - Q4	15	20	35	
<b>Grand Total</b>	<b>59</b>	<b>118</b>	<b>177</b>	



Emotional/psychological abuse is the highest form of abuse reported in this quarter as at Quarter 3, with neglect being the next most reported category of abuse which again is the same pattern from Quarter 3.

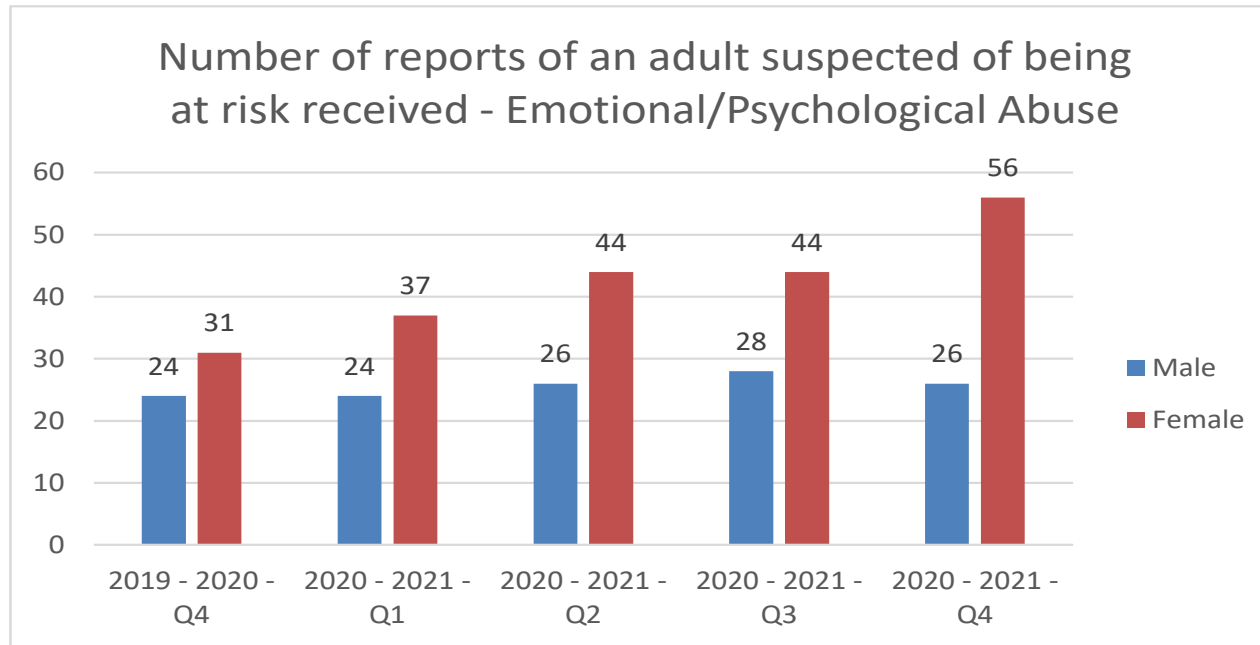


Sexual		Yes		
Sexual				
Count of Assessment				
ID	Column Labels			
Row Labels	Male	Female	Grand Total	
2019 - 2020 - Q4	1	6	7	
2020 - 2021 - Q1	2	4	6	
2020 - 2021 - Q2	1	6	7	
2020 - 2021 - Q3	2	7	9	
2020 - 2021 - Q4	3	13	16	
<b>Grand Total</b>	<b>9</b>	<b>36</b>	<b>45</b>	

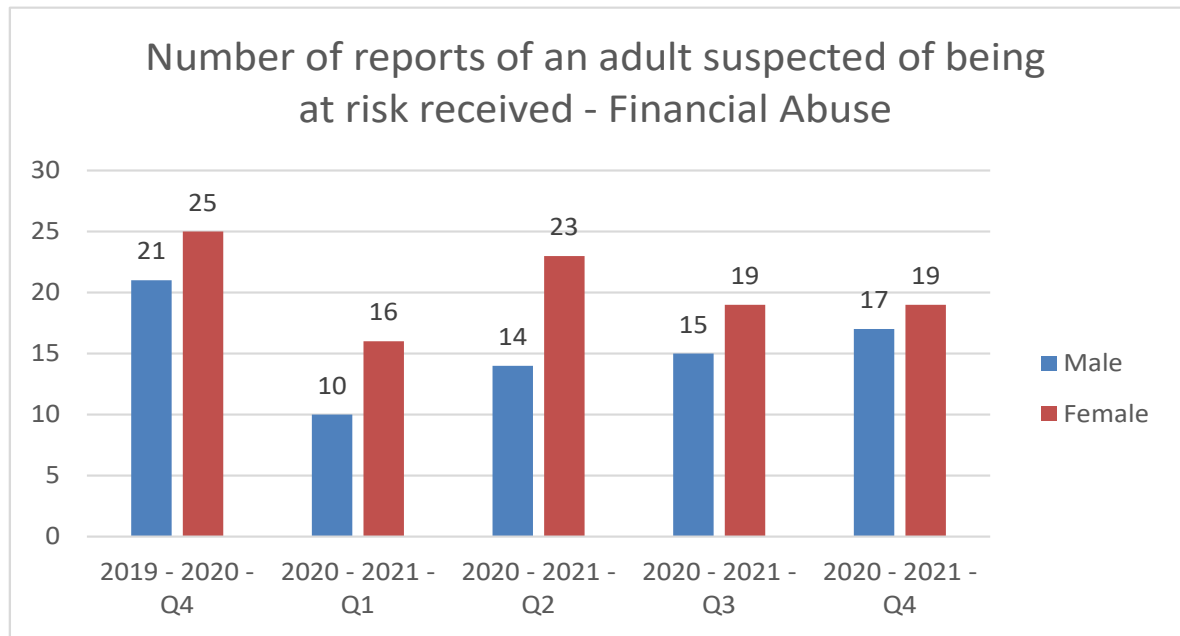


There is an increase in the number of females allegedly experiencing sexual abuse this quarter and these reports seem to be in relation to issues of domestic abuse

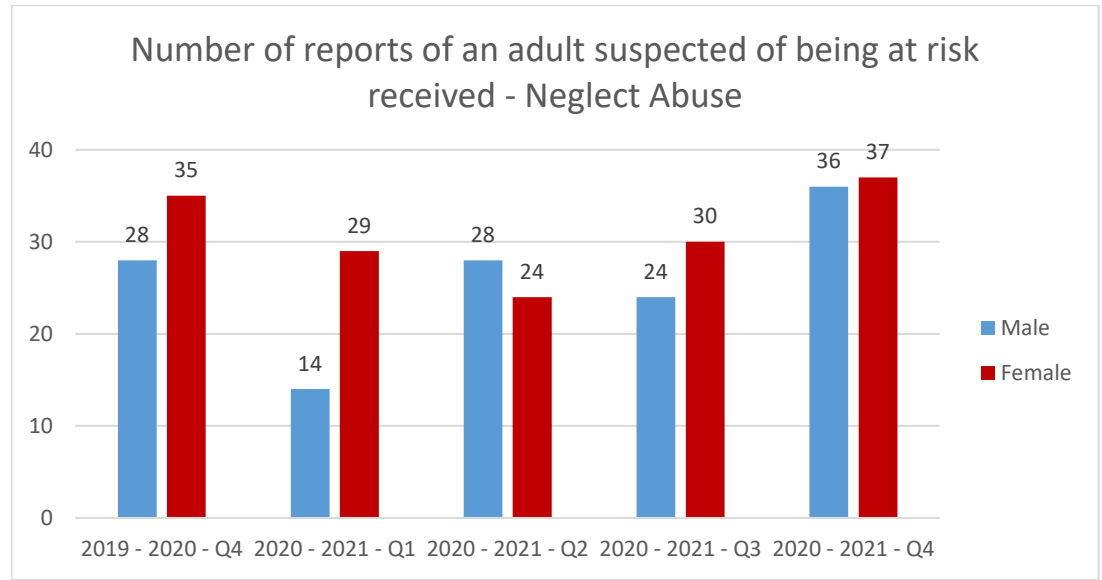
Emotional/Psychological		Yes		
Emotional/Psychological				
Count of Assessment ID	Column Labels			
Row Labels	Male	Female	Grand Total	
2019 - 2020 - Q4	24	31	55	
2020 - 2021 - Q1	24	37	61	
2020 - 2021 - Q2	26	44	70	
2020 - 2021 - Q3	28	44	72	
2020 - 2021 - Q4	26	56	82	
<b>Grand Total</b>	<b>128</b>	<b>212</b>	<b>340</b>	



Financial		Yes	
Financial			
Count of Assessment ID	Column Labels		
Row Labels	Male	Female	Grand Total
2019 - 2020 - Q4	21	25	46
2020 - 2021 - Q1	10	16	26
2020 - 2021 - Q2	14	23	37
2020 - 2021 - Q3	15	19	34
2020 - 2021 - Q4	17	19	36
<b>Grand Total</b>	<b>77</b>	<b>102</b>	<b>179</b>



Neglect		Yes		
<b>Neglect</b>				
<b>Count of Assessment</b>				
ID	Column Labels			
Row Labels	Male	Female	Grand Total	
2019 - 2020 - Q4	28	35	63	
2020 - 2021 - Q1	14	29	43	
2020 - 2021 - Q2	28	24	52	
2020 - 2021 - Q3	24	30	54	
2020 - 2021 - Q4	36	37	73	
<b>Grand Total</b>	<b>130</b>	<b>155</b>	<b>285</b>	

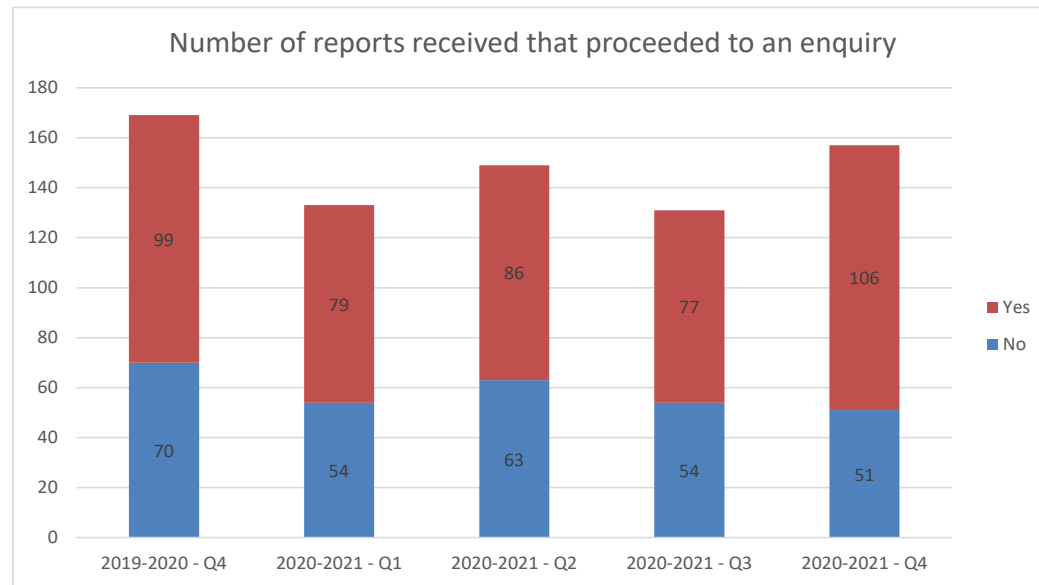


**Reports that led to Enquiry**

Count of Assessment ID	Column Labels				Grand Total
Row Labels	No - Other (please comment)	No - The individual refused to participate in enquiry	No - The individual was not an adult at risk	Yes - Proceeded to enquiry	
2019 - 2020 - Q4	35	1	34	99	169
2020 - 2021 - Q1	18	3	33	79	133
2020 - 2021 - Q2	26	1	36	86	149
2020 - 2021 - Q3	33	4	17	77	131
2020 - 2021 - Q4	21	2	28	106	157
<b>Grand Total</b>	<b>133</b>	<b>11</b>	<b>148</b>	<b>447</b>	<b>739</b>

Row Labels	No	Yes
2019-2020 - Q4	70	99
2020-2021 - Q1	54	79
2020-2021 - Q2	63	86
2020-2021 - Q3	54	77
2020-2021 - Q4	51	106

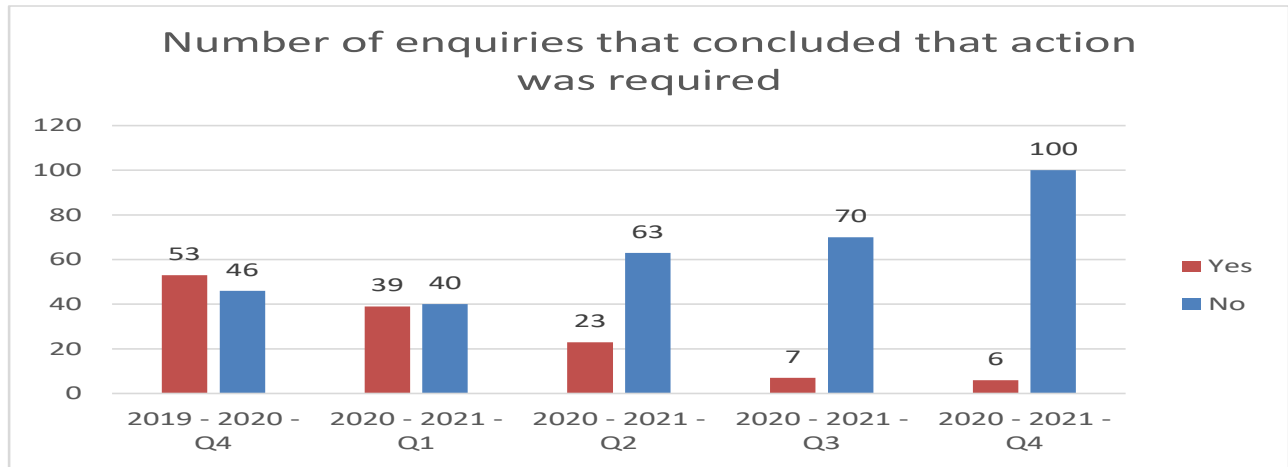
This quarter there are slightly less the number of reports that did not proceed to an enquiry but there is still a high number of reports being received where it has been assessed that an enquiry is not necessary and this needs to be explored further.



Should the report proceed to an enquiry  
 Yes - Proceeded to enquiry

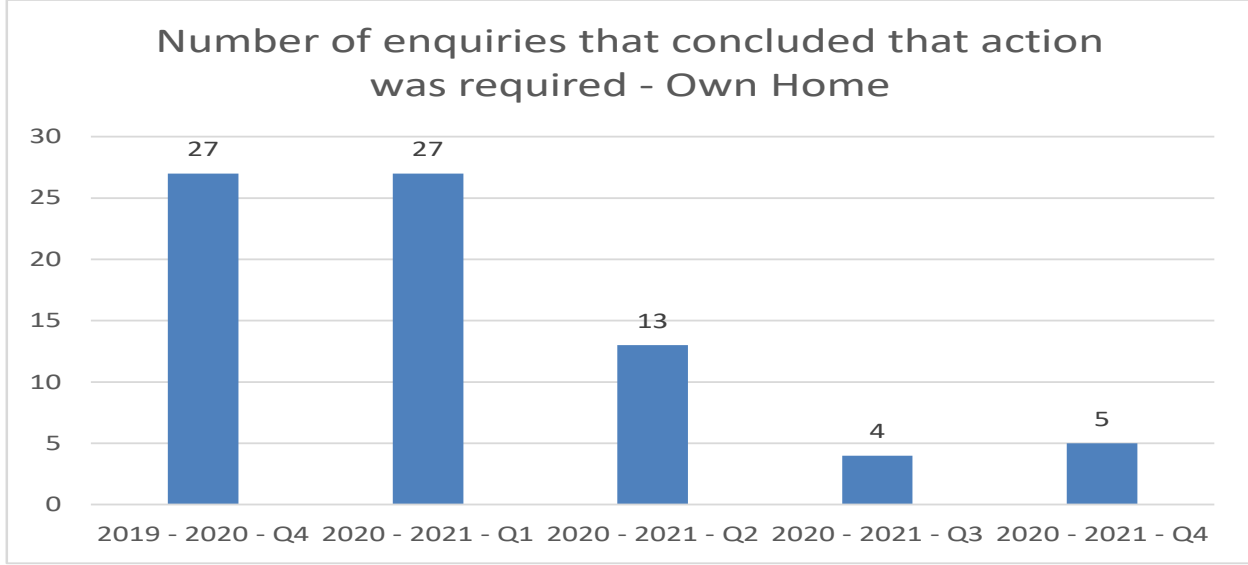
**Reports that led to Enquiry**

Count of Assessment ID	Column Labels		
	Yes	No	Grand Total
2019 - 2020 - Q4	53	46	99
2020 - 2021 - Q1	39	40	79
2020 - 2021 - Q2	23	63	86
2020 - 2021 - Q3	7	70	77
2020 - 2021 - Q4	6	100	106
<b>Grand Total</b>	<b>128</b>	<b>319</b>	<b>447</b>



This quarter, there was a further low number of enquiries where it was concluded that action needed to be taken, i.e., that a protection plan needed to be put in place. There were only 6 in this quarter, a slight decrease from 7 in quarter 3, but a marked decrease from Q2 (23), Q1 (39) and Q4 2019-2020 (53).

CYSUR Own Home	1
<b>Place - Own Home</b>	
<b>Row Labels</b>	<b>Count of Assessment ID</b>
2019 - 2020 - Q4	27
2020 - 2021 - Q1	27
2020 - 2021 - Q2	13
2020 - 2021 - Q3	4
2020 - 2021 - Q4	5
<b>Grand Total</b>	<b>76</b>



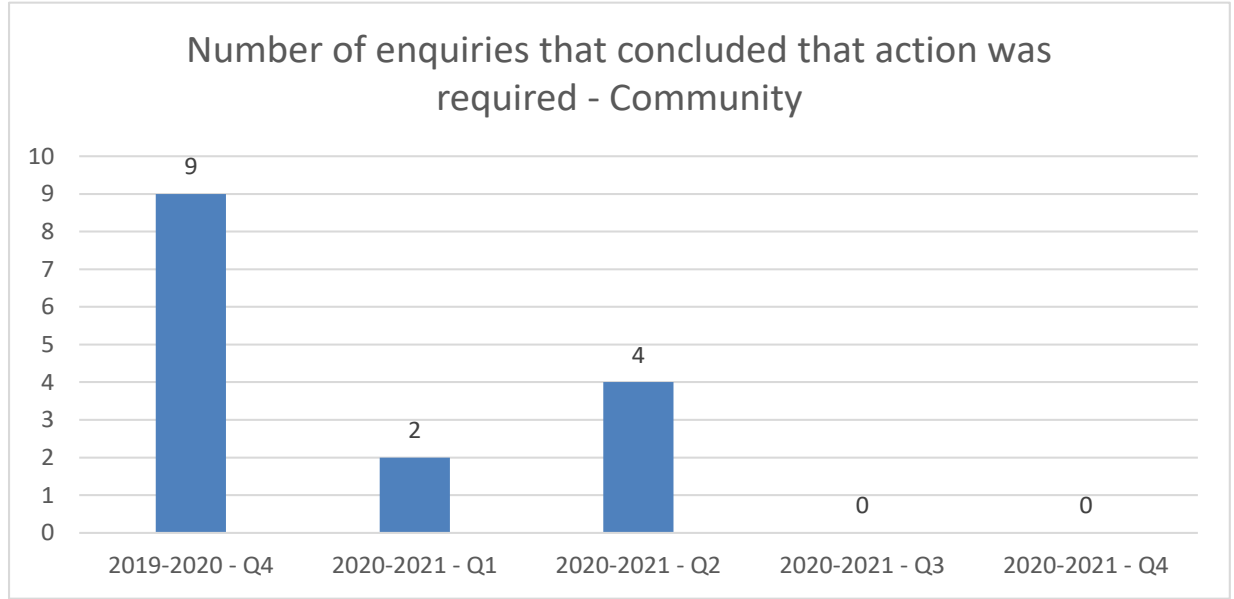
Of the 6 Protection Plans put in place, 5 people were safeguarded in their own home and 1 person needed to be safeguarded in a care home setting, with 1 person needed to be safeguarded from a paid employee, 2 needed to be safeguarded from relatives/friend and 1 from another.

CYSUR Community 1

**Place - Community**

Row Labels	Count of Assessment ID
2019 - 2020 - Q4	9
2020 - 2021 - Q1	2
2020 - 2021 - Q2	4
<b>Grand Total</b>	<b>15</b>

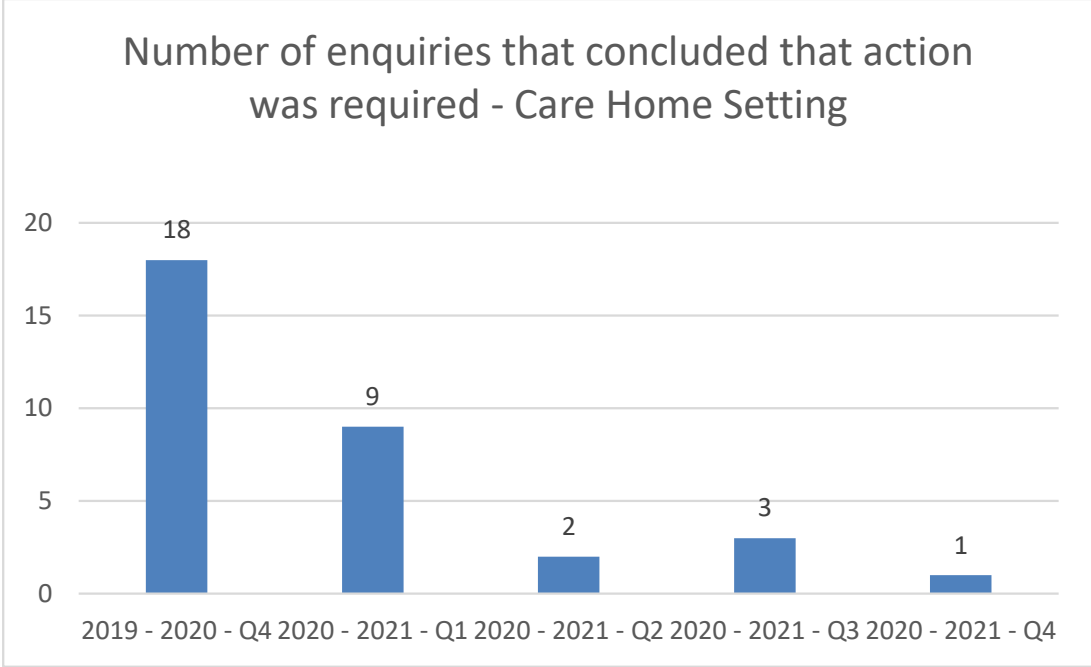
Row Labels	Place - Community
2019-2020 - Q4	9
2020-2021 - Q1	2
2020-2021 - Q2	4
2020-2021 - Q3	0
2020-2021 - Q4	0





CYSUR Care Home Setting	1
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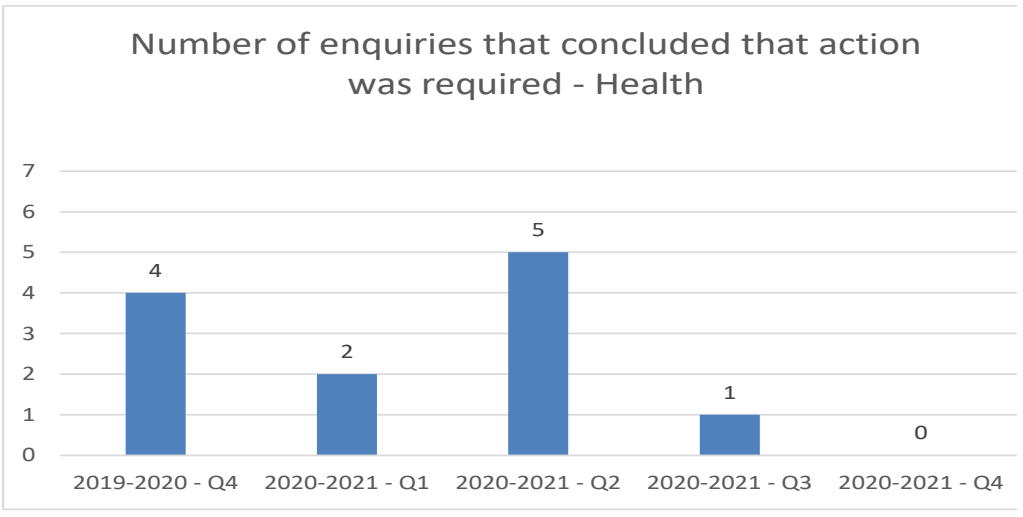
Place - Care Home Setting	
Row Labels	Count of Assessment ID
2019 - 2020 - Q4	18
2020 - 2021 - Q1	9
2020 - 2021 - Q2	2
2020 - 2021 - Q3	3
2020 - 2021 - Q4	1
<b>Grand Total</b>	<b>33</b>



CYSUR Health Setting	1
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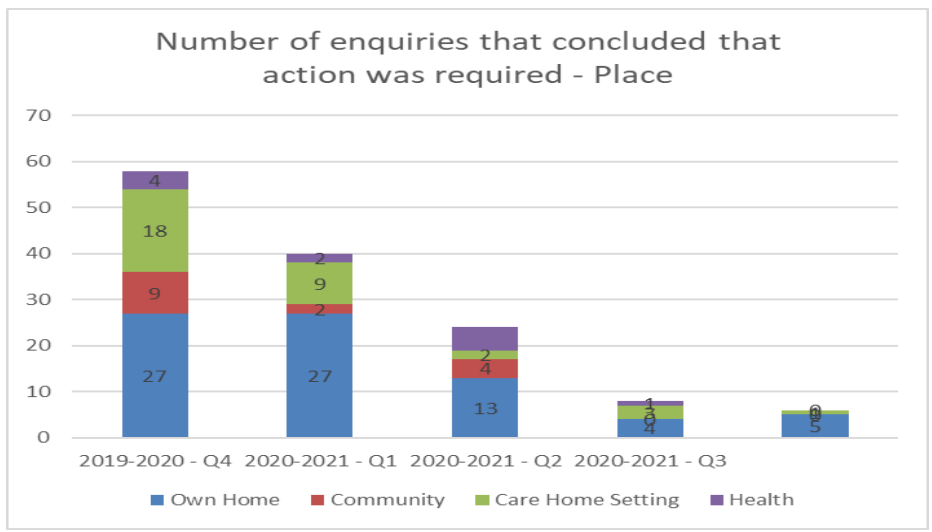
Place - Health	
Row Labels	Count of Assessment ID
2019 - 2020 - Q4	4
2020 - 2021 - Q1	2
2020 - 2021 - Q2	5
2020 - 2021 - Q3	1
<b>Grand Total</b>	<b>12</b>

2019-2020 - Q4	4
2020-2021 - Q1	2
2020-2021 - Q2	5
2020-2021 - Q3	1
2020-2021 - Q4	0



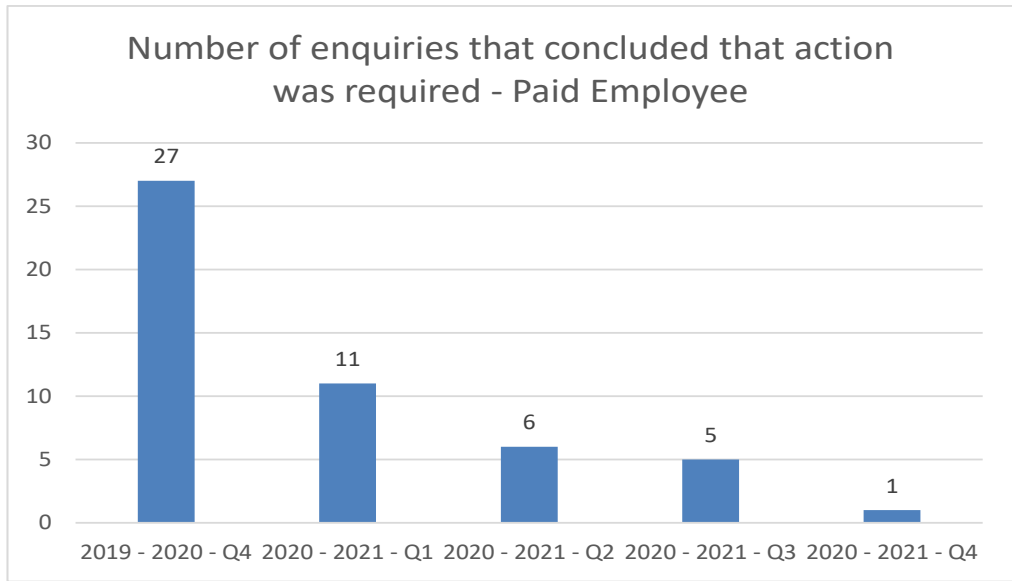
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Period	Own Home	Community	Care Home Setting	Health
2019-2020 - Q4	27	9	18	4
2020-2021 - Q1	27	2	9	2
2020-2021 - Q2	13	4	2	5
2020-2021 - Q3	4	0	3	1
2020-2021 - Q4	5	0	1	0



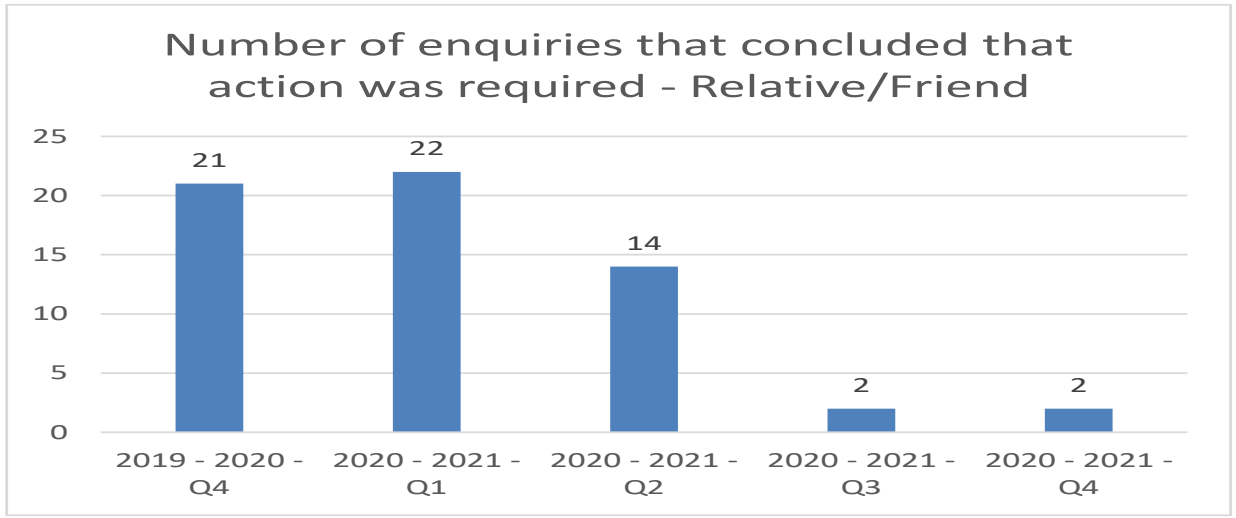
Person - Paid Employee	1
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Row Labels	Count of Assessment ID
2019 - 2020 - Q4	27
2020 - 2021 - Q1	11
2020 - 2021 - Q2	6
2020 - 2021 - Q3	5
2020 - 2021 - Q4	1
<b>Grand Total</b>	<b>50</b>



Person - Relative Friend	1
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Row Labels	Count of Assessment ID
2019 - 2020 - Q4	21
2020 - 2021 - Q1	22
2020 - 2021 - Q2	14
2020 - 2021 - Q3	2
2020 - 2021 - Q4	2
<b>Grand Total</b>	<b>61</b>



**Person - Volunteer  
Unpaid Employee** 0

Person - Other Service User 1

**Person - Other Service User**

Row Labels	Count of Assessment ID
2020 - 2021 - Q1	1
2020 - 2021 - Q2	2
<b>Grand Total</b>	<b>3</b>

2019-2020 - Q4	0
2020-2021 - Q1	1
2020-2021 - Q2	2
2020-2021 - Q3	0
2020-2021 - Q4	0

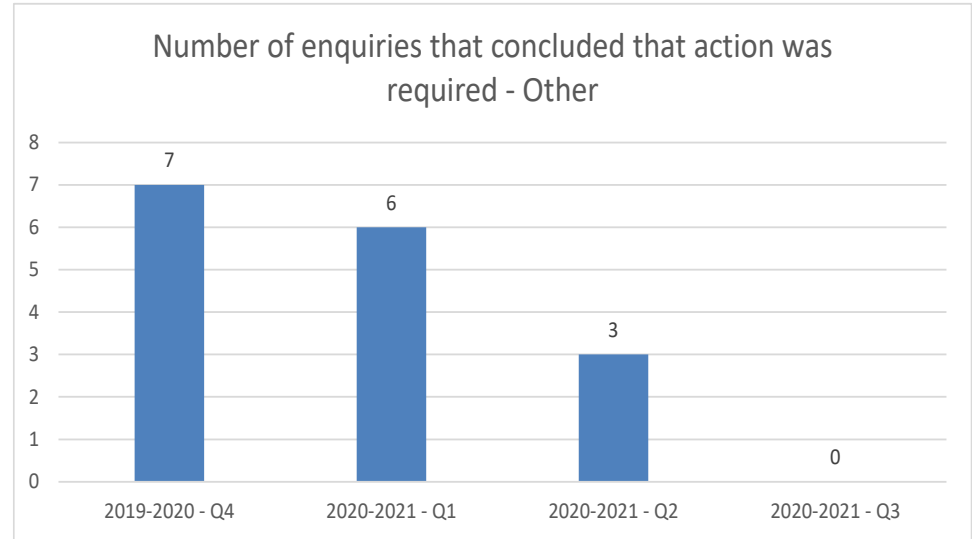
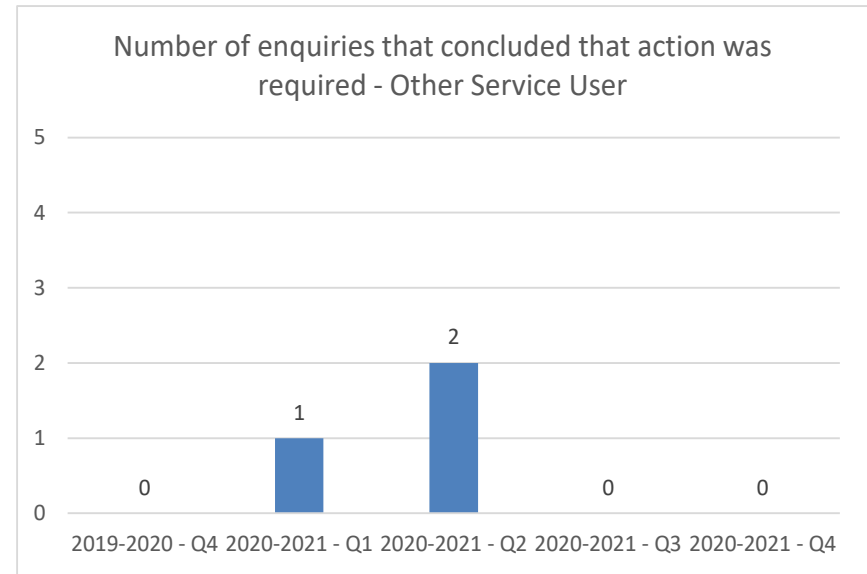
Person - Other 1

**Person - Other**

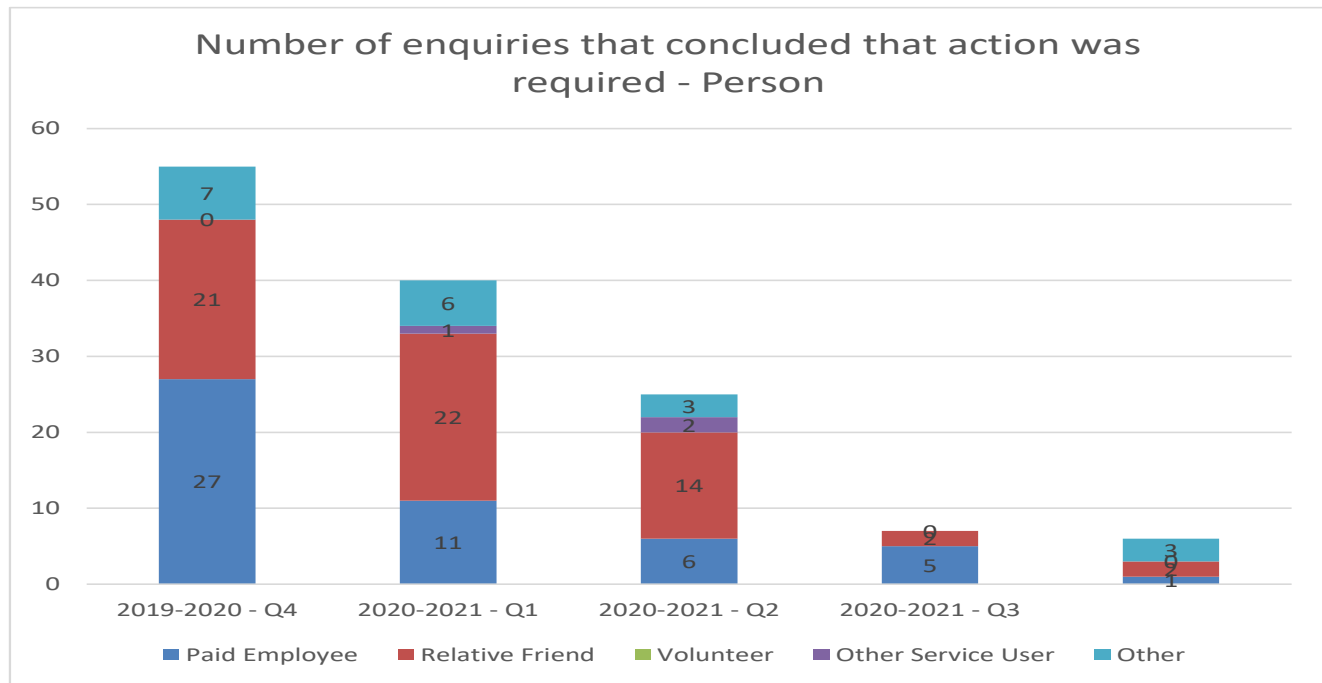
Row Labels	Count of Assessment ID
2019 - 2020 - Q4	7
2020 - 2021 - Q1	6
2020 - 2021 - Q2	3
2020 - 2021 - Q4	3
<b>Grand Total</b>	<b>19</b>

2019-2020 - Q4	7
2020-2021 - Q1	6
2020-2021 - Q2	3
2020-2021 - Q3	0
2020-2021 - Q4	3

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Period	Paid Employee	Relative Friend	Volunteer	Other Service User	Other
2019-2020 - Q4	27	21	0	0	7
2020-2021 - Q1	11	22	0	1	6
2020-2021 - Q2	6	14	0	2	3
2020-2021 - Q3	5	2	0	0	0
2020-2021 - Q4	1	2	0	0	3



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